THE CALIFORNIA STATE UNIVERSITY
MULTIHAZARD EMERGENCY PLAN
FOR
SACRAMENTO STATE UNIVERSITY
2010
California State University, Sacramento
6000 “J” Street
Sacramento, California 95819-6092

Reviewed/Revised November, 2009 for 2010
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>FOREWORD</th>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Planning Basis</td>
<td>1</td>
</tr>
<tr>
<td>1. Purpose</td>
<td>1</td>
</tr>
<tr>
<td>2. Organization of Emergency Plan</td>
<td>1-2</td>
</tr>
<tr>
<td>3. Campus Emergency Management</td>
<td>2-3</td>
</tr>
<tr>
<td>4. Concept of Operations</td>
<td>3</td>
</tr>
<tr>
<td>5. Campus Emergency, Local Emergency, State of Emergency, Mutual Aid</td>
<td>3</td>
</tr>
<tr>
<td>5.1. Campus Emergency</td>
<td>3-4</td>
</tr>
<tr>
<td>5.2. Local Emergency</td>
<td>4</td>
</tr>
<tr>
<td>5.3. State Emergency</td>
<td>4</td>
</tr>
<tr>
<td>5.4. Mutual Aid</td>
<td>4-5</td>
</tr>
<tr>
<td>* State Emergency Plan Map of Administrative Regions &amp; Mutual Aid Regions - 2007</td>
<td>6</td>
</tr>
<tr>
<td>* State Emergency Plan Map of Fire &amp; Rescue (The Six Standard Mutual Aid Regions)</td>
<td>7</td>
</tr>
<tr>
<td>* State Law Enforcement &amp; Coroner Mutual Aid Regions</td>
<td>8</td>
</tr>
<tr>
<td>6. Emergency Management Training Exercising</td>
<td>9</td>
</tr>
<tr>
<td>7. Emergency Management Training Exercising</td>
<td>9</td>
</tr>
<tr>
<td>* Attachment 1 – Required Training Matrix</td>
<td>11</td>
</tr>
<tr>
<td>8. Campus Emergency Equipment</td>
<td>9-10</td>
</tr>
<tr>
<td>9. Hazard Mitigation</td>
<td>10</td>
</tr>
</tbody>
</table>
10. Emergency Operations Center

* Enclosure 1. Hazard Analysis and Planned Responses
  ** Vulnerability Analysis Chart
  ** Earthquake Damage Areas Map -1800/2007
  ** Map of Levels of Earthquake Hazards
  ** The Modified Mercalli Intensity Scale
  ** State Emergency Plan Matrix of Earthquake Warning System & Tsunami Warning System
  *** Levels of Earthquake Hazards Maps (3)
  *** State Emergency Severe Weather Warning & Flood Forecast Warning Matrix

* Enclosure 2. Authority
  ** Functional Responsibilities of Campus Units (Matrix)

* Enclosure 3. California Mutual Aid System

* Enclosure 4. Basic Campus Equipment List

* Enclosure 5. Hazard Mitigation - Procedures for Implementing Section 406

II. Emergency Management Plan and Functional Annexes

* Emergency Operations Current Planning Committee

A. Emergency Management Plan

1. Introduction
2. Objectives
3. Operational Approaches: Emergency Management Modes
4. Emergency Management Periods

5. Statewide Emergency Management System
   * Matrix of California Emergency Organization
   * Matrix – Minimum Activation Requirements per SEMS Regulations

6. Sacramento State University Emergency Management

7.1. Local Jurisdiction Emergency Management

7.2. Operational Area Emergency Management

7.3. Mutual Aid Region Emergency Management

8. State Emergency Management

9. Emergency Management Support Functions:


   ** The Incident Command: Overview (Matrix)
   ** Incident Command System (Matrix)
   ** SEMS Functions (Matrix)

   * Incident Command System and Staff (Enclosure 1)

   * Campus Emergency Communications System (Enclosure 2)

   * Campus Notification and Warning System (Enclosure 3)

   * Situation Analysis and Damage Assessment (Enclosure 4)

   ** Attachment 1. Situation Report Form
* Environmental Health and Safety (Enclosure 5) 81-82

* Emergency Public Information (EPI) (Enclosure 6) 83-88

  * Attachment 1. Emergency Public Information Priorities 89-90

  * Attachment 2. Emergency Alert System Procedures 91

* Vital Records Protection (Enclosure 7) 92-94

* Radiation Safety (Enclosure 8) 95-96

* Campus President's Checklist 97

  ** President’s Cabinet Members – 2010 Academic Year 98

* Emergency Operations Executive Checklist 99

* Emergency Manager/Incident Commander Responsibilities 100-102

  ** Executive Manager Policy Group 103

* CAMPUS CLOSURE IMPLEMENTATION PROCEDURES 104-105

B. Fire Operations Annex 106

  1. Organization and Responsibilities 106

    1.1. Sacramento State University 106

    1.2. County and City 106

    1.3. Operational Area 106

    1.4. Mutual Aid Region 106-107

    1.5. State 107

  2. Policies and Procedures 107-108
C. Law Enforcement and Traffic Control Operations Annex

1. Organization and Responsibilities
   1.1. Sacramento State University
   1.2. County and City
   1.3. Operational Area
   1.4. Mutual Aid Region
   1.5. State

2. Policies and Procedures
   * Enclosure 1. Supporting Organizations and Responsibilities
   * Enclosure 2. Permit to Enter Restricted Areas
   * Law Enforcement and Traffic Control Coordinator's Checklist

D. Medical Operations Annex

1. Organization and Responsibilities
   1.1. Sacramento State University
   1.2. County and City Disaster Medical Coordinators
   1.3. Operational Area
   1.4. Mutual Aid Region
   1.5. State

2. Policies and Procedures
2.1. Managing Disaster Medical Care Operations | 125
2.2. Reconnaissance and Information | 125-126
2.3. Transportation of Casualties | 126
2.4. Disaster Triage Procedures | 126
2.5. Special Disaster Medical Operations and Procedures | 126-127
2.6. Multi-Casualty Incident Plan | 127

* Enclosure 1. Supporting Organizations and Responsibilities | 128
* Enclosure 2. Disaster Triage Procedures | 129
* Enclosure 3. Casualty Collection Point Operations | 130-132
* Enclosure 4. Disaster Support Area (DSA) Medical Operations | 133-134
* Enclosure 5. Multi-casualty Incident Plan | 135
* Medical Coordinator's Checklist | 136-138

**E. Public Health Operations Annex** | 139

1. Organization and Responsibility | 139

1.1. Sacramento State University | 139
1.2. County and City Public Health Coordinators | 139
1.3. Operational Area | 139
1.4. Mutual Aid Region | 139-140
1.5. State | 140

* Enclosure 1. Supporting Organizations and Responsibilities | 141
F. Coroner Operations Annex

1. Organization and Responsibilities

1.1. Sacramento State University
1.2. County Coroners/Medical Examiners
1.3. Mutual Aid Region
1.4. State

2. Policies and Procedures

2.1. Emergency Responses
2.2. Fatality Collection Areas (FCAs)
2.3. Locating, Retrieving, and Tagging of Bodies at the Disaster Site
2.4. Transport of Bodies to Fatality Collection Areas
2.5. Mass Burial
2.6. Counseling Service

* Enclosure 1. Supporting Organizations and Responsibilities

* Coroner Operations Coordinator's Checklist

G. Care and Shelter Operations Annex

1. Organization and Responsibilities

1.1. American Red Cross
1.2. Sacramento State University
1.3. County and City
1.4. Operational Area
1.5. Mutual Aid Region 156

1.6. State 156-157

2. Policies and Procedures 157

2.1. Registration and Inquiry Operations 157

2.2. Lodging Operations 157-158

2.3. Feeding Operations 158

* Enclosure 1. Supporting Organizations and Responsibilities 159

* Care and Shelter Coordinator's Checklist 160-162

H. Movement Operations Annex 163

1. Organization and Responsibilities 163

1.1. Sacramento State University 163

1.2. County and City 163

1.3. Operational Area 163

1.4. Mutual Aid Region 163-164

1.5. State 164

2. Policies and Procedures 164

2.1. Evacuation Planning 165-165

2.2. Warning the Community and Providing Movement Instructions 165

2.3. Identifying Evacuation Routes 165-166

2.4. Providing Transportation Assistance 166

2.5. Controlling Traffic 166-167

2.6. Controlling Access to Hazard Area 167
**EMERGENCY EVACUATION PROCEDURES** 168-172

**Emergency Evacuation Routes Map** 173

**Emergency Campus Staging Areas Map** 174

**Emergency Staging Areas – Imminent Flooding** 175

* Enclosure 1. Supporting Organizations and Responsibilities 176

* Movement Coordinator's Checklist 177-178

I. **Rescue Operations Annex** 179

1. Organization and Responsibilities 179
   1.1. Sacramento State University 179
   1.2. County and City 179
   1.3. Operational Area 179-180
   1.4. Mutual Aid Region 180
   1.5. State 180

2. Policies and Procedures 180
   * Enclosure 1. Supporting Organizations and Responsibilities 181
   * Rescue Coordinator's Checklist 182-184

J. **Construction and Engineering Operations Annex** 185

1. Organization and Responsibilities 185
   1.1. Sacramento State University 185
   1.2. County and City 185
   1.3. Operational Area 185
   1.4. Mutual Aid Region 185
1.5. State 185-186

1.6. Private Sector 186

2. Policies and Procedures 186

2.1. Post-Event Inspection of Facilities and Structures 186

2.2. Route Recovery 186

* Enclosure 1. Supporting Organizations and Responsibilities 187

* Construction and Engineering Coordinator's Checklist 188-190

K. Resources and Support Operations Annex 191

1. Organization and Responsibilities 191

1.1. Sacramento State University 191

1.2. County and City 191-192

1.3. Operational Area 192

1.4. Mutual Aid Region 192

1.5. State 192

2. Policies and Procedures 192

2.1. Logistics Section 192

2.2. Finance Administrative Section 192-193

2.3. Operations Section 193

2.4. Utilities 193-194

* Enclosure 1. Supporting Organizations and Responsibilities 195

* Resources and Support Coordinators Checklist 196
* Resources and Support Officer's Checklist 197
* Supply and Procurement Officer's Checklist 198
* Financial Services Officer's Checklist 199-200
* Human Resource Checklist 201-202
* Transportation Officer's Checklist 203-204
* Utilities Officer's Checklist 205

III. SHELTER PROGRAM 206

1. Concepts of Shelter in Place or Evacuation 206
   1.1. Purpose 206
   1.2. Shelter versus Evacuation 206
   1.3. Campus Logistics 206
   1.4. Hazardous Materials Spill Information 206
   1.5. Shelter in Place Protocols 207

IV. GLOSSARY 208-214

V. ATTACHMENT FOLDER

PROGRAMS, PLANS AND MANUALS (SUPPORT MATERIAL)

1. CSUS Emergency Response Manual (Redbook)
3. CSUS Emergency Operations Plan
4. EOC/ICS Checklists
5. Critical Incident Response Manual for Supervisors and Managers
6. Building Coordinator Emergency Operations on Campus
7. Persons with Disabilities Emergency Preparedness Plan
8. Campus Hazmat Inventory by Building
9. Building Coordinator Personnel
10. Alpha List of EOC Personnel’s Designated Title Positions
11. Map Showing Locations of Emergency Generators
12. Numerical Listing of Emergency Generators
13. Pandemic Plan 06/25/09
14. Proclamation of a Campus Emergency
15. Chancellor’s Executive Order #1013 – CSU Emergency Management Program
16. Chancellor’s Executive Order #1014 – CSU Business Continuity Program
17. Campus Active Shooter Guidelines
FOREWORD

This plan is designed to provide information to emergency response personnel and is basically an administrative guide outlining steps for those personnel and departments contributing essential services in emergency situations. The plan is directed toward flexibility, as the time and extent of a disaster is unpredictable. Each campus department is responsible for formulating and maintaining its own standard operating procedures in support of this plan. This plan meets the new mandates of Chancellor’s Executive Order #1013, enacted September 7, 2007.

I. PLANNING BASIS

1. Purpose:

The Multi-hazard Emergency Plan addresses the Campus Emergency Management System for extraordinary emergency situations. It strives for compatibility within the California State University (CSU) as well as with the California Emergency Plan. The Campus Emergency Management Plan is supported by various Annexes that focus on specific campus functional unit responsibilities in relation to specific kinds of emergencies such as a major earthquake, flood, or hazardous materials incident. It is placed into operation by the President whenever an extraordinary emergency affecting the campus is anticipated or when such an emergency reaches proportions beyond the capacity of routine procedures.

1.1. The major goals of the Emergency Management Plan and supporting guidance are the preservation of life, the protection of property, and continuity of campus operations.

1.2. Secondary objectives include:

* Prescribing authority, responsibility, functions, and operations of the Campus Emergency Management Organization, including the management of critical resources.

* Coordinating emergency operations with those of other agencies.

* Developing mutual aid and other support agreement with appropriate local and state agencies.

2. Organization of the Emergency Plan:

2.1. This Plan is organized into this background statement, an Emergency Management Plan with ten (10) functional annexes. The Emergency Management Plan establishes campus policies and procedures, depicts the Campus Emergency Management Organization and assigns responsibilities for managing emergency operations. The remaining eleven (11) annexes (A-K) provide guidance for Functional Coordinators (e.g., Law Enforcement and Traffic
In addition to the ten annexes there are seventeen support plans and documents (attachments 1-17) that support the overall Multi-Hazard Plan.

2.2. Enclosures to the major parts of the Plan are included to provide additional information on specific topics or to provide a place to insert information specific to the campus. It is intended that Sacramento State University will plan and respond to the various emergencies that can affect the campus.

2.3. The Emergency Response Plan is based on a thorough analysis of the hazards (or potential emergencies) which could affect the campus. The analysis identified the situations that would be faced by emergency managers and responders if an emergency occurs. The analysis has been completed for the potential emergency situations and the various hazards that can affect the campus. The planned response to each emergency is summarized in Enclosure 1. The planned responses are documented in more detail through checklists for each function.

2.4. Each building coordinator has prepared an Emergency Action Plan Manual for their specific assigned building. The Manual consist of emergency response checklists (extracted from the University’s Emergency Plan) and other information specific to their building that the coordinator will need in an emergency.

2.5. Within this basic Emergency Plan, Sacramento State has customized specific policies and procedures while maintaining the integrity of the organizational structure of the Emergency Plan. This will facilitate communication with local and state agencies regarding specific emergencies in relation to the University’s Emergency Plan.

3. Campus Emergency Management:

3.1. The Campus President, consistent with this Emergency Plan, establishes the basic policies which govern the Campus Emergency Management Organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency.

3.2. The Emergency Management Plan and its related enclosures are extremely important, as they provide specific guidance regarding management of emergency operations. The Campus Emergency Management Team (Emergency Operations Center [EOC] Designees) is comprised of designated campus officials and functional units that are responsible for all emergency operations on the campus. Additionally, the Campus Emergency Management Organization coordinates with neighboring jurisdictions as required for effective emergency response. (Necessary agreements, processes, and procedures are in place with these neighboring jurisdictions to optimize the timeliness and effectiveness of the response structure in the event of an emergency).
3.3. The Emergency Operations Executive (Vice President for Administration and Business Affairs) is responsible for all aspects of the campus emergency plan, training, and implementation. Key to this Emergency Management Organization was the establishment of a Campus Emergency Operations Center (EOC) whose leadership, staffing, and location are pre-identified and equipped. During an emergency, the EOC will be activated and staffed to the extent required.

3.4. The University utilizes the functions and principles of SEMS (Standardized Emergency Management System) as described by government code 8607(a). SEMS incorporates the use of the Incident Command System (ICS) adopted by Sacramento State for the handling of emergencies. This manual complies with SEMS and is in compliance with NIMS (National Incident Management System).

3.5. Standard Operating Procedures (SOPs) have been developed that provide "how to" information for specific operations or activities during an emergency. Each campus functional unit with an assigned responsibility developed SOPs for fulfilling these responsibilities. It is important that all individuals assigned to the EOC Staff be prepared to fill all positions within the ICS/SEMS structure. Since an emergency may occur at a time when many individuals with emergency responsibilities are not on campus, a call-back procedure was developed. Sacramento State has identified critical sites (e.g., buildings containing toxic or radioactive materials, utility cutoff locations, etc.) and developed Standard Operating Procedures (SOPs) for those personnel working in the field during an emergency. Sacramento State University has also developed SOPs for protection of vital records, including computer data bases.

4. Concept of Operations:

4.1 Concepts presented in the Emergency Management Plan consider the full spectrum of emergency responses, from a minor involvement (Level I) to total involvement from a destructive impact (Level III). Some emergencies will be preceded by a buildup period which, if recognized and utilized effectively, can provide advance warning to individuals on campus who might be affected. Other emergencies occur with little or no advance warning, thus requiring mobilization and commitment of campus resources just prior to or after the onset of the emergency situation. All available elements of the Campus Emergency Management Organization must respond promptly and effectively to any foreseeable emergency to include the provision and utilization of mutual aid.

5. Campus Emergency, Local Emergency, State of Emergency, Mutual Aid:

5.1 Campus Emergency:

5.1.1. If, in the opinion of the University President, conditions warrant, he/she can officially proclaim a "Campus Emergency." Whenever possible, this will be done in coordination with the Chancellor's Office. Proclaiming a
Campus Emergency has the following effects: it activates the Emergency Plan, facilitates campus participation in mutual assistance in the event of declaration of local emergency and/or State of Emergency, ensures that supervisors are acting under Presidential delegation in directing activities outside regular scope of employees' duties, and helps ensure appropriate payment of Workers' Compensation, reimbursement for extraordinary expenses, and federal disaster relief, where applicable. It must be emphasized that records should be as accurate and complete as possible in order to file claims for such coverage, to seek reimbursement for extraordinary expense, and to seek federal disaster relief, where appropriate. Further information on authority for emergency operations is provided in:

* Enclosure 3, "Authority."

5.2. **Local Emergency:**

5.2.1. A "Local Emergency" under the California Emergency Services Act means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, which conditions are likely to be beyond the control of that political subdivision. Only properly designated officials within these political sub-divisions may declare a Local Emergency. This designation was not intended to apply to a situation geographically confined to the campus.

5.3. **State of Emergency:**

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

5.4. **Mutual Aid:**

5.4.1. If it is determined that local, state, or possibly federal aid will be needed, a Campus Emergency will be proclaimed, a request will be made to the jurisdiction in which the campus is located to proclaim a Local Emergency, and a formal request will be submitted by the local jurisdiction through the State Office of Emergency Services (OES/CEMA) requesting that the Governor proclaims a State of Emergency. Specific procedures for requesting mutual aid should be developed with the local jurisdiction(s). These procedures should be documented in a letter of understanding with the jurisdiction(s).
5.4.2. As provided in the California Emergency Plan, certain state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The OES/CEMA regional manager will coordinate interregional mutual aid and state assistance as necessary. (The State of California is currently divided into three Administrative and six Mutual Aid Regions, as shown on the following charts).
MAP 2

Fire and Rescue Mutual Aid Regions
(The 6 Standard Mutual Aid Regions)
MAP 3

Law Enforcement and Coroner Mutual Aid Regions
6. **Emergency Management Training Exercising:**

6.1. 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. All emergency plans should include provisions for training.

6.2. One element of the training program should be emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities, and systems that will actually be used in emergency situations.

6.3. Exercises can be accomplished in several forms. Desk-top exercises provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussion and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

7. **Emergency Management Training Exercising:**

7.1. 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. All emergency plans should include provisions for training.

7.2. One element of the training program should be emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities, and systems that will actually be used in emergency situations.

7.3. Exercises can be accomplished in several forms. Desk-top exercises provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussion and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

7.4. Operations exercises simulate an actual emergency. They typically involve the complete emergency management staff and are designed not only to exercise procedures but also to test the readiness of personnel, communications, and facilities. Such exercises may be conducted at the Emergency Operations Center level or as field exercises.

7.5. All training shall be documented by utilizing the CETTS Training Record System. The EOC Coordinator shall also maintain a record of all emergency training.

**Attachment 1: Required Training Matrix for 2009**
8. **Campus Emergency Equipment**

8.1. It should be recognized that certain extraordinary emergencies (e.g., major earthquake) of a local/regional impact can necessitate a campus standing alone for a significant period of time (e.g., 72 hours).

8.2. Enclosure 4 indicates certain basic equipment which each campus should have to facilitate the discharge of its responsibilities during any stand-alone period.

9. **Hazard Mitigation:**

9.1. Hazard mitigation is an important element of a comprehensive disaster preparedness program. Measures have been taken to reduce the potential impact of known hazards on the campus. Once a disaster has occurred, the campus may be involved in complying with the hazard mitigation requirements of Section 406 of the Federal Disaster Relief Act of 1974. The procedures for implementing Section 406 are summarized in Enclosure 6.

10. **Emergency Operations Center:**

10.1. The primary Emergency Operations Center (EOC) is located in Shasta Hall, room 220 and should be utilized unless the emergency/disaster impacts that building. If the primary EOC is not available, the Public Services Building is designated as the secondary EOC.
**NIMS/ICS – SEMS TRAINING REQUIRED BY SEPTEMBER 30, 2006**

<table>
<thead>
<tr>
<th>Required Training</th>
<th>NIMS</th>
<th>ICS</th>
<th>SEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Individuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned Emergency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All EOC Designees &amp; Alternates Command Staff</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>EOC Staff **</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Selected faculty, staff personnel who respond to assist or support other EOC personnel but do not normally supervise others in an emergency situation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOC Policy Group</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>University Police, Facility Operations, Parking, EH&amp;S, Health Center, Housing, Student Services, Counseling, Disabled Student Services, Building Coordinators &amp; Building Safety Staff, Risk Management</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>President, Vice Presidents, Provosts, Legal, Chancellors Executives, Administrators and policy makers that are required to support a SEMS emergency response.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*** FY 2007/08

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - INCIDENT COMMAND SYSTEM (ICS)**

**STATE EMERGENCY MANAGEMENT SYSTEM (SEMS)**
Enclosure 1 to Planning Basis

HAZARD ANALYSIS AND PLANNED RESPONSES

1. Sacramento State University Community:

1.1 Location and Population Characteristics:

1.1.1. Sacramento State is situated within the city limits of Sacramento in the eastern portion of the city.

1.1.2. During peak hours (i.e., between 0900 Hours and 1400 Hours), it is estimated that student population on the campus reaches 29,000. The number of staff and service personnel is about 3100. There are 668 students with disabilities.

1.1.3. Sacramento State has three child related programs with a total of approximately 200 children, plus staff providers. Children's programs are operated by the Associated Students, Inc. and the Psychology and Human Development Department. Except for the children in these programs, the CSUS community has an adult population.

1.2 Access/Egress Routes and Parking:

1.2.1. North End - J Street connects with downtown to west and Howe Avenue to east.

1.2.2. South End - College Town Drive connects with Howe Avenue to east and provides access to Folsom Boulevard at U.S. 50 to west. College Town Drive also connects to State University East and south to Folsom Blvd.

1.2.3. East Side – Guy West Bridge is available for pedestrian and bicycle traffic.

1.2.4. West Side – Hornet Crossing is available for pedestrian and bicycle traffic through the tunnel from State University Drive West to Elvas Ave.

1.2.5. Highway 50 runs parallel to west side of campus at a distance of one-half mile.

1.2.6. There are at present 12,000 plus parking spaces provided on the campus and 21,000 parking permits sold for use of these parking spaces. It is estimated that more than 95% of the campus community use automobiles.
1.3 Special Considerations:

1.3.1. There are two types of occasions when additional resources to cope with emergencies would have to be provided. These are: During large events such as football games, Olympic trials, NCAA Track and Field Trials, and other large events the number of people on the campus increases significantly by about 6,000 to 30,000 extra people.

1.3.2. During summer session, Sacramento State hosts participants in various workshops and conferences.

2. Earthquake:

2.1 General Situation:

2.1.1. A major earthquake occurring in the Sacramento area could cause a great many casualties, extensive property damage, fires, flooding, and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure. The time of day and season of the year would also have a profound effect on the number of dead and injured and the amount of damage sustained. Such an earthquake would be catastrophic in its effect on the population and could exceed the response capability of the state and local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

2.1.2. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter would be required by injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly if the earthquake should occur during working hours and a personal inquiry or locator system would be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

2.1.3. Extensive federal assistance could be required and could continue for an extended period. These efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in re-establishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

2.2 Special Situation:
2.2.1. There are several faults known to exist within Sacramento County that could affect the City of Sacramento. In the eastern part of the county, the Bear Mountain and Melones Faults are found. They are believed to have been inactive for the past 150 million years. The Bear Mountain Fault passes beneath the west end of Folsom Lake.

2.2.2. No faults are currently known to exist within the City portion of the County. It should be noted that significant earthquakes have occurred on previously undetected faults.

2.3. Planned Response:

2.3.1. The following summarizes the major operations in response to an earthquake. Detailed response actions are included in checklists attached to the Plan.

2.3.2. When a major earthquake has occurred, the Emergency Communications Systems will be activated for alerting the campus community of road conditions, potential hazards and public announcements.

2.3.3. Full or partial activation of the Sacramento State Emergency Operations Center (EOC) will depend upon damage to the university and potential hazards. When the EOC is activated, a hotline to the countywide EOC will be maintained.

2.3.4. Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe for reentry.

2.3.5. Rescue operations may be required to assist trapped and/or injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operation. In the event of major damage and injuries, classes may be cancelled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty, and staff will be notified by the University Police Department's vehicle public address system, Public Safety personnel and telephone calls of the necessity to evacuate. Any evacuation will be coordinated with the County.

2.3.6. If evacuation is not possible, shelter facilities will be announced and a building coordinator sent to each designated shelter. That person will register the people in the shelter and maintain radio communication with the Sacramento State EOC.
California sits on two major tectonic plates, the North America Plate and the Pacific Plate. The Pacific Plate is currently moving north, scraping along the edge of the North American Plate. The periodically violent interactions of these two plates are responsible for most of California’s rugged geologic features. Earthquakes have claimed the lives of more than 3,000 Californians in the past two centuries.
## VULNERABILITY ANALYSIS CHART

<table>
<thead>
<tr>
<th>TYPE OF EMERGENCY</th>
<th>PROBABILITY</th>
<th>HUMAN IMPACT</th>
<th>PROPERTY IMPACT</th>
<th>OPERATIONAL IMPACT</th>
<th>INTERNAL RESOURCES</th>
<th>EXTERNAL RESOURCES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High 5 ------ 1</td>
<td>Low</td>
<td>High Impact 5 --- 1</td>
<td>Low</td>
<td>Weak Resources 5 --- 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SNIPER/ACTIVE SHOOTER</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>TERRORISM</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>EARTHQUAKE</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>FIRE</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>FLOOD</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>TERRORISM</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>HAZARDOUS MATERIAL</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>SEVERE WEATHER</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>TECHNOLOGICAL</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>TRAIN DERAILMENT</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>CIVIL DISTURBANCE</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

**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 damage.

**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.
Map 5.5.1B Areas Damaged by Earthquakes, 1800-2007
Map 4.3A - Levels of Earthquake Hazards in California
The Modified Mercalli Intensity Scale

How Does It Feel When An Earthquake Shakes? ..It Depends On Where You Are.

An earthquake can be measured by the amount of energy released. The Richter scale uses Arabic numerals to rate the amount of energy or it's magnitude. The size or strength of an earthquake may also be measured by the intensity or kind of damage that occurs. Intensity depends on your distance from the epicenter and the geologic area. The Modified Mercalli scale measures the earthquake’s effect on people, property, and ground damage. Roman numerals are used to rate the intensity and damage. An earthquake may have a different intensity rating at different locations. Damage is usually lessened with distance from the earthquake’s epicenter. However, damage may depend on the type of structure, construction, or type of soil on which the structure was built. For example, a building on bedrock experiences less movement than a building on loose sediments.

A MAGNITUDE 6.0 EARTHQUAKE
At your house it may feel like a III on the Mercalli scale, but where you are standing it may feel like a VI.

A MAGNITUDE 7.0 EARTHQUAKE
At your house it may feel like a IV on the Mercalli scale, but where you are standing it may feel like a VIII.

Approximate Relationship Between Magnitude and Intensity

<table>
<thead>
<tr>
<th>Magnitude</th>
<th>Felt Area (square miles)</th>
<th>Distance Felt (approx. miles)</th>
<th>Modified Mercalli Scale (close to epicenter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0-3.9</td>
<td>750</td>
<td>15</td>
<td>I-II</td>
</tr>
<tr>
<td>4.0-4.9</td>
<td>2,000</td>
<td>30</td>
<td>IV-V</td>
</tr>
<tr>
<td>5.0-5.9</td>
<td>15,000</td>
<td>70</td>
<td>VI-VIII</td>
</tr>
<tr>
<td>6.0-6.9</td>
<td>50,000</td>
<td>125</td>
<td>VII-VIII</td>
</tr>
<tr>
<td>7.0-7.9</td>
<td>200,000</td>
<td>250</td>
<td>IX-X</td>
</tr>
</tbody>
</table>
3. Hazardous Materials Incident:

3.1 Sacramento County is considered to be an urban area, with the multiple risks of hazardous material emergencies normally associated with a more urbanized environment. The County and its cities do have industrial complexes normally associated with a high incidence of hazardous material emergencies. However, it is equally true that when a hazardous material emergency occurs, the multiple resources that more urban communities draw upon may not be immediately available to this area. Consequently, it is estimated that significant out-of-county assistance will be unavailable for a period of six to eight hours.

3.2. The County contains major transportation arteries, primarily U.S. 50, 80, 99 and 5, plus the Southern Pacific Railroad, each transporting hundreds of thousands of tons of hazardous materials through and into the County each year. The proximity of U.S. 80 and the railroad to densely populated areas creates the potential for a major hazardous materials emergency. Hazardous materials are also transported on other highways with the same frequency. The Southern Pacific Railroad borders the campus on the west. Highway 50 is less than three-tenths of a mile from the campus at its closest point and U.S. 80 is less than 3 miles from the campus. Thus the campus is exposed to potentially serious hazardous materials releases.

3.3. Hazardous materials are also found on campus, but generally in small quantities. An accidental release of such materials would pose a threat to individuals only in the immediate vicinity. Petroleum fuel used for campus vehicles and heating is the only hazardous material stored on or transported through the campus.

4. Planned Response:

4.1. Off-Campus Release:

4.1.1. The American River water treatment plant is located at the S/E perimeter of the campus. Chlorine gas is used to treat drinking water taken from the American River.

4.1.2. A major off-campus release could require sheltering or evacuation of all or part of the campus population.

4.1.3. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors to designated shelters that are in place, close doors and windows; shut down heating, air-conditioning, and exhaust systems; and seal any openings, as feasible. If circumstances permit, the campus population may be directed to the pre-designated shelters. Assistance will be provided for handicapped persons and children.
4.1.4. If time permits, evacuation may be the appropriate protective action to take. Evacuation would most likely occur upon notification from county or city officials responsible for managing the incident. Building coordinators will activate their individual building plans and notify building occupants with available information. The implementation of this protective action at Sacramento State will be closely coordinated with the City EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the City.

4.1.5. The Sacramento State EOC Director will instruct the community to leave campus by specific routes. One or more routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus.

4.1.6. Priority use of available campus transportation resources, which at a minimum has been determined to provide transportation for approximately 450 individuals, will be allocated first to the handicapped and children and then, to the extent available, to other persons without transportation. If additional transportation resources are needed, they will be requested through the City EOC.

4.1.7. The EOC Director will confirm Sacramento State evacuation with the City during the evacuation for the purpose of judging the progress, and at the end, to insure completion. Perimeter and security control of Sacramento State will be established. The area will be checked to ensure that everyone is evacuated.

4.2. On-Campus Incident:

4.2.1. An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. The area will be sealed off by Public Safety personnel and barricades. The Campus Environmental Health and Safety Officer will be notified and will be responsible for advising on further actions.

4.2.2. Any injured, exposed, or ill persons will be treated at the Student Health Center or, as necessary, transported to hospitals.

5. Imminent/Actual Flooding in the City of Sacramento:

5.1 Special Interest to CSUS:

* Levee Failure
* Folsom Dam Failure

* Nimbus Dam Failure

5.1.1. Flooding in the Sacramento area will typically be the result of torrential rains. Water damage will probably exceed basement and ground floor areas and may last for an extended period of time. However, flooding of parking areas and public streets may isolate the university for even longer periods of time. The American River runs past the east portion of the campus, separating it from the rest of the community east of the campus.

5.1.2. Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas are necessary to minimize danger to employees, damage to property, or loss of equipment.

5.1.3. One of the greatest hazards to personnel will be electrical rounding of equipment and power lines. Explosion could occur from extinguished gas flames or weakened boilers.

5.2. Planned Response:

5.2.1. The following summarizes major operations in response to flooding. Detailed actions are included in response checklists that accompany the Plan.

5.2.2. Since advance warning of flooding conditions can usually be anticipated, the Emergency Operations Center will be activated if conditions warrant it to determine the necessary action to be taken.

5.2.3. When required, all employees and students, except those necessary to assist in the emergency, will be released if time permits. Prior to the release of employees and students, freeway and street conditions will be ascertained and announced by the University Police vehicle public address system and by campus and local radio stations.

5.2.4. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fires, explosion, and electrical hazards. Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades or Public Safety personnel to prevent injury to employees, pilferage, and interference with emergency operations.

5.2.4. Injured or ill people will be treated at the Student Health Center or if necessary transported to hospitals. Under more severe conditions, outside
ambulance service may be impossible to request; therefore, other means of evacuating serious cases must be considered.

5.2.5. Once the conditions dangerous to employees have been reduced, immediate attention should be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used wherever feasible to protect against flood waters. Teams will be organized to move material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in other portions of the University. Damage assessment will be continually reported.

5.2.6. In extreme cases of flooding where outside areas are affected and travel disrupted; it may be necessary for employees to remain at the University for an Unusual Length of time. Lodging, feeding of personnel, etc., will be required. Rationing of food and possibly water must be considered. Assignment of employees to safe areas and rooms may be necessary. Other actions such as eating schedules, emergency lighting, etc., may be required.

5.2.7. When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore the educational effort at the earliest practicable time. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as computing facilities, the switchboard and other support facilities. Material and equipment removed must be returned to its original location. Assistance required at this time, in addition to an increase in manpower, may be food services, emergency procurement, and provisions for emergency expenditure of funds.

5.3 General Situation:

5.3.1. Floods are generally classed as either slow-rise or flash floods. Slow rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time, if any. Flash flood warnings usually require immediate evacuation within the hour, as could occur if a levee failure occurred on any stream within or surrounding the City of Sacramento.

5.3.2. Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood water, securing utilities, cordoning off flooded areas and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that
existing mutual aid resources would be used as necessary to augment local resources.

5.4. Special Situation:

5.4.1. Areas subject to flooding in the City of Sacramento are adjacent to, or effected by, the following levied water-courses:

* Sacramento River
* American River
* Natomas East Main Drain
* Natomas Cross Canal (located in Sutter County)
* Dry Creek - Linda Creek
* Arcade Creek
* Beach Lake (at southerly city limits)

5.4.2. An overtopping or catastrophic levee failure can occur on any of the above facilities. Of interest to this program is the Sacramento and American Rivers. Should all of the levees on these streams retain their integrity during periods of extreme floods, an overtopping will occur on the secondary levees listed above from Natomas East Main Drain to Arcade Creek in declining order of probability.

5.4.3. The greatest potential for a levee failure occurs on the Sacramento River in the vicinity of the Pocket area and the American River in the vicinity of Cal Expo or River Park.

5.4.4. The potential of a major, catastrophic levee failure on a major stream is about the same as a levee overtopping on a secondary stream. The State/Federal River Forecast Center in Sacramento monitors both the Sacramento and American Rivers through a series of stations located along the rivers. The system affords a degree of advance flood warning for emergency responders.

5.5. Levee Failure:

5.5.1. A catastrophic levee failure will probably occur very quickly and with relatively little warning. Such a failure could occur where the levee is saturated and the high water pressure on the river side, coupled with erosion of the levee from the water flow, causes an almost instant collapse of a portion of the levee. Under such circumstances, structures located relatively near the break will suffer immediate and extensive damage. Several hundred yards away from the break, the flood waters will be dispersed sufficiently to reduce, but not eliminate, flood damage to structures in its path. The flood waters will flow in a relatively shallow path toward any low point which exists in the affected area. Flood water will collect in these low
areas and the level will rise as the flow continues. In some parts of the City, the maximum of flooding could exceed fifteen feet, i.e. North and South Natomas and the Pocket area. The maps following this discussion show the anticipated minimum extend of flooding and the maximum probable extend of inundation.

5.5.2. Evacuation of an area threatened with imminent flooding should begin with the areas of "minimum extent" boundary and proceed outward as flood waters rise. Under no circumstances should facilities in the "minimum extent" area be considered as relocation centers, staging areas, storage areas, or command centers.

5.6. Levee Overtopping:

5.6.1. Observations, during and after the February, 1986, storm, reveal the overtopping of levees adjacent to secondary waterways almost occurred. Water levels in the Natomas East Main Drain and the Natomas Cross Canal were within 1.5 feet of the levee crown in some areas. The Beach Lake Levee and Dry Creek Levee were within two feet of overtopping.

5.6.2. The North Levee of Arcade Creek had less than 2.5 feet of freeboard. The major streams however, had a minimum of 4 feet of freeboard. Had the storm continued for any length of time, and if the major levees had held, a major flood event would have occurred, due to overtopping of all, or some, of these secondary levees.

5.6.3. A major overtopping of a levee, if flow persists for a few hours, will result in severe erosion of the levee crown, and will actually be a "slow motion" levee failure over a period of several hours. A severe levee overtopping can, therefore, be considered as a levee break for the purposes of determining the extent of flooding which any area can suffer.

5.6.4. The flooding maps can, therefore, be utilized as a guide in determining the location and extent of flooding, whether from a levee break, or an overtopping.

6. STAGE I - WARNING PLAN:

6.1. The stage at which patrol of flood control project levees becomes mandatory, or the stage at which flow occurs in bypass areas from project overflow weirs.

6.1.1. AMERICAN RIVER:

* The measurement at the "H" Street Bridge must reach 40.0 feet for the warning stage.
6.1.2. **SACRAMENTO RIVER:**

* The measurement at the Fremont Weir must be 33.5 feet for the warning stage.

* The measurement at the Sacramento Weir must be 26.0 feet for the warning stage.

* The measurement at the "I" Street Bridge must reach 25.0 feet for the warning stage.

7. **STAGE II - PROJECT FLOOD STAGE:**

7.1. The stage at which the flow in a flood control project is at maximum design capacity. At this level there is a minimum freeboard of three (3) feet to tops of levees.

7.1.1. **AMERICAN RIVER:**

* The measurement at the "H" Street Bridge must reach 42.8 feet for the project flood stage.

7.1.2. **SACRAMENTO RIVER:**

* The measurement at the Fremont Weir must reach 40.8 for the project flood stage.

* The measurement at Sacramento Weir must reach 31.5 feet for the project flood stage.

* The measurement at the "I" street bridge must reach 31.0 for the project flood stage.

8. **STAGE III - DANGER STAGE:**

8.1. The stage at which the flow in a flood control project is greater than maximum design capacity and where there is extreme danger with threat of significant hazard to life and property in the event of levee failure.

8.1.1. **AMERICAN RIVER:**

* The measurement at the "H" Street Bridge must be 47.5 feet for the danger stage.

8.1.2. **SACRAMENTO RIVER:**
* The measurement at the Fremont Weir must be 41.8 feet for the danger stage.

* The measurement at the Sacramento Weir must be 32.5 feet for the danger stage.

* The measurement at the "I" Street Bridge must be 32.0 feet for the danger stage.

9. **Levee Districts:**

9.1. The American River Flood Control District is responsible for the repair and maintenance of the levees containing the American River. Reclamation District 1000 is responsible for East Main Canal and network. Army Corps of Engineers and City of Sacramento is responsible for Sacramento River East Levee. Local city officials will need to notify district personnel under the three Emergency readiness Stages previously mentioned. Actions of the districts will be geared to each stage.

**Attachments:**

Attachments 1 - Flood Hazard Maps (3)
Attachment 2 – State Emergency Plan’s Severe Weather Warning & Flood Forecast Warning System
Attachment 3 - 1950 – 2004 California Proclaimed States of Emergency by County – Flood Events
City flood scenario

To prepare for a disaster, Sacramento officials have created a series of maps that illustrate what would happen if a levee broke on the Sacramento or American rivers. The map below depicts one of those scenarios, showing the speed and depth of a flood should a levee break near River Park, at a hypothetical hour – 2 a.m.

4 a.m. Water enters downtown. Water pooling in the basin reaches the low-lying floodgate where the Capital City Freeway intersects with the railroad levee. As water spills through this breach, it moves into central Sacramento before continuing south toward Land Park.

2 a.m. American River levee fails. Water rushes into the basin formed by the American River levee and the Union Pacific railroad levee, this small area – home to the River Park neighborhood and CSU Sacramento – fills quickly, with portions reaching a flood depth of 5 feet in two hours.

3:30 p.m. Railroad levee fails. The Union Pacific levee – which was not designed as a flood-control structure – fails along J Street Avenue near 22nd Street. Water from the breach breaches downhill, joining with the H Street flow near McKinley Park.

8 a.m. State Capitol is now surrounded by floodwaters, and several other local, state, and federal government buildings are inaccessible.

Critical facilities includes facilities that would either require special evacuation, or would be critical to reach in a flood. Data current as of 1996 when the city prepared its Comprehensive Flood Management Plan. It has not been updated since.

School  Hospital  Daycare  Fire station  Other-care facility

3 p.m. Second floodgate spills. Water in River Park is high enough to escape through the railroad levee floodgate at H Street.

8 p.m. Key interchange floods. Most of Sacramento freeways remain above water throughout the flood. The portion of the junction of the Capital City Freeway and Highways 50 and 99 begins to flood about 18 hours after the breach, cutting off major east-west and north-south routes through the city.

9 p.m. Additional flooding. Water flows over Sylvanville Road, inundating the area between Highways 50 and the Union Pacific railroad tracks. Around midnight, water overtops the north levee at Sacramento Executive Airport.

Evacuation time

Amount of time after the levee collapses it takes flood depth to reach 1 foot – the point at which car travel becomes unsafe:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1-2.3</td>
</tr>
<tr>
<td>B</td>
<td>2.3-6</td>
</tr>
<tr>
<td>C</td>
<td>6-12</td>
</tr>
<tr>
<td>D</td>
<td>10-40</td>
</tr>
</tbody>
</table>

Flood depths

How high and quickly the water would rise:

<table>
<thead>
<tr>
<th>Zone</th>
<th>6 hours</th>
<th>12 hours</th>
<th>24 hours</th>
<th>Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0.1-0.3</td>
<td>0-0.5</td>
<td>0-1</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>0.1-0.3</td>
<td>0-0.5</td>
<td>0-1</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>0-0.5</td>
<td>0-0.5</td>
<td>0-1</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
<td></td>
</tr>
</tbody>
</table>

Source: City of Sacramento Comprehensive Flood Management Plan, February 1996

Sacramento River National Basin
Enclosure 2 to Planning Basis
1. Introduction:

1.1. The California Emergency Services Act (Cal. Government Code Section 8550 et seq., hereinafter referred to as the Act) provides the basic authority for conducting emergency operations following a proclamation of emergency by the Governor and/or appropriate local authorities. The provisions of the Act are supplemented by emergency regulations at the local level. Local and CSU, Sacramento, Emergency Plans are considered to be extensions of the California Emergency Plan.

1.2. The California Emergency Plan is published in accordance with the Act. It describes overall statewide authorities and responsibilities and outlines the functions and operations of government at all levels.

2. Emergency Proclamations:

2.1. Campus Emergency:

2.1.2. A Campus Emergency may be declared by the campus President, or his designee when so authorized, under this Plan and his/her inherent authority to regulate campus buildings and grounds and maintain order on campus (see, e.g., Cal. Administration Code, Title 5, Sections 41302, 42402). Such a declaration will be made when, in the President's opinion, there is an actual or threatened condition of disaster or extreme peril to person or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this Plan necessary.

2.1.2. Implementation of the campus Plan puts into effect the campus' role in the California Emergency Plan. This is the first step in coordinating disaster assistance with local Jurisdictions allowing the giving and receiving Mutual Aid under that the Plan, if necessary. The campus should have in effect a letter of understanding with neighboring jurisdictions to obtain assistance when campus resources are insufficient to deal with an emergency.

2.2. Local Emergency:

2.2.1. A Local Emergency may be proclaimed by the local governing body or a duly authorized local official, as specified by local ordinance. Proclamations normally will be made when there is an actual or threatened disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city.

2.2.2. The proclamation of a Local Emergency provides legal authority to:
* Request that the Governor proclaim a State of Emergency (if necessary).

* Promulgate orders and regulations necessary to provide for the protection of life and property.

* Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, plans, and/or agreements.

* Request that state agencies provide mutual aid.

* Require the emergency services of any local official or employee.

* Requisition necessary personnel and material of any department or agency.

* Conduct emergency operations without facing liabilities for performance or failure of performance.

2.3. State of Emergency:

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

* There exist conditions of disaster or extreme peril to the safety of persons and property within the state and it has been requested by local authorities, or local authority is inadequate to cope with the emergency.

2.3.2. Whenever the Governor proclaims a State of Emergency:

*Mutual aid shall be rendered in accordance with approved ordinances, plans, and/or agreements, including the campus Plan and its agreements with local jurisdictions.

* The Governor shall have the right to exercise within the designated area all police power vested by the Constitution and the laws of the State of California.

* The Governor may suspend the provisions of any regulatory statute, or any statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency, including campus procedures.

* The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.

* The Governor may promulgate, issue, and enforce orders and regulations as he/she deems necessary.
3. References:

The following provides emergency authorities for conducting and/or supporting emergency operations:

3.1. Campus:

3.1.1. The authority to govern CSU, Sacramento, 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 his campus (see, e.g., California Administrative Code, Title 5, Sections 41302, 42402).

3.1.2. Title 5, California Administrative Code, Section 42404 states: "The President of each campus is responsible for the educational effectiveness, academic excellence, and general welfare of the campus over which he presides."

3.1.3. 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.

3.2. State:


3.2.2. California Natural Disaster Assistance Act; California Government Code Sections 8680-8692.

3.2.3. Flood Fighting; California Water Code Section 128.

3.3. Federal:

3.3.1. Federal Disaster Relief Act of 1974 (Public Law 93-288).
3.3.2. Federal Civil Defense Act of 1950 (Public Law 920), as amended.
3.3.3. U.S. Army Corps of Engineers-Flood Fighting (Public Law 84-99).
# Functional Responsibilities of Campus Units

## Annex/Function

### Operations Section

<table>
<thead>
<tr>
<th>Annex/Function</th>
<th>Alerting and Warning</th>
<th>Communication</th>
<th>Situation Analysis</th>
<th>Management</th>
<th>Public Information</th>
<th>Radiological Protection</th>
<th>Fire and Rescue</th>
<th>Traffic Control</th>
<th>Law Enforcement</th>
<th>Disaster Medical</th>
<th>Public Health</th>
<th>Coroner</th>
<th>Care and Shelter</th>
<th>Movement</th>
<th>Rescue</th>
<th>Construction and Engineering</th>
<th>Supply/Procurement</th>
<th>Personnel</th>
<th>Transportation</th>
<th>Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/Council</td>
<td>P1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Ops Exec</td>
<td>P1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOC Director</td>
<td>P2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTAAS</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Management</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHAs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Media Services</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Affairs</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Coordination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amateur Ham Radio Operators</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROTC Volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Service Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Codes:
- **P1** - Function of Policy Group
- **P** - Primary Responsibility
- **P2** - Function of EOC Director
- **S** - Secondary Responsibility
Enclosure 3 to Planning Basis

CALIFORNIA MUTUAL AID SYSTEM

1. Introduction:

1.1. The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Manual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

1.2. To facilitate the coordination and flow of mutual aid, the state has been divided into six Office of Emergency Services (OES/CEMA) Mutual Aid Regions. Through this mutual aid system, the state OES/CEMA can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

1.3. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire Coordinators and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (OES/CEMA) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., medical, care and shelter, rescue, etc.).

2. Responsibilities of Operational Levels:

2.1. Sacramento State University:

2.1.1. The campus is responsible for:

* Developing and maintaining current emergency plans that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, which includes provisions for applying campus resources to
meet the emergency requirements of the campus or its neighbors and coordinating such plans with those neighboring jurisdictions. **Periodic training and testing of plans are required.**

* Identifying staging areas to provide rally points for incoming mutual aid.

* Responding to requests for mutual aid.

* Dispatching situation reports through established channels as the emergency situation develops and as changes in the emergency situation dictate.

* Requesting assistance from neighboring jurisdictions, and/or the Operational Area, as necessary and feasible.

* Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.

* Carrying out emergency regulations issued by the Governor.

2.2. **Operational Area:**

2.2.1. Coordinators at the Operational Area level are responsible for:

* Coordinating intra-county mutual aid.

* Maintaining liaison with the appropriate OES/CEMA Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.

* Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.

* Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate OES/CEMA Mutual Aid Region Coordinator.

* Dispatching reports to the appropriate OES/CEMA Mutual Aid Region Coordinator as the emergency situation develops and as changes in the emergency situation dictate.

* Receiving and employing resources provided by other counties and by state, federal, and private agencies.

* Carrying out emergency regulations issued by the Governor.

2.3. **OES/CEMA Mutual Aid Region:**
2.3.1. Coordinators at the OES/CEMA Mutual Aid Region level are responsible for:

* Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the region.

* Providing planning guidance and assistance to local jurisdictions.

* Responding to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.

* Receiving, evaluating, and disseminating information on emergency operations.

* Providing the State Director, OES/CEMA, with situation reports and, as appropriate, recommending courses of action.

2.4. **State Office of Emergency Services:**

* Performs executive functions assigned by the Governor.

* Coordinates the extraordinary emergency activities of all state agencies.

* Receives, evaluates, and disseminates information on emergency operations.

* Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.

* Receives, processes, evaluates, and acts on requests for mutual aid.

* Coordinates the application of state mutual aid resources and services.

* Receives, processes, and transmits requests for federal assistance.

* Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.

* Maintains liaison with appropriate state, federal, and private agencies.

* Coordinates emergency operations with bordering states.

2.5. **Other State Agencies:**
* Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

3. Policies and Procedures:

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

3.2. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

* Subject to state or federal control.
* Subject to military control.
* Located outside the requesting jurisdiction.
* Allocated on a priority basis.

3.3. Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

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

* Number of personnel needed.
* Type and amount of equipment.
* Reporting time and location.
* Authority to whom they are to report.
* Access routes.

*Estimated duration of operations.

4. References:

4.1. Mutual aid assistance may be provided under one or more of the following:
1. Introduction:

1.1 The need for equipment by each campus is predicated on the following assumptions:

1.1.1. That Sacramento State University establishes an Emergency Operations Center (EOC).

1.1.2. That a primary function will be management of emergencies.

1.1.3. That CSU, Sacramento may have to stand alone for 72 hours.

1.1.4. That lifesaving/rescue operations, if appropriate, will be undertaken as quickly as possible.

1.2 The kinds of equipment necessary to carry out the management of emergencies and lifesaving/rescue operations are described in the following sections.

2. Emergency Operations Center Equipment: (PS=Public Safety)

- Uninterruptible Power Supply - PS
- Data Saver Power Back-Up Inverter - PS
- Remote Control Radio Console - PS
- Campus Hot Line - PS
- Automatic Telephone Dialer - PS
- Spirit Tone and Voice Changer - PS
- Programmable Scanner - PS
- Nine-band Radio - PS
- Audio Cassette Tape Recorder and Tapes - PS
- Calculator/Scientific - PS
- EOC Personnel Vests – PS

3. Life Saving/Rescue Equipment:

(PS=PUBLIC SAFETY – FM=FACILITIES MANAGEMENT)

<table>
<thead>
<tr>
<th>Powered Respirator - FM</th>
<th>Portable Oxygen Unit - FM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCUBA (Including Air Tanks) - FM</td>
<td>Tent - FM</td>
</tr>
<tr>
<td>Combustible Gas/Vapor Detector - FM</td>
<td>Emergency Burn Trauma Kit - FM</td>
</tr>
<tr>
<td>Construction Hard Hats with Lights - FM</td>
<td>Gas Welding/Cutting Torch (Plus Gas) - FM</td>
</tr>
<tr>
<td>Portable Generator - FM</td>
<td>Portable Gas/Gasoline Stove - FM</td>
</tr>
<tr>
<td>Item</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Jaws of Life - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Rescue Stretcher/Back Board – FM</td>
<td>FM</td>
</tr>
<tr>
<td>Throwaway Protective Clothing - FM</td>
<td>FM</td>
</tr>
<tr>
<td>First Aid Kit (EMT-Level 1) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Portable Public Address System (Bull Horn) - PS</td>
<td>PS</td>
</tr>
<tr>
<td>Portable Emergency Light - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Portable Two-Way Radio (Hand Held) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Large Electric Generator - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Batteries (Portable Two-Way Radio) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Battery Charger (Portable Two-Way Radio) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Hand Tools (Power and Manual) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Shovel - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Pick - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Forklift - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Pickup Truck - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Powered Respirator - FM</td>
<td>FM</td>
</tr>
<tr>
<td>SCUBA (Including Air Tanks) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Combustible Gas/Vapor Detector - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Construction Hard Hats with Lights - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Portable Generator - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Jaws of Life - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Rescue Stretcher/Back Board – FM</td>
<td>FM</td>
</tr>
<tr>
<td>Throwaway Protective Clothing - FM</td>
<td>FM</td>
</tr>
<tr>
<td>First Aid Kit (EMT-Level 1) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Portable Public Address System (Bull Horn) - PS</td>
<td>PS</td>
</tr>
<tr>
<td>Portable Emergency Light - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Portable Two-Way Radio (Hand Held) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Large Electric Generator - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Batteries (Portable Two-Way Radio) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Battery Charger (Portable Two-Way Radio) - PS &amp; FM</td>
<td>PS &amp; FM</td>
</tr>
<tr>
<td>Hand Tools (Power and Manual) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Shovel - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Pick - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Forklift - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Pickup Truck - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Tractor (With Loader &amp; Scraper) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Cherry Picker - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Flatbed Truck - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Face Shield - PS</td>
<td>PS</td>
</tr>
<tr>
<td>Gloves - PS</td>
<td>PS</td>
</tr>
<tr>
<td>Foot Protection (Steel Toe Caps) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Dust respirator - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Concrete &amp; Steel Cutting Power Saw - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Flashlight - PS</td>
<td>PS</td>
</tr>
<tr>
<td>Microphone Probe - FM</td>
<td>FM</td>
</tr>
<tr>
<td>ABC Fire Extinguisher - FM</td>
<td>FM &amp; PS</td>
</tr>
<tr>
<td>Portable Barricades with Flasher - FM &amp; PS</td>
<td>PS &amp; PS</td>
</tr>
<tr>
<td>Road Hazard Reflector - FM</td>
<td>FM &amp; PS</td>
</tr>
<tr>
<td>Reflective Work Vest - FM</td>
<td>FM &amp; PS</td>
</tr>
<tr>
<td>Manhole Winch with Harness - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Electrical Line Tracer - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Hi-Temp/Fire Suit - FM</td>
<td>FM</td>
</tr>
<tr>
<td>24&quot; Exhaust Blower - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Fire Axe - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Wrecking Bar - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Trash Pump - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Metal Detector - FM</td>
<td>FM &amp; PS</td>
</tr>
<tr>
<td>Parking Cones - FM</td>
<td>FM &amp; UTAPS</td>
</tr>
<tr>
<td>Rope (1/2&quot; or larger) - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Electric Winches for P/Us - FM</td>
<td>FM</td>
</tr>
<tr>
<td>F.A. Repeater (Printer) - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Light Tables - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Dehydrated Food - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Utensils - Plates, Pots and Pans, Cups - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Coveralls - FM</td>
<td>FM</td>
</tr>
<tr>
<td>Typewriter, Manual - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Calculator and Batteries - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Camera and Film - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Pencils (Grease) - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Pens (Black) - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Paper - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Journals and Logs - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Trash Bags - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Whiteboard and Pans - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>I.D. Badges - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Ham Radio - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Television (AC/DC) - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Refrigerator - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Portable Heaters and Fans - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Clock and Batteries - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Air Purifier - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Cots - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Blankets and Pillows - EOC</td>
<td>EOC</td>
</tr>
<tr>
<td>Tool Kit - EOC</td>
<td>EOC</td>
</tr>
</tbody>
</table>
Enclosure 5 to Planning Basis

HAZARD MITIGATION - Procedures for Implementing Section 406

1. Introduction:

1.1. This enclosure summarizes procedures for implementing Section 406 (Minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 and hazard mitigation responsibilities of federal and state government. Activities enumerated in this Enclosure will be conducted in accordance with applicable codes, specifications, and standards. It also requires that a state recipient of federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land and construction practices.

2. Concepts:

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

1.2.1. Minimizing the impact of future disasters on communities.

1.2.2. Improvement of structures and facilities at risk.

1.2.3. Identification of hazard-prone areas and development of standards for prohibited or restricted use.

1.2.4. Loss recovery and relief (including insurance).

1.2.5. Hazard warning and population protection.

3. Implementation:

3.1. Following each Presidential declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor's Authorized Representative execute a document called the Federal/State Agreement. This Agreement includes appropriate provisions for hazard mitigation. Typically, the state agrees to:
3.1.1. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make appropriate recommendations to mitigate them.

3.1.2. Follow up with applicants to ensure that the appropriate hazard mitigation actions have been taken.

3.1.3. Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans have been developed and submitted to the FEMA Regional Director for concurrence.

3.1.4. Review and update as necessary disaster mitigation portions of emergency plans.

3.2. Sacramento State University will coordinate its mitigation activities with the Governor's Authorized Representative. A Federal/State Hazard Mitigation Team will be appointed to assist the Governor's Authorized Representative with assigned responsibilities.
II. EMERGENCY MANAGEMENT PLAN AND FUNCTIONAL ANNEXES

A. EMERGENCY MANAGEMENT PLAN

EMERGENCY OPERATIONS PLANNING COMMITTEE

The Campus Emergency Operations Planning Committee has been established to serve as a forum for considering issues related to campus emergency preparedness. Its membership has contributed immeasurably to this publication of the California State University, Sacramento Emergency Management Plan. It will continue its work, giving particular attention to making this a functional document for all of the particular individuals who share responsibility for dealing with emergency situations.

CURRENT COMMITTEE

Linda Hafar      Stacy Hayano
Director         Assoc.VP for Budget Planning & Administration
Facilities & Utilities    Finance/Business Affairs

Stephen Garcia      Michael Christensen
Vice President         Assoc. V.P. for Risk Management
Administration & Business Affairs    Environmental Health & Safety

Ron Richardson      Reudi Egger
Associate Vice President    Director
Facilities Services    Food Services

Nancy Fox       Lawrence J. Chase
Director         Professor
UTAPS            Communications Studies

Kelly Clark      Gloria Moraga
Interim Lieut. of Police    Assoc. V.P. for Public Affairs
Public Safety    Public Information Officer

Elizabeth Redmond      David D. Shannon
Associate Vice President    Director
Human Resources    Procurement/Contracts

Michael Speros      Joy Stewart-James
Director         Director
Residential Life    Student Health Center

Greg Porter      Justine Heartt
Director of Network & Telecommunications    Assoc. VP for Financial Services
University Telecommunications Services    Administration & Business Affairs

EX OFFICIO MEMBERS

Daniel Davis – Chief of Police
William C. Scheffler – EOC Coordinator
1. Introduction:

1.1. This Plan establishes policies and procedures and assigns responsibilities to ensure the effective management of campus operations during emergency situations. Additionally, it provides direction for the dissemination of emergency public information, emergency communications, alerting and warning procedures, and damage assessment and reporting. To ensure that emergency operations are conducted in a timely and effective manner, this Plan is supported by a series of functionally-specific responses to different kinds of emergencies.

2. Objectives:

2.1. The management of emergency operations requires planning for and responding to the involved events. The objectives to be accomplished include:

2.1.1. Overall management and coordination of emergency operations (to include on-scene incident management).

2.1.2. Coordinating or maintaining liaison with appropriate federal, state, and local governmental agencies and applicable segments of the private sector.

2.1.3. Requesting and allocating resources and other support.

2.1.4. Establishing priorities and resolving any conflicting demands for support.

2.1.5. Coordinating mutual aid.

2.1.6. Activating and using communications system.

2.1.7. Preparing and disseminating Emergency Public Information.

2.1.8. Managing the care of persons when their movement is necessary.

2.1.9. Collecting and evaluating damage information and other essential data.

(NOTE: The contents of the Emergency Management Plan are similar to Annex A of the Multi-hazard Functional Plan used by counties and cities).

3. Operational Approaches: Emergency Management Modes:

3.1. Emergency operations will be managed in one of three modes, depending on the magnitude of the situation.
3.1.1. **Decentralized Coordination and Direction:**

* This management mode is similar to day-to-day operations and would be used for emergency activities in which normal management procedures and local resources are adequate (Level I response). Sacramento State emergency function coordinators provide necessary support as established by appropriate agreements. The campus Emergency Operating Center (EOC) is not activated and inter-unit coordination is accomplished via established telephone and radio communications.

* As desired and established, incident management procedures can be used for on-scene activities. On-scene managers and responders usually report through established twenty-four-hour dispatch facilities.

3.1.2. **Centralized Coordination – Decentralized Direction:**

* This mode of operation is used for emergency responses that require several campus units or agencies from off campus (Level II response). In these situations, key management-level personnel from the principal involved campus units will meet in a central location to provide coordination. Their activities can include, but are not necessarily limited to:

  * Establishing a campus wide situation assessment function.

  * Establishing a campus wide public information function.

  * Determining resource requirements and coordinating resource requests.

  * Establishing and coordinating the logistical systems necessary to support emergency services.

  * The coordinating group (functional coordinators and special staff) should meet at the campus EOC or an alternate location.

  * Incident managers and on-site emergency services continue to report through established twenty-four-hour dispatch facilities. Information is provided to the EOC (or other coordination center) by dispatch facilities.

3.1.3. **Centralized Coordination and Direction:**

* This mode of operation will be utilized following a major disaster that would render it impossible for the campus to function effectively in either of the other modes. (Level III): In this situation, the campus EOC will be
activated and all coordination and direction activities (including public safety dispatch) would be accomplished from the EOC. Incident Emergency Management Systems (to the extent practicable) would report to and receive direction from the EOC.

4. Emergency Management Periods:

Emergency management generally includes three periods of activity. Detailed emergency actions for responding to the various emergencies are provided in Emergency Response Checklists.

4.1. Pre-Emergency Period:

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

4.2. Emergency Period:

4.2.1. If a threatening situation develops, the Emergency Operations Executive will be notified immediately. The elements of the Emergency Management Organization will be activated as required at the direction of the Emergency Operations Executive. Incident Management will be established to direct field units. Operations will be coordinated in a centralized or decentralized mode depending on the magnitude of the emergency situation. Actions will be directed to save lives and protect property. If the situation warrants, a Campus Emergency may be declared.

4.2.2. If an emergency occurs without warning, the initial response will be managed in a decentralized mode by on-duty personnel. Centralized management, if required, will be established as rapidly as conditions permit. Assistance will be requested through mutual aid channels as needed. A Campus Emergency may be declared. Neighboring jurisdictions will be notified and, if deemed essential, will be requested to proclaim a Local Emergency.

4.3. Post-Emergency Period (Recovery):

4.3.1. As soon as practical following a major emergency, normal management of campus operations will be restored. Disaster assistance for affected persons will be coordinated through Disaster Assistance Centers (DACs) in the local area. If major damage has occurred, a recovery group will be formed to coordinate planning and decision-making for recovery and reconstruction efforts.
5. Statewide Emergency Management System:

5.1. Fully activated, the Statewide Emergency Management System consists of all local jurisdictions (cities and county unincorporated areas), including Sacramento State University, Operational Areas (countywide), OES/CEMA Mutual Aid Regions (multi-county), and state government. The campus will be responsible for directing and coordinating emergency operations within its boundaries similar to local jurisdictions, with the other levels of the statewide system being responsible for coordinating or providing support as required. The organization and responsibilities of each of the levels are outlined below. Emphasis has been placed on the Campus Emergency Management Staff. Staffs at the other levels will have counterparts to the Campus Emergency Management Staff. Attachment 1 depicts the statewide emergency management structure for a major disaster. Attachment 2 shows the minimum activation requirements per SEMS Regulations.

Attachments:

Attachment 1: CALIFORNIA EMERGENCY ORGANIZATION
Attachment 2: Minimum Activation Requirements per SEMS Regulations Matrix
## Minimum Activation Requirements per SEMS Regulations

<table>
<thead>
<tr>
<th>Situations identified in SEMS Regulations:</th>
<th>SEMS LEVELS:</th>
<th>Field Response</th>
<th>Local Government</th>
<th>Operational Area</th>
<th>Regional</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident involving two or more emergency response agencies §2407(a)(1)</td>
<td>Use ICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local emergency proclaimed* §2407(a)(2)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government EOC activated §2407(a)(1)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government activates EOC and requests operational area EOC activation §2407(a)(1)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Two or more cities within an operational area proclaim a local emergency §2408(a)(2)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>County and one or more cities proclaim a local emergency §2409(b)(3)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>City, city and county, or county requests governor's state of emergency proclamation §2409(b)(4)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims a state of emergency for county or two or more cities §2409(b)(5)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Operational area requests resources from outside its boundaries** §2409(g)(6)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Operational area receives request requests from outside it's boundaries§ §2409(g)(7)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>An operational area EOC is activated §2411(a)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>A regional EOC is activated §2413(a)(1)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims a state of emergency §2413(b)(2)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims an earthquake or volcanic prediction §2413(c)(3)</td>
<td>Use ICS</td>
<td>Use SEMS</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the State level EOC.

* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)
6. Sacramento State University Emergency Management:

6.1 The Campus EOC Staff will be directed by the Emergency Operations Executive (Vice President of Administration & Business Affairs) who will be responsive to the President. The Emergency Operations Executive will be supported by the EOC Director and functional Operations Coordinators with responsibilities as indicated below. Additional support as necessary will be provided by special staff members for Communications, Warning, Situation Analysis and Damage Assessment, Emergency Public Information, Radiological Protection, and Environmental Health and Safety.

6.2. EOC staff will have overall responsibility for:

6.2.1. Organizing, staffing, and operating the EOC.

6.2.2. Operating communications and warning systems.

6.2.3. Providing information and guidance to the campus community.

6.2.4. Maintaining information on the status of resources, services, and operations.

6.2.5. Directing overall operations.

6.2.6. Obtaining support for the campus and providing support to nearby jurisdictions as required.

6.2.7. Analyzing hazards and recommending appropriate countermeasures.

6.2.8. Collecting, evaluating, and disseminating damage assessment and other essential information.

6.2.9. Providing status and other reports to the local jurisdictions' Emergency.

6.3. Management Organization (if activated). The general responsibilities of key members of the EOC Staff are listed below. (Specific responsibilities are provided in the Functional Annexes to this plan).

6.3.1. **Campus President**: Establishes the basic policies which govern the Campus Executive (Policy) Group declares a campus emergency when required; acts as the highest level of authority during an emergency; as necessary, calls upon the Emergency Operations Planning Committee.
6.3.2. **Emergency Operations Planning Committee:** The committee advises the President as necessary. (This function may be carried out by the Campus Executive Group).

6.3.3. **Emergency Operations Executive - Vice President of Administration and Business Affairs:** Ensures that the Emergency Operations Planning Committee performs according to established procedures; establishes priorities; authorizes deviations in procedures for implementing the Emergency Plan; recommends protective actions (e.g., closure of the campus) to the campus President; and oversees operations of the EOC Director.

6.3.4. **EOC Director/Incident Commander:** Responsible for the operations and coordination of the EOC and field operations under the Incident Command System; requests mutual aid assistance with the approval of the Emergency Operations Executive; provides liaison with nearby jurisdictions and appropriate state and federal agencies.

6.3.5. **Operations Section:**

* **Fire:** Coordinates the activities of personnel engaged in fire operations; maintains communications with field units; evaluates status reports; makes decisions regarding the commitment of resources; determines the need for additional assistance.

* **Law Enforcement and Traffic Control:** Coordinates the activities of law enforcement and traffic control personnel in and around disaster areas; maintains communications with field units; evaluates status reports; makes decisions regarding the commitment of resources; determines the need for additional assistance.

* **Disaster Medical:** Coordinates medical operations on campus and coordinates with local government and private providers concerning the transportation of casualties and use of medical resources.

* **Public Health:** Coordinates with County Health officer concerning public health measures on campus and supports such measures accordingly; identifies health hazards on campus; provides health information to campus community; supports efforts in communicable disease prevention.

* **Coroner:** Coordinates with County Coroner/Medical Examiner concerning operations associated with collection, identification, and disposition of deceased persons.
* **Care and Shelter:** Coordinates with Red Cross and local government officials concerning the procurement and allocation of resources required to support mass care operations; activates appropriate campus lodging and feeding facilities.

* **Movement:** Coordinates the movement of persons from hazardous or threatened areas to lower-risk reception areas.

* **Rescue:** Coordinates operations associated with the location, provision of immediate care, and safe removal of endangered, trapped, injured, and/or isolated persons.

* **Construction/Engineering:** Coordinates the inspection, maintenance, and emergency repair of campus facilities and coordinates emergency debris clearance.

**6.3.6. Logistics Section:** The Logistics Coordinator will be assisted by the following Support Officers with general responsibilities as indicated:

* **Supply/Procurement:** Coordinates the allocation of essential supplies, including food, fuel, and health supplies.

* **Financial Services:** Coordinates recordkeeping for personnel time, equipment time, purchases, and vendor contracts; recommends cost effective strategies for resource procurement.

* **Personnel:** Coordinates the allocation of personnel.

* **Transportation:** Coordinates the allocation of transportation resources required to move people, equipment, and essential supplies.

* **Utilities:** Coordinates with private and government operated utilities concerning the continued operation of water, gas, and electric utilities on campus.

**7. If there is a possibility that all (or a related part) of the Statewide Emergency Management System will be activated, the Campus EOC will be activated and staffed by all or part of the designated Emergency Management Staff.**

**7.1. Local Jurisdiction Emergency Management:**

7.1.1. If the local jurisdiction (county or city) 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.

7.2. **Operational Area Emergency Management:**

7.2.1. 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.

7.2.2. 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 county, and other relevant information, to the appropriate OES Mutual Aid Region Emergency Management Staff.

7.3 **Mutual Aid Region Emergency Management:**

7.3.1. The OES/CEMA 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.

8. **State Emergency Management:**

8.1. The State Emergency Management Staff is headed by the Director, OES/CEMA (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.

9. **Emergency Management Support Functions:**

The following functions and systems which support management of emergency operations are described further in the indicated enclosures to this Emergency Management Plan.

9.1. Incident Command System and Staff (Enclosure 1)
9.2. Campus Emergency Communications System (Enclosure 2)
9.3. Campus Notification and Warning System (Enclosure 3)
9.4. Situation Analysis and Damage Assessment (Enclosure 4)
9.5. Environmental Health and Safety (Enclosure 5)
9.6. Emergency Public Information (Enclosure 6)
9.7. Vital Record Protection (Enclosure 7)
9.8. Radiological Protection (Enclosure 8)

10. **National Incident Command System (NIMS), Statewide Emergency Management System (SEMS) and Incident Command System (ICS) Protocols.**

10.1. At the Sacramento State University campus we recognize that our campus plays an integral role in the National Incident Command System and the Statewide Emergency Management System. In the event of a major incident or disaster, employees of this campus will follow the Statewide Emergency Management System protocols in conjunction with the National Incident Command System.

10.2. Our employees will organize in their assigned roles under the Incident Command System (ICS).

**Attachments:**

THE INCIDENT COMMAND: Overview. (Matrix)

INCIDENT COMMAND SYSTEM (Matrix)

SEMS FUNCTION (Matrix)
INCIDENT COMMAND SYSTEM

FIELD OPERATIONS/EOC
SEMS FUNCTIONS

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.
Enclosure 1 to Emergency Management Plan

1. THE INCIDENT COMMANDER AND STAFF

The Incident Commander sets the priorities, and the other members conduct the follow-thru.

1.1. The PIO - One of the most critical functions, and is almost necessary all of the time.

1.1.1. Critical Functions are:
1) Feeding the media monster;
2) The handling of VIPs, and
3) Manning a Reference/Phone Point.

1.1.2. The 20 second rule - getting them organized - positioning

1.1.3. Estimates for Media: (Pre-Think Their Questions)
1) Dollars of damage (Estimate).
2) Number killed (Exact).
3) Number injured (Exact).
4) Number of buildings lost or damaged (Estimate).

1.1.4. Need outside chalkboard or briefing schedule to update press.

1.1.5. Rapid, factual information, as soon as possible will cut phone calls jamming lines – (Example) “Only 1 person injured at ...”

1.2. Liaison - The locator of all the agency representatives we may need for this incident. Also has to keep all of the other agencies nearby informed as to the progress of the incident.

1.3. Safety Officer - Has the authority of the Incident Commander, and is charged with operational safety. This position is sometimes also used as a mentor/coach for the newer incident commanders. This position is also the point of contact for coordinating post traumatic stress disorder/critical incident stress management (PTSD/CISM) services.

2. THE FOUR MAJOR DIVISION ASSIGNMENTS:

2.1. Operations: The teams in the field handling the mission. In a major incident, the original Incident Commander in the field might hand off to a relief Incident Commander who will open the EOC. The original Incident Commander then will become the Operations Officer in Charge.

2.1.1. Under Operations OIC, you can have such teams as: SWAT, Hostage Negotiators, along with EVAC teams, looter patrol teams, inner and outer perimeter, security, closeout, etc.
2.2. **Intelligence Planning: Two Key Missions:**

2.2.1. To gather all intelligence on the scope of the occurrence and the people/things involved.

2.2.2. To plan for the future - where are we going to be in 2 hours, 12 hours, 48 hours, etc. What will we need to run this operation at these time lines, and then letting logistics know about these needs.

2.3. **Logistics:** The bullets, bread, beans, and butter people charged with obtaining all of the items we will need -- chain link fence, rent-a-cars, generators, toilets, food, etc. This includes the people we will need for the operation. Logistics is in charge of both pre-staging and staging areas, and is charged with signing in all of the officers used in the operation, along with all volunteers and any volunteer items we are given.

2.4. **Finance/Administration: Two Key Missions:**

2.4.1. Finance - To pay for all of the items we purchase, rent, or lease during the incident, and to account for all timekeeping and payroll issues.

2.4.2. Administration - Accounts for all of the paperwork - becomes the collection point for IOD forms, workers compensation documentation, city/county liability forms, crime and incident reports, etc. Accumulates all of the section and division logs, and writes the after action report for the incident.

*Always use these same terms and clear speech so in a mutual aid environment we can all talk to each other.*

*Use the EOC vests and jackets – The EOC phone line is: 278-5200*

*ICS as a pre-planning tool.*
INCIDENT COMMANDER

The Incident Commander is responsible for incident activities including the development and implementation 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 operation.

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.

* Schematic of Incident Commander’s Staff:
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 Incident Commander. This position is mandated by both State and Federal OSHA regulations for all Hazardous Materials incidents. 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, Coroners 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 interorganizational problems.
F. Providing information and maintaining a liaison with other governmental and law enforcement agencies.
G. Maintaining a unit log.
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 briefing for the Incident Commander and the Emergency Operations 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 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 accumulation of equipment and supplies to facilitate an immediate response to a 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 securing staffing 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 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 completed.
H. Briefing agency administration personnel on all incident related business management issues which need attention and follow-up prior to closing the incident.
I. Maintaining a Section Log.
Assignment: Emergency Operations Executive

Assignee: Vice President for Administration And Business Affairs

*EOC Director

Assignee: Director/Chief, Public Safety

Operations Coordinators

*Law Enforcement

Assignee: Assistant Director, Public Safety

Fire Coordinator

Assignee: Assistant Director, Public Safety

*Disaster Medical

Assignee: Director, Health Center

Public Health

Assignee: Director, Health Center/

Environmental Health & Safety

Coroner

Assignee: Director, Health Center/

Designee

* Care and Shelter Services

Assignee: Director, Housing/

Director Food

* Movement

Assignee: Director, Residential Hall Life

* Rescue

Assignee: Asst. Director, Public Safety

Construction/Engineering

Assignee: Vice President Facilities Management

Resources and Support

Assignee: Director, Support Services/Procurement

Support Officers:

* Supply/Procurement

Assignee: Director, Support Services/Procurement

* Financial Services

Assignee: Financial Manager
* Personnel/Volunteers  
  Vice President, Human Resources

* Transportation  
  Director, UTAPS

* Utilities  
  Director, Facilities/Utilities

**Special Staff:**

* Communications  
  Voice Communications Consultant

* Warning  
  Assistant Director,  
  Public Safety Designee

* Damage Assessment  
  Vice President,  
  Facilities Management Designee

* Situation Analysis  
  Assistant Director,  
  Public Safety Designee

* Radiation Safety  
  Environmental Health & Safety  
  (Radiation Safety Officer)

**Emergency Public Information:**

Associate Vice President, Public Affairs

Environmental Health & Safety  
  Director, EH&S

** The staff will normally operate from the Campus EOC, which is located in Room 220 of Shasta Hall.**
Enclosure 2 to Emergency Management Plan

CAMPUS EMERGENCY COMMUNICATIONS SYSTEM

The Sacramento State University communications system consists of telephone and radio systems. The primary facilities for communicating with the Sacramento State emergency response organization, campus community, the county, and other emergency organizations are the Campus Public Safety Department Dispatch Center and the Campus Emergency Operations Center. Communications capabilities are described below.

Emergency Operation Center

The primary EOC, located in Room 220 of the Shasta Hall Building, has the following communications systems:

1. Telephone - five telephone lines - * three of the lines are business lines, not through the PBX - two lines are campus lines through the PBX. All lines have essential service for dial tone from Pacific Bell, Central office. Campus lines have power failure back-up. All telephone sets to have speed-dial numbers with County EOC, Office of the President, Emergency operation Executive and Campus Public Safety Dispatch Center.

2. Business lines located in:
   a) President's Office (1 - Sierra Room)
   b) Public Safety (1 at Dispatch, not through PBX and 1 in Police Chief's Office)
   c) Facilities Management (1 in Room 102C and 1 in Room 102 - Central Plant)
   d) Telecommunication Center (1 - Room 308, Sequoia Hall)

   *Emergency transfer service (throw-switch) all lines has essential service capability.

3. Campus wide telephone service with 7000 lines - Avaya S8700 PBX

4. Ring-down emergency lines in all elevators (Parking Structures and Parking Lot Blue Phones) to the Dispatch desk.

5. Approximately twenty (20) coin phones.

6. Radios

   1. Public Safety/remote in EOC
   2. Facilities Management/remote in EOC
   3. Residence Hall Life
   4. Student Health Center

7. Cell Phones/Pagers

   * Facilities Management - Nextel
8. Ham Radios

* University Media Services
  * Scanner - Monitor City/County

9. FAX Machine

* President's Office
  * Telecommunication Office
  * EOC
  * University Police Department

10. Campus Phone System

  * Telephones located in most classrooms and in various corridors.

11. The University has established a new emergency notification system. The system uses a variety of systems, which has the capability to send pre-recorded emergency text messages, cell phone notification, e-mail notification, and pager notification to all emergency responders. Everyone on campus that request to be notified by the system will be able to receive e-mail notifications. The system also has the capability to make repeat notifications to emergency responders on several different phones that they have listed.
Enclosure 3 to Emergency Management Plan

CAMPUS NOTIFICATION AND WARNING SYSTEM

1. Responsibilities:

1.1. The Campus Chief of Police (EOC Director) has the primary responsibility for promptly notifying the campus community when warranted by an emergency situation. Notification of the community, which will normally be accomplished through the Public Safety Dispatch Center, will involve both warning that an emergency condition exists and the issuance of appropriate instructions.

1.2. The Public Safety Dispatch Center is the primary point on campus for receipt of warnings from local and state officials. Warnings may be received via radio (Sacramento County Wide Radio Communications System), FAX, and telephone (public telephone, ring down line to City EOC, or direct line to City Fire Dispatch Center).

2. Warning and Notification Systems:

2.1. **Campus Wide:**

   2.1.1. Sacramento State University has a campus wide e-mail and voice mail broadcast system (ENS). This system will be activated to alert the Campus community that an emergency exists.

2.2. **Telephone Activation System (Telephone Tree):**

   2.2.1. In the event of an emergency, the Public Safety Dispatch Center will notify Campus administrators, Building Coordinators and emergency personnel of the campus (i.e. residence halls, affected colleges - see Building Coordinator list). Persons contacted will be given general instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general location. Additional telephone calls by those contacted may be performed by Building Coordinator personnel.

2.3. **Loud Speakers or Voice Command:**

   2.3.1. Notification of the campus community can also be made through the Building Coordinator Program and use of mobile vehicle (e.g. police and parking vehicles) public address and hand-held public address units. Emergency personnel will also issue on-site instructions.
2.4. **Citywide Early Warning Systems (Sirens):**

2.4.1. Sacramento City has a siren system which, when activated, will alert the general public to tune radios to the Emergency Alert System (EAS) stations for the receipt of emergency instructions. The initial sounding of the siren system will not necessarily require evacuation of the campus; the initial instructions might include certain protective actions with instructions to listen to the radio or television for further information.
Enclosure 4 to Emergency Management Plan

SITUATION ANALYSIS AND DAMAGE ASSESSMENT

1. Introduction:

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

2. Concept of Operations:

2.1. Following a disaster, Sacramento State University field units from Facilities Management, Parking, Police and others will promptly conduct a rapid reconnaissance of affected areas to determine the extent of damage and will report the information to campus officials. This information should be reported to the jurisdiction in which Sacramento State University is located. The information will then be reported to the office of Emergency Services (OES) Mutual Aid Region, or State Coordination Center, when activated, where it will be further consolidated and reported to State OES Headquarters. Reports will be utilized to determine the distribution and severity of damage and will provide the basis for initiating the emergency response and mutual aid support.

2.2. Where required, these actions will be followed by a detailed assessment of damage, of both the public and private sector, with the estimates (in dollar amount) serving as the basis for the Governor's proclamation of a State of Emergency or the Governor's request to the President for a declaration of an Emergency or Major Disaster. As required, this same information will serve as a basis for the allocation of state funds under the State Natural Disaster Assistance Act and/or the application of federal disaster relief programs, the latter of which would be appropriate in event of a Presidential declaration.

3. Policies and Procedures:

3.1. **Disaster Intelligence**: In a major disaster there are three kinds of disaster intelligence required:

3.1.1. Information necessary to determine operational problems and immediate needs of the victims. This information is the most important, and an overriding priority will be given to its collection.

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

3.2. **Reconnaissance:** An immediate reconnaissance of the area will provide a description of the situation which can then be evaluated and provide a determination as to general needs and course(s) of action to be taken.

3.2.1. Campus damage reconnaissance usually will be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas, and other facts necessary for executive decision. This activity should include the inspection and reporting of the status of campus facilities.

3.2.2. When local and state capabilities exist and conditions permit, a rapid means of determining general damage levels can be provided through aerial reconnaissance. The campus should arrange to receive relevant information from aerial reconnaissance where available.

3.3. **Situation Reporting:** In a major disaster, a series of reports will be required in order to provide detailed information to the various levels of government. The campus will support the state situation reporting system by providing reports to the local jurisdiction in which Sacramento State University is located. Where no damage is observed, negative reports will be submitted. Reports will be submitted through agreed-upon channels and will consist of the following types of reports:

3.3.1. **Flash Reports:** The first reports to be submitted by Sacramento State University officials will be Flash Reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.

3.3.2. **Situation Reports:** A more refined and detailed Situation Report will be prepared and submitted by the Planning/Intel Section every two hours, or as requested. This report will define affected areas, identify closed roads and highways, estimate the number of casualties, and provide other essential information. Reports will provide, as a minimum, the information contained in Attachment 1, Situation Report Form.

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

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

3.4.2. Damage assessment should be conducted through "at the scene" surveys by teams of qualified inspectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies.

(3.4.3) **Individual Assistance** damage assessment relates to estimates of damage to the private sector. Included are damages to homes, business, farms, possessions, and other improvements. **Public Assistance** damage assessment involves damage to public facilities (public buildings, sewer facilities, bridges, roads, public schools, etc.). Included in this category are costs associated with emergency actions related to search and rescue, medical care, emergency shelter, feeding, relief, and rehabilitation.

3.4.4. Complete details relative to the overall scope of damage assessment, to include forms, procedures, etc., are included in the State Disaster Assistance Procedural Manual (published and issued separately).

**Attachment 1: Situation Report Form**
SITUATION REPORT FORM

Reporting Campus: CSU, SACRAMENTO          Date/Time: ________________________________

1. Type of occurrence: _________________________________________________________________

2. Where it occurred: _________________________________________________________________

3. When it occurred: _________________________________________________________________

4. Area/Facility affected: _____________________________________________________________

5. Estimated number of persons: Dead______, Injured______, Evacuated______, Homeless______
   (1)                          (2)                      (3)                        (4)

6. Major roads closed________________________________________________________________

7. Open adjacent airfields: ____________________________________________________________

8. Actions by Campus Officials:
   a. Proclamation of Campus Emergency? Yes ☐    No ☐
   b. Local Emergency proclaimed by jurisdiction? Yes ☐    No ☐
      Requested? Yes ☐    No ☐
   c. EOC staffed? Yes ☐    No ☐    Location: ________________________________
   d. Communications available:
      Telephone___________________  TWX___________________
      CLETS______________  LG Radio____________  Other___________

9. Mutual aid assistance requested? Yes ☐    No ☐

10. Special problems (such as fuel shortages, etc.) ______________________________________
Enclosure 5 to Emergency Management Plan

ENVIRONMENTAL HEALTH AND SAFETY

1. Introduction:

1.1. All chemical and biological materials normally, if properly stored and handled, pose no extreme threat to the campus. However, during times of natural or man-made disasters, these materials become a special hazard to the campus, as well as to emergency personnel who will be responding to the affected area.

1.2. This type of hazard could be the result of an accident or the result of any of the following emergency and/or disasters, e.g., earthquakes, fire, explosions, hazardous materials spill, aircraft accidents, floods, and sabotage. Therefore, hazard control may be required when any of the above events occurs.

2. Responsibilities:

2.1. The individual assigned responsibility for Environmental Health and Safety will:

2.2.1. Determine, detect, and identify hazardous biological and chemical agents and make necessary recommendations.

2.2.2. Provide hazardous materials control and assist monitoring clean-up operations.

2.2.3. Assist in directed evacuations and building cleanup when hazardous materials are involved.

2.2.4. Provide liaison with City Fire Department hazardous materials incident response team.

3. Policies and Procedures:

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

3.1. Rooms containing pathogenic organisms:

3.1.1. Only trained personnel shall be allowed to enter, wearing appropriate protective clothing and equipment.

3.1.2. All fires must be contained in these rooms and be allowed to burn themselves out. Fire-fighters then may enter with respiratory protection after all walls and contents of the room have been wet down with a fine spray of water.
3.1.3. Refrigerators and freezers, in most cases, should remain intact; however, they should be isolated under a special tent and removed or disposed of only with the protection of a self-contained breathing apparatus.

3.2. **Rooms containing radioactive chemicals:**

3.2.1. Only authorized radiation safety personnel should be admitted, wearing appropriate protective clothing/equipment radiation dosimeter and with appropriate monitoring equipment (see Radiation Safety Enclosure).

3.2.2. Short exposure to radiation at the level(s) present on campus is not considered to be lethal; therefore, entry to save human life by emergency workers other than radiation safety personnel should not be prevented.

3.3. **Rooms containing toxic, flammable, explosive, or carcinogenic materials:**

3.3.1. In such storage and use areas, it is preferable that only emergency personnel familiar with the hazards should enter when equipped with appropriate protection.

3.3.2. Acknowledge any posted warnings such as NFPA Diamonds, biohazard, carcinogen signs, etc.), and relay that information to all concerned via the Sacramento State EOC Director/Incident Commander.

**NOTE:** If the incident proves to be serious in nature, the Countywide Hazardous Materials Incident Response Plan will be activated, which provides immediate mutual aid and resources needed for a serious incident. Copies of the Countywide Plan are available at the EOC, Environmental Health and Safety, Public Safety Department, and City and County fire agencies.
Enclosure 6 to Emergency Management Plan

EMERGENCY PUBLIC INFORMATION (EPI)

1. Purpose:

1.1. This enclosure establishes the Sacramento State University Emergency Public Information (EPI) Office and prescribes procedures for:

1.1.1. The rapid dissemination of accurate instructions and information to the campus community during periods of emergency.

1.1.2. Response to media inquiries and calls from the campus community.

1.1.3. Establishment of a Media Center near the Emergency Operating Center (EOC) for use by representatives of the print and electronic media.

1.1.4. Establishment of an On-Scene Public Information Team at the site of the incident.

2. Assumptions:

2.1. During emergency situations:

2.2.1. The campus community will demand information about the emergency situation and instructions on proper survival/response actions.

2.2.2. The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of an emergency or the media's conception of the severity of the emergency, regional and national media also will demand information and may play a role in notifying distant relatives of disaster victims.

2.2.3. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may be off the air.

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

3. Concept of Operations:

3.1. EPI activities during emergencies are summarized below for each period/phase. Actions to be taken by Sacramento State University Public Information Officer (PIO) are provided in detail in the Public Information Officer's Manual.
3.3.1. Pre-Emergency Period: Emphasis will be placed on preparing and maintaining contact lists; developing sample news releases, radio/TV messages and emergency instructions requiring only the particulars to be inserted; organizing and training EPI Staff; and on coordinating EPI plans with neighboring jurisdictions.

3.3.2. If an emergency appears likely, the PIO will take actions to increase readiness, including reviewing, updating, and completing pre-prepared radio/TV messages and emergency instructions and news releases. There may be a need to respond to inquiries from the media and public.

3.3.3. Emergency Period: During emergency operations, the Campus PIO will serve as the dissemination point for all media releases. Other functional units wishing to release information must coordinate through the PIO. The Campus PIO will coordinate media releases with neighboring jurisdictions.

3.3.4. EPI functions will involve warning the campus community of an imminent hazard and providing instructions on protective actions to take to avoid the hazard or reduce its impact. EPI Staff will be fully mobilized, and emergency instructions/information will be disseminated in the following priorities (see Attachment 1, "Emergency Public Information Priorities," for details):

* Lifesaving/health-preservation instructions.
* Emergency status information.
* Other useful information.

3.3.5. If deemed appropriate, the Media Center may be opened and the On-Scene Public Information Team may be dispatched.

3.3.6. Post-Emergency Period (Recovery): During this period, appropriate information will continue to be released, particularly on the restoration of essential services, on travel restrictions, and on assistance programs available. When time allows, actions taken during the emergency will be assessed, and the EPI Plan and checklist will be revised as necessary.

4. California Emergency Public Information System:

4.1 The California Emergency Public Information System includes city, county, Office of Emergency Services/California Emergency Management Agency (OES/CEMA) Mutual Aid Region, State and Federal Public Information Officers, and public information representatives from private agencies.

4.2 The scope of the emergency will determine how many levels of the system become actively involved in EPI release. The Campus PIO will coordinate with the EPI System that has been activated by local jurisdictions and state OES.
4.3. City and County PIOs will release information locally and will provide status information to PIOs at the next-higher level of government. Sacramento State’s PIO should coordinate in advance with city and county PIOs and the public information representatives of local private agencies such as the American Red Cross, the Salvation Army, and utility companies, so that mutual needs may be fulfilled during emergencies.

4.4. When the OES/CEMA Emergency Public Information Organization at the OES/CEMA Headquarters in Sacramento has been activated, PIOs will be assigned to the affected OES/CEMA Mutual Aid Region(s) to gather status information from local jurisdictions and provide it to the State OES/CEMA PIO. Mutual aid Region PIOs may reply to media calls and will relay information from the state and federal levels to local PIOs.

4.5. The State OES/CEMA PIO will summarize the disaster situation for the media and report on state agency response activities. The State OES/CEMA PIO also will establish statewide Emergency Alert System (EAS) programming, keep the Federal Emergency Management Agency (FEMA) PIO informed of developments, and provide EPI Staff support to local jurisdictions on request. The State OES PIO will coordinate news releases pertaining to a particular jurisdiction with that jurisdiction prior to dissemination to the news media. When prior coordination is not feasible, the local PIO will be informed at the earliest possible opportunity.

4.6. The FEMA PIO will provide information on federal response efforts and federal assistance programs and may provide PIO Staff support to the state on request. The federal government determines nationwide EAS programming.

5. Campus PIO Organization and Responsibilities:

5.1. The Campus Emergency Public Information Organization will be supervised by the Campus PIO or alternate. The organization will function on a 24-hour basis during emergencies and will be divided into four elements:

   5.1.1. Emergency Information /Rumor Control Section;
   5.1.2. Non-emergency Information/Visitor Control Section;
   5.1.3. On-Scene Public Information Team; and:
   5.1.4. Administrative Support Section.

5.2. As soon as possible after the onset on an emergency, the PIO Organization will fully mobilize the EPI Organization, requesting additional staff support, and set up a Radio Amateur Civil Emergency Service (RACES) information relay system as necessary. When activated, the IPO Organization will be supervised by the Campus PIO, or alternative. The organization should operate on a 24-hour basis, with staff members being assigned to three nine-hour shifts with a one-hour overlap to allow for briefing.
5.3. Emergency Information/Rumor Control Section Responsibilities:

5.3.1. Rapidly release emergency instructions and information to the campus community through all available means.

5.3.2. Receive all calls coming into the Emergency Operating Center (EOC) over the public access lines, responding to those from the public and the media, and relaying calls to other EOC Staff as appropriate. (Media will be provided at least three telephone lines exclusively for their inquiries).

5.3.3. Obtain periodic situation updates from EOC Staff members and maintain section status boards and maps. Make situation reports and provide hard copy of news releases to the local jurisdiction.

5.3.4. Prepare news releases as requested by the PIO.

5.3.5. Update recorded telephone messages hourly or as situation changes

5.4. Non-emergency Information/Visitor Control Section Responsibilities:

5.4.1. Receive and handle non-emergency calls.

5.4.2. Greet and badge all visitors, VIPs, and media; arrange for official spokesperson(s) and media tours of the EOC (one crew at a time).

5.4.3. Maintain situation boards and maps in the Media Information Center.

5.4.4. Provide escorts to accompany visitors into disaster areas.

5.4.5. Arrange accommodations and transportation for official visitors.

5.4.6. Assist Emergency Information/Rumor Control Section, as required.

5.5. On-Scene Public Information Team Responsibilities:

5.5.1. Establish a Media Control Point in the vicinity of, but physically separated from, the incident site or Command Post.

5.5.2. Request media cooperation, with "ground rules" established by Incident Commander/Emergency Manager.

5.5.3. Brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released.

5.5.4. Maintain liaison with the Incident Commander/Emergency Manager to obtain latest information and remain current on the situation.
5.5.5. Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.

5.5.6. Keep the Emergency Information/Rumor Control Section and other EOC Staff apprised of the status of the emergency situation. (Communication shall be through RACES radio).

5.6. Administrative Support Section Responsibilities:

5.6.1. Provide administrative support (telephones, desks, Computers office supplies, copy and photocopy and FAX machines, and clerical support) to all elements of the Jurisdiction PIO Organization.

5.6.2. Provide foreign-language translators and broadcasts as necessary.

5.6.3. Ensure that the Media Information Center is operational and maintained.

5.6.4. Arrange details of and equipment for press conferences and media briefings.

5.6.5. Assist the media in securing accommodations and transportation, if determined necessary by the campus PIO.

5.6.6. Assist other sections as required.

6. Communications:

6.1. The campus will rely on commercial telephone for dissemination of information to the media and for responding to direct public inquiry. The PIO should ensure that sufficient telephone circuits are installed in the Emergency Information/Rumor Control Section area to handle incoming calls (at least three lines for media inquiry only) and in the Media Center to allow the media to relay information. The PIO should arrange for at least one unlisted, outgoing line, non-electric phone for his/her exclusive use during disasters. (The PIO may choose instead to request the telephone company to institute line load control, i.e., switch certain lines to outgoing only, during disasters). The telephone/FAX will be used to coordinate with PIOs in other affected jurisdictions and at other government levels. Should telephones be out of service or unavailable (as will be the case of the On-Scene PIO Team), the Radio Amateur Civil Emergency Service (RACES), e-mail, voice mail and cell phones will be used for communicating EPI messages. Provisions for this support will be made in advance and a list of trained RACES operators maintained. The PIO may request activation of local EAS stations following established EAS procedures. Local commercial radio is the most rapid means of communicating emergency information to the public; however, EPI may need to be disseminated in a number of ways, including:
6.1.1. Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air).

6.1.2. Television stations (including cable).

6.1.3. Newspapers.

6.1.4. Special EPI supplements to newspapers.

6.1.5. Leaflets distributed by volunteers.

6.1.6. Public safety loudhailer.

6.1.7. Personal contact.

7. Media Access Privileges:

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

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

7.3. Air Access: Federal Aviation Administration Regulation 91.91 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.
Attachment 1 to Enclosure 6

EMERGENCY PUBLIC INFORMATION PRIORITIES

1. Lifesaving/Health Preservation Instructions:
   1.1. What to do (and why).
   1.2. What not to do (and why).
   1.3. Information (for parents) on status and actions of classes (if in session).
   1.4. Hazardous/contaminated/congested areas to avoid.
   1.5. Curfews.
   1.6. Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.
   1.7. Evacuation:
      * Routes
      * Instructions (including what to do if vehicle breaks down)
      * Arrangements for persons without transportation.
   1.8. Location of mass care/medical/coroner facilities, food, safe water and the status of local hospitals.
   1.9. First aid information.
   1.10. Firefighting instructions.
   1.11. Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media people should NOT telephone into the area. Lines must be kept open for emergency calls.
   1.12. Instructions/precautions about utility use, sanitation, how to turn off utilities.
   1.13. Essential services available -- hospitals, grocery stores, banks, pharmacies, etc.
   1.14. Weather hazards (if appropriate).

2. Emergency Status Information:
   2.1 Media hotline number. Public hotline number (278-HOTT)
2.2. Description of the emergency situation, including number of deaths and injuries, property damage, persons displaced.

2.3. Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).

2.4. Any of the Priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis.

2.5. Where people should report/call to volunteer.

2.6. How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members.

3. Other Useful Information: Usually this sort of information will be released in the Post-Emergency Period because of lack of time and other priorities during other phases.

3.1. State/Federal assistance available.

3.2. Disaster Assistance Center opening dates/times.

3.3. Historical events of this nature.

3.4 Charts/photographs/statistics from past events.

3.5. Human interest stories.

3.6 Acts of heroism.

3.7. Historical value of property damaged/destroyed.

3.8. Prominence of those killed/injured.
EMERGENCY ALERT SYSTEM PROCEDURES

1. Emergency Broadcast System (EAS):

1.1. The City of Sacramento utilizes an Emergency Alert System (EAS) in the event of an emergency. Special provisions have been made to be sure that the media get frequent, accurate broadcasts. The EBS is a group of radio stations that have agreed to immediately broadcast and repeat official messages during an emergency of any kind. The primary stations in the Sacramento are:

* KFBK/AM 1530 (800-834-1530)
* KRAK/AM 1140 (916-338-1026)

1.2. Other stations in the area have the ability to repeat EAS messages.

2. Utilizing the EAS System:

2.1. In time of an emergency, emergency broadcast information will be provided through the City Emergency Operations Center (EOC) to the designated radio stations. A City Media Center will also be established at the EOC. This center will also operate a county phone assistance organization for the purpose of accepting calls from the public regarding additional instructions for the public.

3. Sacramento State University:

3.1 In an emergency, all public information and supplemental instructions specific to Sacramento State will be prepared by the Sacramento State University Policy Group and authorized for release by the Public Information Officer.
Enclosure 7 to Emergency Management Plan

VITAL RECORDS PROTECTION

1. Purpose:

1.1. The records protection procedures are established to ensure that all vital records or backup copies are maintained safe and secure from the effects of disasters.

2. Planning Considerations:

2.1. A disaster on this campus may include an earthquake or plane crash and resultant fire that totally destroys records storage facilities, and may also include toxic spills and floods that make the campus inaccessible and/or uninhabitable. Possible loss of telephone, computer and electrical service must be recognized, as well as loss of life of those personnel serving as records custodians. Responsibility for vital records protection rests with the individual records custodians in the various campus units.

2.2. Records Considered Vital:

2.2.1. First Class Records: (irreplaceable/cannot be reconstructed)

a. Records essential to the protection of the rights of persons

b. Payroll.

c. Academic records, i.e., grades, class records.

d. Employee service records, i.e., personnel records.

e. Records essential to the protection of the rights of the university or the execution of its obligations.

1) Specifications and drawings.

2) Deeds.

3) Current contracts.

2.2.2. Second Class Records: Records which require much time or expense to replace (not absolutely vital to business).

a. Records of historical interest (archival) and irreplaceable.

2.3. Pro-Active Measures:

2.3.1. First Class Records:
a. Records essential to the protection of the rights of persons.

b. Payroll. These records are transmitted electronically to the State Controller's Office; backup copies are thus available there, off-campus.

c. Academic Records, i.e. grades, class records. Older records have been microfilmed and the original microfilm is stored off-campus at ARCUS, Inc., a records storage facility at 4201 S. Market Court, Sacramento, CA 95834. This is a sturdy vault storage facility with a halon gas fire suppression system and water alarms. Copies of the microfilm are stored on campus in the admissions and records "vault" which is also protected by a halon gas fire suppression system.

d. Employee service records, i.e. personnel records. Essential data from these records is maintained in duplicate at the State Controller's Office. Additional data is stored on computer files. Backup computer tapes are stored weekly at ARCUS (see c. above).

e. Records essential to the protection of the rights of the University or to the execution of its obligations.

1) Specifications and drawings. Backup copies of these items are on file at the office of the State Architect.

2) Deeds (see 1 above).

3) Current contracts. Copies of all major contracts are on file at the Chancellor's Office in Long Beach.

2.3.2. Second Class Records (when not duplicated):

a. Records which require much time or expense to replace (not absolutely vital to business). These records are stored, whenever possible, in fire resistant cabinets, away from windows. University staff is exploring current available devices for duplicating these records for off-campus storage.

b. Records of historical interest (archival) and irreplaceable. These records are currently stored in the library, relatively unprotected except from flood. Plans are being discussed for both storing these records in an environmentally controlled vault in Library II, and using additional records retrievable devices to store backup copies.

** Notification is to be made as necessary by the Department of Public Safety to the following individuals:

Student Records (Admissions, Student Health)  VP of Student Affairs
Associate VP Student Affairs
<table>
<thead>
<tr>
<th>Record Category</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Center Records and Payroll</td>
<td>Associate VP for Academic Affairs/Telecom, Computing, Communications And Media Services</td>
</tr>
<tr>
<td>Records</td>
<td></td>
</tr>
<tr>
<td>Personnel Records</td>
<td>VP of Human Resources</td>
</tr>
<tr>
<td></td>
<td>Employee Relations Officer</td>
</tr>
<tr>
<td>Contracts/Finance</td>
<td>VP of Administration &amp; Business Affairs</td>
</tr>
<tr>
<td></td>
<td>Director of Support Services</td>
</tr>
</tbody>
</table>
Enclosure 8 to Emergency Management Plan

RADIATION SAFETY

1. Introduction:

1.1. This enclosure is concerned with protection of response personnel and the campus community from radiological exposure during emergencies on campus. Small amounts of radioactive materials are present on campus for research and educational purposes. A radiological hazard could result from accidents during the use or storage of radioactive materials or could result from events such as a fire, explosion, or earthquake.

2. Organization and Responsibilities: If radioactive materials are involved in an emergency, the Campus Radiation Safety Officer (RSO) is responsible for:

2.1. Ensuring that all emergency responders are notified of the radiation hazard.

2.2. Providing radiation survey equipment, as appropriate to emergency workers.

2.3. Advising the EOC Director on appropriate response procedures.

2.4. Assisting in the proper handling of contaminated individuals, materials, and structures.

2.5. Performing decontamination, as needed.

2.6. Recordkeeping of radiation exposure.

2.7. Providing liaison to the California State Department of Health Services (DHS), Radiological Health Branch (RHB).

2.8. Prior to an emergency, the RSO will ensure the proper identification and listing of all campus locations where radioactive materials are stored and handled.

3. Policies and Procedures:

3.1. Exposure Control and Exposure Documentation for Emergency Workers

3.3.1. Under emergency or disaster conditions, admission to the rooms containing radioactive material will be restricted as follows:

3.3.2. Only authorized radiation safety personnel shall be admitted, wearing appropriate protective clothing, filtered breathing apparatus and radiation badges. Radiation detectors such as Geiger-Muller (GM) counters shall be utilized.
3.3.3. Short exposures to radiation at the level(s) present in these rooms is not considered to be lethal, therefore, entry to save human life by emergency personnel other than radiation safety officers should not be prevented.

3.3.4. Sacramento State emergency workers with potential for radiation exposures will be equipped with self-reading dosimeters. The RSO is responsible for issuing the dosimeters and thermo luminescent dosimeters (TLDs) to Sacramento State emergency workers and recording the doses received. When the emergency has been concluded, the records are forwarded to the RSO for filing.

3.2. Contaminated-Injured Patients:

3.2.1 In the unlikely event that CSUS would have a contaminated injured patient, Sacramento State will inform the EOC Director/Incident Commander. The County Health Officer, through the Sheriff’s office, will dispatch a contract ambulance to Sacramento State and then contact the receiving hospital, U.C. Medical Center to prepare for the arrival of contaminated patient(s).

3.2.2. The ambulance will be instructed by radio/or by Public Safety personnel at the access control point, so that the ambulance driver can be directed to the location of contaminated-injured individual(s) on campus.

3.3. Sacramento State Radiological Analysis:

3.3.1 The RSO shall be responsible for maintaining liaison with State/County organizations in accomplishing necessary radiological analysis.

3.3.2. Monitoring Equipment:

(1) Radiation monitoring equipment will be inspected, inventoried, and operationally checked semi-annually and after each use.
Activity:  
- Highest level of authority during emergency/disaster.  
- Authorizes protective/precautionary actions as warranted by situation.  
- Establish policies for emergency response as required.

Date/Time Person Completing Checklist
Reported to meeting location.

Primary Position Responsible for this Function.  
President (or designee if not available).

Name of Person Completing Checklist.

<table>
<thead>
<tr>
<th>Action Guidelines:</th>
<th>Actions Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the Office of the President. If the administrative office is deemed unsafe, report to EOC, Shasta Hall, room 220.</td>
<td></td>
</tr>
<tr>
<td>Assess situation: Obtain information through the Emergency Operations Executive (VP Administration &amp; Business Affairs, The Emergency Operations Center Incident Commander, and/or the senior University Police Officer on duty.</td>
<td></td>
</tr>
<tr>
<td>Declare a campus emergency if situation warrants.</td>
<td></td>
</tr>
<tr>
<td>Consult with Chancellor, if feasible.</td>
<td></td>
</tr>
<tr>
<td>Authorize protective or precautionary actions as appropriate. Consider:</td>
<td></td>
</tr>
<tr>
<td>Evacuation, Shelter, &amp; Campus Closure.</td>
<td></td>
</tr>
<tr>
<td>Issue any necessary public statements through the Public Information Officer.</td>
<td></td>
</tr>
<tr>
<td>If campus closure is directed, ensure that the following are notified:</td>
<td></td>
</tr>
<tr>
<td>- President’s Cabinet Members (page 2)</td>
<td></td>
</tr>
<tr>
<td>- VP Information Technology Service</td>
<td></td>
</tr>
<tr>
<td>- Public Information Officer</td>
<td></td>
</tr>
<tr>
<td>- Chancellor’s Office</td>
<td></td>
</tr>
<tr>
<td>- Emergency Operations Center Incident Commander</td>
<td></td>
</tr>
<tr>
<td>Conduct periodic disaster and strategy plan briefings with Emergency Operations</td>
<td></td>
</tr>
<tr>
<td>Executive and/or EOC Incident Commander and Section Chiefs arranged through the</td>
<td></td>
</tr>
<tr>
<td>Planning Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Record specific directions relayed to the Emergency Response Effort (EOC).</td>
<td></td>
</tr>
</tbody>
</table>
## EMERGENCY OPERATIONS

### PRESIDENT’S CABINET MEMBERS

#### 2009-2010 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Ensley</td>
<td>Executive Assistant to the President</td>
<td>84118</td>
<td><a href="mailto:censley@csus.edu">censley@csus.edu</a></td>
</tr>
<tr>
<td>Phil Garcia</td>
<td>Executive Director, Governmental &amp; Civic Affairs</td>
<td>88758</td>
<td><a href="mailto:garciap@csus.edu">garciap@csus.edu</a></td>
</tr>
<tr>
<td>Stephen Garcia</td>
<td>Chief Financial Officer/Vice President</td>
<td>89312</td>
<td><a href="mailto:sggarcia@csus.edu">sggarcia@csus.edu</a></td>
</tr>
<tr>
<td>Alexander Gonzalez</td>
<td>President</td>
<td>87737</td>
<td><a href="mailto:alexg@csus.edu">alexg@csus.edu</a></td>
</tr>
<tr>
<td>Carole Hayashino</td>
<td>Vice President, University Advancement</td>
<td>87043</td>
<td><a href="mailto:caroleh@csus.edu">caroleh@csus.edu</a></td>
</tr>
<tr>
<td>Larry Gilbert</td>
<td>Vice President, Chief Information Officer</td>
<td>82525</td>
<td><a href="mailto:larry.gilbert@csus.edu">larry.gilbert@csus.edu</a></td>
</tr>
<tr>
<td>Lori Varlotta</td>
<td>Vice President, Student Affairs</td>
<td>86060</td>
<td><a href="mailto:varlotta@csus.edu">varlotta@csus.edu</a></td>
</tr>
<tr>
<td>Joseph Sheley</td>
<td>Provost &amp; Vice President for Academic Affairs</td>
<td>87737</td>
<td><a href="mailto:sheleyj@csus.edu">sheleyj@csus.edu</a></td>
</tr>
<tr>
<td>David Wagner</td>
<td>Vice President, Human Resources</td>
<td>86078</td>
<td><a href="mailto:wagnerd@csus.edu">wagnerd@csus.edu</a></td>
</tr>
<tr>
<td>Marti Gray</td>
<td>Interim Executive Director, University Enterprises, Inc.</td>
<td>83471</td>
<td><a href="mailto:marti.gray@csus.edu">marti.gray@csus.edu</a></td>
</tr>
</tbody>
</table>
**EMERGENCY OPERATIONS EXECUTIVE CHECKLIST**

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Date/Time Person Completing Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise President; ensure that emergency organization performs to established procedures; and oversee operation of emergency plan. Serve as primary link between President and Campus EOC.</td>
<td>Reported to meeting location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Position Responsible for this Function.</th>
<th>Name of Person Completing Checklist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President, Business Administration (or designee if not available).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Guidelines:</th>
<th>Actions Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess situation: Obtain information through the Emergency Operations Center Incident Commander, and/or the senior University Police Officer on duty.</td>
<td></td>
</tr>
<tr>
<td>Report to the Office of the President. If the administrative office is deemed unsafe, report to EOC, Shasta Hall, room 220.</td>
<td></td>
</tr>
<tr>
<td>Notify campus President of situation.</td>
<td></td>
</tr>
<tr>
<td>Obtain authorization from president to activate emergency plan. Consider declaration of campus emergency.</td>
<td></td>
</tr>
<tr>
<td>Authorize protective or precautionary actions as appropriate. Consider: Evacuation, Shelter, &amp; Campus Closure.</td>
<td></td>
</tr>
<tr>
<td>Director activation of Campus EOC if required. Designate EOC location. (EOC will be activated in Shasta Hall, room 220, unless deemed unsafe, or circumstances dictate other location).</td>
<td></td>
</tr>
<tr>
<td>Establish communications with Public Safety Dispatch Center and Campus EOC.</td>
<td></td>
</tr>
<tr>
<td>Ensure that all emergency notifications have been made.</td>
<td></td>
</tr>
<tr>
<td>Direct EOC Director/Incident Commander to implement actions authorized by President. If campus closure is directed, implement attached Campus Closure Procedure.</td>
<td></td>
</tr>
<tr>
<td>Authorize emergency messages and dissemination of public education/information to campus.</td>
<td></td>
</tr>
<tr>
<td>Obtain information on situation and actions taken by EOC Director/Incident Commander and brief President and Emergency Operations Planning Committee/Policy Group.</td>
<td></td>
</tr>
<tr>
<td>When emergency is over, direct EOC Director/Incident Commander to notify emergency organization and as appropriate, the campus community.</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY OPERATIONS CENTER

EMERGENCY MANAGER – INCIDENT COMMANDER
RESPONSIBILITIES/JOB DESCRIPTION

EOC EMERGENCY EXECUTIVE MANAGER

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

INCIDENT COMMANDER

The Incident Commander is responsible for the incident, activities including the development and implementation of strategic decisions and 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 overall operations.

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 a 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 to release 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.

GENERAL RESPONSE – ALL HAZARDS

A. Contact Emergency Operations Executive and obtain approval for implementation of plan (if time permits).

B. Authorize Watch Commander/Operation Commander to make emergency notifications. Notify staff if EOC is to be activated.

C. Activate EOC.

D. Activate emergency messages to campus community via telephone tree, voice mail, E-mail, cell phone, satellite phone, public address system, emergency vehicle public address systems, and telephone notifications.

E. Log names of personnel reporting to campus EOC and record times.


G. Brief members of EOC on situation, instructions and actions taken at Sacramento State.

H. Activate call-back procedures.

I. Establish communications with Emergency Operations Executive, City EOC/Police Department, Public Safety Dispatch Center, and campus responders.

J. Advise Emergency Operation Executive of situation and recommend appropriate actions. Direct implementation of protective action authorized by emergency Operations Executive.

K. Establish operational schedules and priorities consistent with direction from Emergency Operations Executive.
L. Ensure 24 hour staffing of EOC for duration of emergency.

M. Provide periodic status reports to Emergency Operations Executive and to City EOC/Police Department.

N. If campus closure is ordered, implement Campus Closure Procedure (See Pages 100/101).

O. If evacuation is ordered, direct notification of campus community and direct Movement Coordinator to implement evacuation plans.

P. Once campus is evacuated, advise City EOC, close Sacramento State’s EOC and Administrative building.

Q. Provide for Security. Reestablish contact with Emergency Operations Director and City in arrival in reception area.

R. Obtain authorization for reentry of campus when conditions permit.
EMERGENCY OPERATIONS CENTER

EXECUTIVE MANAGER
POLICY GROUP
&
INCIDENT COMMANDER

Stephen Garcia  VP Admin/Business Affairs  Executive Manager/Policy Group
Sacramento Hall Rm. 0272A- Ph. 86417 – E-Mail sggarcia@csus.edu

Stacy Hayano  Assoc. VP for Budget Planning & Administration  Policy Group
Sacramento Hall Rm. 0272E – Ph. 87461 – E-Mail sgreen@csus.edu

Carole Hayashino  VP University Advancement  Policy Group
Sacramento Hall – Rm. 0220 – Ph. 87043 – E-Mail caroleh@csus.edu

Justine Heartt  Interim Assoc. VP for Financial Services  Policy Group
Sacramento Hall – Rm. 0272 – Ph. 87461 – E-Mail hearttj@csus.edu

Daniel Davis  Director/Chief Public Safety  EOC/Incident Commander
Public Safety Building – Rm. 0010 – Ph. 87522 – E-Mail dan.davis@skymail.csus.edu

William Scheffler  Administrative Analyst/Specialist  EOC Coordinator
Public Safety Annex Building – Rm. D – Ph. 82236 – E-Mail scheffler@csus.edu
CAMPUS CLOSURE IMPLEMENTATION PROCEDURES

Title: Campus Closure Procedure

Implemented By: Emergency Operations Executive/Policy Group

1. Request Public Information Officer to prepare media release stating campus is closed and why. This release, once authorized, is to be given to the City EOC for release. Message should include phone number for on-campus handicapped persons to call for assistance.

2. Request Public Information Officer to prepare release to be read by the University Police through mobile address system, or other mechanisms.

3. Utilize Emergency Notification System (ENS) to send campus emergency message regarding campus closure.

4. Request Assistant Director of Public Safety/Police, and Assistant Vice President for Facilities Management to send field teams to classrooms (if during class hours) to announce closure of school. Once buildings are empty, request field teams to secure them and report secured building back to Sacramento State’s EOC.

5. Request Assistant Director of Public Safety/Police to assign staff to call and advise Residence Halls of closure of school. Resident Hall Director and staff should be requested to activate Resident Hall’s Director's checklist.

Implemented By: EOC Director/Chief of Police

1. If closure of campus is suggested as protective action, notify Emergency Operations Executive/VP Administration and Business Affairs and make recommendations.

2. Coordinate with City EOC (if activated) on implementation of closure procedures.

3. Assign field teams for classroom notifications and building closure.
4. Assign personnel to post barricades/signs at incoming points to campus.
   
a. “J” Street @ Esplanade
b. Collegetown @ State University South
c. Folsom Boulevard @ State University Drive East
d. Hornet Crossing @ Elvas Avenue
e. Guy West Bridge @ University Drive

5. Coordinate with Emergency Operations Executive and City EOC if activated regarding progress of closure.

6. Notify Residential Life staff of closure. Advise them to notify resident students not leaving campus to standby for further information.
B. FIRE OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. **Sacramento State University:** The Campus Fire Coordinator/Police Lieutenant or designee, who is a member of the Emergency Operations Center Staff, will be responsible for:

   1.1.1. Coordinating the activities of personnel engaged in fire operations.

   1.1.2. Maintaining communications with field commands, including any established ICS organizations.

   1.1.3. Evaluating status reports and determining priorities for commitment of fire resources.

   1.1.4. Determining the need for additional assistance and submitting appropriate requests for mutual aid through established channels.

   1.1.5. Organizations locally available to support fire operations are denoted in:

   * Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. **County and City:** County and City Fire Coordinators are responsible for coordinating operations within their respective jurisdictions. They will provide available resources from their jurisdiction to support Sacramento State University in response to requests through established mutual-aid channels.

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

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

1.4. **Mutual Aid Region:** Each Office of Emergency Services (OES/CEMA) Mutual Aid Region has a Regional Fire and Rescue Coordinator who is selected by the Operational Area Fire and Rescue Coordinators within their respective regions. They in turn appoint two or more alternate Regional Fire and Rescue Coordinators. The Regional Coordinators, or their alternates, serve on the staff of the OES Regional Manager during a State of Emergency proclaimed by the Governor.
1.4.1. Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Fire and Rescue Coordinator will organize and dispatch the requested resources from those available to the requesting jurisdiction.

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

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

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

2. **Policies and Procedures:**

2.1. All requests for mutual aid support will be submitted through established channels. Requests should include, as applicable:

   * Reason for request.
   * Specifics on the number of resources needed, and what types.
   * When needed.
   * Where the resources are to be dispatched and to whom they should report.

2.2. Fire personnel will coordinate their services with law enforcement agencies to assist in any search and rescue functions, (see Rescue Operations Annex).

2.3. Fire personnel will assist in any evacuation and/or warning functions per request or need.

2.4. As necessary, fire personnel will conduct fire inspections of mass care facilities and initiate fire safety training.

2.5. As necessary, fire organizations should train and organize a fire watch for mass care facilities.
2.6. Due to incompatibility of radio communications equipment between fire services, fire agencies should, where possible, provide incoming mutual-aid forces with portable radios using local frequencies.

2.7. During a disaster situation, fire services should utilize all reserve and auxiliary personnel and integrate them into their regular force.

2.8. Resources and circumstances permitting, mutual-aid agreements will be honored.
Enclosure 1 to Fire Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. Department of Public Safety/University Police Department has the primary responsibility for fire notification on campus.

2. Police Section will support City fire operations by controlling traffic and crowds, access control, investigation, and rescue.

3. Facilities Management will support City fire operations by heavy equipment, barricades for crowd control, sandbags for floods, damage assessment, turning off utilities and ventilation.

4. Mutual aid fire resources will be obtained through the Operational Area Fire and Rescue Coordinator. Nearest Mutual Aid fire resources are the Sacramento Fire Department with local station at 5990 H Street, Sacramento, Engine 8, and via CLEMAR Fire Radio Frequencies. Community Service Officers will assist in manning barricades and in crowd control.
FIRE COORDINATOR'S CHECKLIST

IMMEDIATE ACTIONS:

1. Advise responding Fire personnel of special condition within a structure on fire.

2. Assign police patrol units to assist Fire personnel with evacuation, crowd control, and traffic control.

3. Establish a radio communication link between Public Safety and the Sacramento Fire Department Command.

4. Be able to provide responding units with information concerning the type of structure, contents, and nature of fire.

5. Implement equipment resources available.

6. Determine equipment resources available.

7. Determine communications capability; radios and telephones.

8. Assign a person to keep a record of all activities.

SECONDARY ACTIONS:

9. Evaluate immediate security problems and advise the EOC.

10. Identify special equipment needs.

11. Establish immediate action priorities for responding fire units.

ADDITIONAL CONSIDERATIONS:

Duration of the emergency:

12. Make preparations for extended operations.

13. Establish a staging area for incoming fire equipment and personnel (Long-term).
C. LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University: The Campus Law Enforcement Coordinator/Police Lieutenant, who is a member of the Emergency Operations Center Staff, will be responsible for:

1.1.1. Coordinating campus law-enforcement and traffic control operations.

1.1.2. Coordinating law-enforcement and traffic-control support to other functions.

1.1.3. Maintaining communications with field commands.

1.1.4. Evaluating status reports and determining priorities for commitment of law-enforcement resources.

1.1.5. Determining the need for additional assistance and submitting requests for mutual aid through established channels.

1.1.6. Organizations locally available to support law-enforcement and traffic control operations are denoted in:

* Enclosure 1, "Supporting Organizations and Responsibilities."

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

1.3. Operational Area: In each county there is an Operational Area Law Enforcement Coordinator who is the County Sheriff. When an emergency cannot be handled by a law-enforcement agency within an Operational Area, the Area Coordinator is responsible for providing assistance and coordination to control the problem.

1.4. Mutual Aid Region: Each Office of Emergency Services (OES/CEMA) Mutual Aid Region has a Regional Law Enforcement Coordinator who is elected by the Operational Area Coordinators (Sheriffs) within the region. Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Law Enforcement Coordinator is responsible for organizing and coordinating the dispatch of resources from within the Region to affected areas.
1.5. **State:** The Governor's Office of Emergency Services coordinates procurement of state resources required to support local jurisdictions during an emergency. The OES/CEMA Director, through the State Law Enforcement Coordinator (a member of the OES/CEMA Staff), has the responsibility for law enforcement mutual-aid coordination at the state level.

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

2. **Policies and Procedures:**

2.1. Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.

2.2. Priority for movement in impacted areas will be given to essential activities such as public safety, medical and health services, and the delivery of essential provisions and other resources.

2.3. If an emergency situation dictates the movement of persons from hazardous areas, movement operations will be conducted in accordance with the Movement Operations Annex (H).

2.4. If an area is evacuated, or is considered unsafe, access controls will be established. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.

2.4.1. Criteria for allowing entry into closed areas will be established for each incident. Two basic options are available:

* **No access** - Prohibits public from entering the closed area. Authorized personnel, i.e., local, state, and federal emergency personnel, will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.

* **Limited Access** - Allows persons into closed area according to criteria established by the Incident Manager. Entry criteria should define the person who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification, and owners, managers, and employees of businesses located in closed area. All persons
allowed access will be required to sign a waiver of liability and to complete an entry permit.

2.4.2. Penal Code Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies) indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

* Nothing in Penal Code section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.

2.4.3. A pass system will be established for entry and exit of secured areas (See Enclosure 2, " Permit to Enter Restricted Areas.") A record will be maintained of all vehicles and personnel who enter a closed area.

2.4.4. If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and of appropriate precautions.

2.4.5. Various personnel and devices will be required to control access, such as the following:

* Personnel to direct traffic and staff control points.

* Signs to control or restrict traffic.

* Patrons within and outside the secured areas.

* Two-way radios to communicate to personnel within and outside the secured area.

* Control point(s).

* Adjacent highway markers indicating closure of area.

* Markers on surface roads leading into the secured area.

2.5. Auxiliary, disaster service workers, and reserve personnel should be utilized for low risk duties, such as security and traffic control.

2.6. Shifts and patrol areas should be reconfigured, as necessary, to meet the demands of the situation.

2.7. Due to the incompatibility of radio communications equipment between most law-enforcement agencies, incoming mutual aid forces should be provided with portable radios using local frequencies.
2.8. Coordination of mutual aid support will be accomplished through established channels. Requests should include, as applicable:

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

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

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

2.9.1. All members of the California Highway Patrol.

2.9.2. All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.

2.9.3. The State Forester and the classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.

2.9.4. Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

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

2.11. State Military Forces (National Guard) in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veteran's Code place, solely on the military commander, all decisions as to tactical direction and troops, kind and extent of
force to be used, and particular means to be employed to accomplish the objective specified by the civil officer in charge.

(Note: The Department of the Army has issued certain regulations regarding temporary loan of federal military resources to National Guard Unit and local civil authorities).

2.12. When the State has committed all of its available forces, including State Military Forces, and when such forces are unable to control the emergency, only the Governor may request that the President assign federal troops to assist in restoring or maintaining law and order.
Enclosure 1 to Law Enforcement and Traffic Control

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

Sacramento State Police Department has the primary responsibility for law enforcement and traffic control operations on campus.

Parking section will assist in traffic control operations.

Mutual aid resources will be requested through the Operational Area Law Coordinator. Nearest mutual aid resources is the Sacramento City Police Department.

Plant Operations and Public Safety will provide barricades for crowd and access control.

Police Community Service Officers and Parking Control Officers will assist in crowd control and manning barricades.

Ham operators, if available, will assist in communications.
PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry.

__________________________________________________________________________________
__________________________________________________________________________________

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

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

Method of travel (vehicle, aircraft) _____________________________________
Description of vehicle/aircraft _________________________________________
Route of travel if by vehicle ___________________________________________
Destination by legal location or landmark ________________________________
Alternate escape route if different from above ____________________________

4. Type of 2-way radio system to be used and your base station telephone we can contact in an emergency (a CB radio or radio telephone will not be accepted).

__________________________________________________________________________________

Entry granted into hazard area.

Authorizing Signature ____________________________ Date: _____________

Expiration Date: ________________________________

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

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

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

Signatures of applicant and members of his/her field party. Date: ______________

Print full name first, then sign:

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability. Date: ______________

I have read and understand the above waiver of liability.
LAW ENFORCEMENT AND TRAFFIC CONTROL COORDINATOR'S CHECKLIST

**ACTIVITY:** Maintain law and order, ensure that all campus rules and regulations are abided by and enforced. Manage various incidents which are responsibility of police. Provide adequate security for all campus based and related activities; provide traffic control; recommend priority for traffic routing and route restoration; direct the use of volunteers in emergency traffic control.

**PRIMARY:** Assistant Incident Commander/Operations Officer-In-Charge (Police Lieutenant), Department of Public Safety.

**GENERAL RESPONSE - ALL HAZARDS:** Consider the following actions during any major emergency affecting the campus. Also, consider additional actions listed under specific hazard on the following pages. Special procedures pertaining to other incidents have also been developed and should be referenced as appropriate.

**ACTION TAKEN:**

* Determine the nature and seriousness of the situation.

* Activate emergency operations staff procedures.

* Report to EOC.

* Ensure that resident directors have been notified of situation.

* Activate Public Safety personnel call-back procedures.

* Ensure that communications have been established with pre-designated off-campus facilities and agencies.

* Designate a Communications Officer and Traffic Officer.

* Provide appropriate briefings as required.

* Maintain records and logs of events/instruction/actions taken.

**EARTHQUAKE:**

**HAZARD IMPLICATIONS:** Telephone service may be out. E-mail may be used as a substitute if lines are still active. Police communications may have to serve as temporary emergency services command linkages. May be pressed into a variety of support functions not part of normal law enforcement role. Many will volunteer services and will need direction and control.

**ACTION TAKEN:**
* Monitor all situation reports for possible security - law enforcement problems.

* Establish with EOC Director/Incident Commander the priority for assignments.

* Make initial assessment of personnel requirements based on situation assessment.

* Participate in action plan development with EOC Director/Incident Commander and other Operations Coordinators.

* Reevaluate personnel requirements - shift status.

* Recommend traffic control procedures for use in any evacuations.

* Ensure that traffic control decisions and actions are made a part of any action plan developed for the next operational period.

* Recommend priorities for street debris clearance and restoration.

* Assign volunteers to locations as required. Be sure they are clearly identified and distinctively marked.

* Monitor effectiveness of Police portion of Incident Action Plan. Adjust as necessary.

* Maintain close liaison with other Operations Coordinators.

**HAZARDOUS MATERIALS INCIDENT:**

**HAZARD IMPLICATIONS:** Toxic spill incidents may pose problems of extremely urgent warning and evacuation actions. Special care must be taken to avoid contact with substance or vapors. Refer to local county Hazardous Materials Incident Plan for specific information on scene management responsibility and detailed procedures.

**ACTION TAKEN:**

* Assign units to provide warning and assist in area evacuation.

* Contact Environmental Health & Safety with preliminary Information.

* Follow detailed procedures/responsibilities described in local city/county Hazardous Materials Plan.

* Notify appropriate local, state, and federal hazard response agencies.

* Provide security around affected area as necessary.
* Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.

* Assist in efforts to identify spilled substance.

* Establish traffic and perimeter control for affected area.

* Assist in the coordination of medical assistance.

* Disseminate warning, and assist fire in search and rescue operations.

* Assist with the removal and disposition of fatalities as required.

**FLOODING:**

**HAZARD IMPLICATIONS:** Police may be required to provide warning; evacuation will be responsible for ensuring security of evacuated area.

* Coordinate with fire for the rescue of persons trapped in flooded areas.

* Notify Sacramento City Police Department with preliminary information.

* Ensure electric power for public safety facilities.

* Ensure that all flood or flood prone areas are properly cordoned off and traffic control/access measures are established.

* Alert off-campus towing services of possible need to assist in removal of disabled/blocking vehicles.

* If evacuation is ordered, warn all persons in threatened areas.

* Provide traffic control for evacuation.

* Provide security and access control for evacuated areas.

* Provide law enforcement and crowd control services at shelter facilities.

* Assist with the removal and disposition of fatalities as required.

* Ensure that all buildings searched by officers are marked.

**MAJOR FIRE:**

**HAZARD IMPLICATIONS:** Police will provide warning and assist in evacuation. Provide perimeter patrol and access control.
* Assist in providing warning within fire threatened area.

* Assist fire units in entering or leaving the area.

* Relocate people near fire threatened areas to safe areas.

* Provide security and access control as required.
D. MEDICAL OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University: The Campus Disaster Medical Coordinator/Director of the Health Center will be responsible for:

1.1.1. Assessing the extent of casualties on campus and reporting the situation to local medical authorities through established channels.

1.1.2. Requesting disaster medical assistance as needed through established channels.

1.1.3. Directing the activities of campus medical and health personnel to assist local responders on campus.

1.1.4. Coordinating with the County Health Officer concerning disaster medical operations on campus and the transportation of casualties to medical facilities.

1.1.5. If available resources are not sufficient to respond to campus needs because of the severity of the disaster situation, the Campus Medical Coordinator, in coordination with the County Health Officer, will be responsible for:

1.1.6. Directing campus personnel and volunteers to provide casualty care as feasible.

1.1.7. Establishing temporary casualty care facilities.

1.1.8. Arranging for transportation of casualties to medical facilities and casualty collection points by expedient means.

1.1.9. A listing of organizations locally available to support disaster medical care operations is provided in:

* Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. County and City Disaster Medical Coordinators: The County Disaster Medical Coordinator (County Health Officer or designee) is responsible for coordination of disaster medical operations throughout the county. City Disaster Medical Coordinators, where designated, will coordinate operations within their jurisdictions in support of the County Disaster Medical Coordinator.

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

1.3.1. Coordinating disaster medical care operations within the county or multi-county area.

1.3.2. Coordinating the procurement and allocation critical public and private medical and other resources required to support disaster medical care operations in affected areas.

1.3.3. Coordinating means of transporting casualties and medical resources to health care facilities, including Casualty Collection Points (CCPs) within the area, and to, or from, other areas as requested.

1.3.4. Responding to requests from the Regional Disaster Medical/Health Coordinator (RDMHC) to provide disaster medical care assistance, as conditions permit.

1.3.5. Maintaining liaison with the appropriate American Red Cross Chapter, volunteer service agencies, and such sub-area representatives within the county as may be designated.

1.3.6. Ensuring that the existing county or multi-county medical care system for day-to-day emergencies is augmented in the event of a disaster requiring utilization of medical mutual aid resources.

1.3.7. Communicating with the RDMHC on matters requiring assistance from other counties, state or federal governments.

1.3.8. Coordinating the activities of his/her staff or agents who perform these duties on a sub-area/district/ municipal basis.

1.4. **Mutual Aid Region:** The Regional Disaster Medical/Health Coordinator will:

1.4.1. Coordinate the acquisition and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.

1.4.2. Coordinate medical resources in unaffected counties in the Region for acceptance of casualties.

1.4.3. Request assistance from the Emergency Medical Services Authority (EMSA) and/or State Department of Health Services (DHS) as needed.

1.5. **State:** The Emergency Medical Services Authority (EMSA) is the lead agency for statewide disaster medical response in coordination with the State Department of Health Services and OES.
1.5.1. The following state departments and agencies will be responsible for supporting disaster medical care services: **Health Services, Military, Finance, Forestry, General Services, Youth Authority, California Conservation Corps, and Social Services.**

2. **Policies and Procedures:**

2.1. **Managing Disaster Medical Care Operations:**

2.1.1. Overall management of local disaster medical care operations will be the responsibility of the County Public Health Officer, who will be supported by: Sacramento State University and City Disaster Medical Coordinators; local rescue teams; field rescue and transport services provided by local fire forces and local paramedics; emergency medical services personnel. Expedient medical care and first aid services for injured persons will be provided through a network of Casualty Collection Points and first aid stations operated by County Public health and supported by local medical personnel. Intra-county hospital services will be coordinated by the County Public health officer, with inter-county hospital services being coordinated by the duly appointed RDMHC.

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

2.2. **Reconnaissance and Information:**

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

* The number, by triage category, and location of casualties.

* The location and helicopter accessibility of Casualty Collection Points on or near campus.

* Route information to determine accessibility to campus and from campus to medical facilities and Casualty Collection Points.

* The resource needs of the campus.

* Location and capabilities of operational medical facilities in and around the campus.
2.3. **Transportation of Casualties:**

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

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

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

2.4. **Disaster Triage Procedures:**

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

* Enclosure 2, "Disaster Triage Procedures"

2.5. **Special Disaster Medical Operations and Procedures:**

2.5.1. A major area wide disaster creating mass casualties that overwhelm local capabilities (Level III disaster) will require activation of disaster medical operations not normally used in emergency medical care. These special operations include Casualty Collection Points, activated by the county, and Disaster Support Areas, activated by the state. Pre-designated sites for these operations are provided in Part Three, "Operational Data." Policies and procedures are provided in the following enclosures:

* Enclosure 3, "Casualty Collection Point Operations"
* Enclosure 4, "Disaster Support Area (DSA) Medical Operations"

2.6. Multi-Casualty Incident Plan:

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

* Enclosure 5, "Multi-Casualty Incident Plan"
Enclosure 1 to Medical Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. The County Health Officer has the primary responsibility for providing emergency medical services (EMS) to the campus through contracts with emergency medical technicians and ambulance services.

2. The University Health Center is the primary campus unit for medical operations in the event that disaster medical needs exceed the immediate response capabilities of the county EMS system.

3. UCD Medical Center, Mercy, Sutter Memorial, Kaiser and Sutter General Hospitals are the nearest hospitals to the campus.
Enclosure 2 to Medical Operations

DISASTER TRIAGE PROCEDURES

1. **Priority I - Immediate Transport.** First priority casualties are those that have life-threatening injuries that are readily correctible. For purposes of priority for dispatch to hospital, however, a second sorting or review may be necessary so that only "transportable" cases are taken early. Some will require extensive stabilization at the scene before transport may be undertaken safely.

2. **Priority II - Delayed Transport:** Delayed transport casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life (this latter group are likely to have a poor chance for survival even with the best of care).

   * (Note: The delayed category now includes those classified delayed and those classified expectant or pending in the army triage system and on the Department of Health and Human Services Triage Card).

3. **Priority III – Casualties:** Casualties requiring minimal care will not be tagged or registered. They will not be given professional-level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aid assistants.

4. **Priority IV:** The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket, or other available opaque material. They should be moved out of the immediate casualty sorting area by the County Coroner as practicable.

5. **Priority V:** Panic-stricken persons or those psychologically disturbed, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible. Sedation and/or restraints may be used as indicated.
Enclosure 3 to Medical Operations

CASUALTY COLLECTION POINT OPERATIONS

1. Purpose:

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

2. General:

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

3. Designation of CCPs:

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

3.1.1. Category “A” CCPs are those the county is reasonably sure will activate in case of a major disaster involving mass casualties. The locations of Category “A” CCPs should be publicized before a disaster occurs.

3.1.2. Category “B” CCPs are those which may be activated depending on the number and location of casualties, the resources available, and their accessibility. The location of Category “B” CCPs should be publicized only after they have been activated.

3.1.3. If a large number of casualties occur in an area distant from any CCP, local officials should set up a new CCP near the pocket of casualties and notify the local and state responders and the public of its location.
33.1.4. In selecting CCP locations, consideration should be given to proximity to areas most likely to have large numbers of casualties, distribution of locations in potential high-risk areas throughout the affected area, ease of access for staff, supplies, and casualties, ease of evacuation by air or land, and the ability to secure the area.

4. Medical Care:

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

* Arrest of significant bleeding.
* Splinting of fractures.
* Maintenance or improvement of homodynamic conditions by intravenous solution.
* Treatment of severe respiratory conditions.
* Relief of pain.

5. CCP Operations:

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

5.2. If delay is lengthy, reconsideration of triage of the seriously injured and a higher level of pre-hospital care at CCPs may be needed.

5.3. Supplies from outside the disaster area to the CCPs may be delayed.

5.4. Water, power, and other resources may be scarce, limiting the type of medical treatment feasible at a CCP.

5.5. Inclement weather and other atmospheric conditions may hinder helicopter delivery of personnel and supplies and evacuation of casualties.

5.6. The public, fire, and police agencies will be notified by county officials of the location of functioning CCPs.

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

5.8. Patient tracking will begin at CCPs, using a Patient Tracking Tag, which will be attached to the patient during triage operations. This tag will remain with the patient until the final medical treatment facility has been reached.
Enclosure 4 to Medical Operations

DISASTER SUPPORT AREA (DSA) MEDICAL OPERATIONS

1. The DSA will serve as a medical staging area through which casualties requiring hospitalization for substantial care are transported for dispersal to medical facilities in uninvolved areas. A "leapfrog" concept will be used in evacuating casualties and providing mutual-aid resources.

   1.1. Under this concept, casualties will be evacuated from Casualty Collection Points (CCPs) in the affected area to the DSA, then to a more distant medical facility for definitive care. Human and material resources will then be transported from the DSA to the affected area on the return trip. The movement of casualties and resources will be coordinated with all appropriate levels of government and medical response and emergency medical agencies in the affected area by the State Disaster Medical Coordinator (Director, EMSA). In general, only minimal medical stabilization services aimed at preserving life will be performed at the DSA.

2. Medical function responsibilities at the DSA include:

   2.1. Planning the organization and layout of the medical section of the DSA.

   2.2. Establishing procedures for patient flow.

   2.3. Directing the establishment of the medical site and implementation of patient care procedures.

   2.4. Providing orientation for personnel staffing the DSA medical function.

3. The DSA will also serve as the site for the receipt, storage, and disbursement of medical resources into unaffected areas.

4. Satellite medical operations (medical DSAs) may be created by the Emergency Medical Services Authority (EMSA) at other locations, depending on the location of large pockets of casualties and the amount of responding resources available.

5. Organization and Support of Personnel:

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

5.1.2. Four registered nurses.

5.1.3. Two physician's assistants or nurse practitioners. (May substitute RNs or paramedical personnel, if necessary).

5.1.4. One medical assistance personnel (dentist, veterinarian, etc.).

5.1.5. Four LVNs or aides.

5.1.6. Two clerks.

5.2. As soon as medical personnel arrive at the DSA, they will be provided with orientation material e.g., disaster tags, triage and austere medical care guidelines, DSA and CCP organization and operations material (currently under development).

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

6. Movement of Resources:

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

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

6.1.3. Open-market purchased resources will be delivered by the supplier. If the supplier is unable to transport, transportation will be requested through the DSA.

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

* Commercial fixed-wing aircraft, trucks, and buses.

* CNG and U.S. Armed Forces fixed-wing aircraft, helicopters, and trucks.

* Private and public ambulance companies.

* Water transport.
MULTI-CASUALTY INCIDENT PLAN

1. Emergency medical services are normally provided to the campus through an EMS system administered by the County. The EMS system has detailed procedures for responding to multi-casualty incidents. Multi-casualty incidents may occur on campus as a result of events such as a fire, explosion, vehicle accident, or hazardous materials release. If a multi-casualty incident occurs on campus, the County Multiple Casualty Incident Operational Procedures will be activated by the EMS system.

2. The County plan identifies the following levels of response:

   2.1. Multi-casualty Emergency - Localized Area(s)
   2.2. General Disaster - one or more locations
   2.3. Multiple Site Disaster

3. The County Plan indicates that the following operational chart will be filled as required depending on the size of the incident:

4. The response of campus personnel to the incident will be governed by the following guidelines:

   4.1. The Public Safety Dispatch Center will request EMS response the Sacramento City Police Department. Information will be provided on the number of casualties, conditions and any special hazards.

   4.2. Public safety units will escort ambulances to the site, and will assist ambulance personnel in establishing an ambulance staging area.

   4.3. Public Safety personnel responding to the scene will establish a perimeter and as feasible initiate rescue and provide first aid to the victims.

   4.4. The Student Health Center will be notified and placed on standby. A campus medical team will respond to the scene if directed by the EOC. Any medical personnel on scene will identify themselves to the Field Coordinator or medical supervisor to provide assistance as directed.
MEDICAL COORDINATOR’S CHECKLIST

ACTIVITY: Coordinate emergency campus on-scene triage and emergency medical care. Oversee efforts of volunteer medical support at Casualty Collection Point. Coordinate with Health Officer and off-campus emergency responders.

PRIMARY: Director, Student Health Center

HAZARD IMPLICATIONS:

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

FIRE: Need for continuing contact with City/County Fire Headquarters for warning on number of possible fire-related injuries.

FLOOD: Possibility in severe flooding impacting access to outside medical facilities.

HAZARDOUS MATERIALS INCIDENT: Requires prior contingency planning for treatment procedures for a variety of toxic substances.

GENERAL RESPONSE - ALL HAZARDS: Consider the following actions during any major emergency affecting the campus.

ACTION TAKEN:

* Request that field teams report persons needing medical assistance.

* Determine number and location of person requiring medical assistance.

* Report information to City EOC/Police Dispatch Center.

* Request campus security to assist in-coming ambulances/medical personnel.

* Assign medical personnel to assist injured until county responders arrive. Consider dispatching personnel to site or transporting victims to Health Center depending on circumstances.

* Provide assistance to Incident Field Coordinator/Medical Supervisor in accordance with county Multiple Casualty Incident Procedure.

* Record information on destination of transported casualties.

* IF CITY MEDICAL UNITS CANNOT RESPOND SUFFICIENTLY UNDER EXTREME EMERGENCY SITUATION, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE.
* Establish contact (through Sacramento State’s EOC if possible) and determine capabilities of the local hospital(s).

* Establish contact (through Sacramento State’s EOC if possible) with local private medical clinics (e.g., Urgent Care, etc.) to determine status of facility, personnel, and services.

* Determine which on-campus facilities will be used for emergency medical care.

* Mobilize and brief volunteer medical support personnel. Allocate to the following locations or activities as required:
  * Casualty Collection Point (CCP)
  * Student Health Center
  * Transport of injured
  * Obtaining and transporting of supplies
  * Maintain records of volunteer assignments
  * Temporary Morgue

* Assign volunteer medical staff to medical care facilities.

* Ensure that briefings for medical staff volunteers include:
  * Triage
  * Control of significant bleeding
  * Use of intravenous solutions
  * Pain relief
  * Tagging injured
  * Patient tracking
  * Identification and handling of fatalities

* Request volunteers through (via Sacramento State’s EOC) EAS radio broadcast.

* Report to medical care facilities or campus EOC for assignment

* Ensure that injured requiring supplemental treatment is taken to Casualty Collection Point.

* Arrange with City/County (via the Sacramento State’s EOC) for pick up of seriously injured at Casualty Collection Point.

* Ensure that adequate fuel supplies are available for medical transport vehicles.

* Develop twelve hour shift procedures for medical support volunteers and ensure that initial work group is relieved.
* Determine following support needs for health center, and request from campus EOC:

  * Medical supplies
  * Portable generators
  * Emergency radio net
  * Transport for medical personnel unable to reach hospital or CCP
  * Food for patients and staff.

* Continue to monitor needs for volunteer support to medical function.

* Make public announcements through City EAS system for any significant changes in emergency medical services.

* Keep EOC Director/Incident Commander advised of major medical actions and operations.

* Be prepared to provide a report to EOC Director/Incident Commander and city/county authorities on injured and estimated long-range medical needs.

* Periodically poll hospitals, and medical care facilities to determine patient load and support requirements.

* Participate in all Staff action planning session.

* Be prepared for requests from nearby areas for medical support.
E. PUBLIC HEALTH OPERATIONS ANNEX

1. Organization and Responsibility:

1.1. Sacramento State University:

1.1.1. Campus Public Health Coordinator/Director of Health Center: The Campus Public Health Coordinator, who is a member of the Emergency Operations Center Staff, will be responsible for:

* Coordinating with the County Health Officer concerning preventive health services on campus; including the control of communicable diseases.

* Coordinating the inspection of damaged buildings for health hazards.

* Identifying public health and sanitation problems on campus and taking remedial actions as feasible.

* Requesting assistance from the County Health Officer.

* Coordinating with the Campus Public Information Officer and County Health Officer concerning provision of information on public-health matters to the campus community.

1.1.2. Local government and private organizations locally available to support Public Health operations are listed in Enclosure1, "Supporting Organizations and Responsibilities."

1.2. County and City Public Health Coordinators:

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

1.3. Operational Area:

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

1.4. Mutual Aid Region:
1.4.1. The Office of Emergency Services (OES/CEMA) Mutual Aid Region Disaster Medical/Health Coordinator will be responsible for coordinating disaster public health operations and support requirements within the Region and will submit requests for support and other relevant information to the State Director of Public Health.

1.5. **State:**

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

1.5.2. The following state agencies have varied capabilities and responsibilities for providing support to disaster public health operations: Department of Health Services, Department of Food and Agriculture, Air Resources Board, State Water Resources Control Board, and Solid Waste Management Board.
Enclosure 1 to Public Health Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. **The County Health Officer** has the primary responsibility for public health operations countywide including the campus.

2. **The Health Center** is the primary campus unit for supporting public health operations on campus.

3. **Radiological Protection Officer and Environmental Health Officer** will assist by identifying health hazards.
PUBLIC HEALTH OPERATIONS COORDINATOR'S CHECKLIST

ACTIVITY:

Oversee activities associated with disease prevention and control. Ensure that food, medical supplies, and potable water resources are free of contamination. County Health Officer has primary responsibility for this function and should have adequate resources except in extreme emergency situations, such as a major earthquake.

PRIMARY:

* Health Center Director
* Environmental Health and Safety Officer
* Radiological Protection Officer

HAZARD IMPLICATIONS:

EARTHQUAKE:

* Probable immediate need for potable water supplies and temporary sanitation facilities.
* Increase need to monitor potential contamination sources in damaged areas.

FIRE:

* Coordinate with Fire to obtain reports of any potential health hazards.

FLOOD:

* Potential sewer back-up due to flooding may create health problems. Temporary care centers for evacuees will require close monitoring of sanitary conditions.

HAZARDOUS MATERIALS INCIDENT:

* Will require survey of spill area for possible contamination of water sources. Depending upon toxic agency involved, may require specialized resources to clear affected area.

GENERAL RESPONSE - ALL HAZARDS:

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

ACTION TAKEN:

* Conduct campus field survey to detect damage to water and sewage systems.
* Identify sources of contamination dangerous to the physical and mental health of the campus.

* Inform County Health officer of situation and request assistance if needed.

* Advise EOC Director/Incident Commander of need to close buildings or areas due to health problems.

**IF COUNTY HEALTH OFFICER IS UNABLE TO RESPOND SUFFICIENTLY DUE TO EXTREME EMERGENCY SITUATION, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE TO THE SITUATION.**

* Assess situation and establish priorities for dealing with potential hazards to campus health.

* Locate sources of potable water.

* Coordinate health-related activities among local public and private response agencies or groups.

* Assess, with the County Coroner, any health-related problems associated with the disposal of the dead.

* Coordinate, with the Agricultural Coordinator the collection and disposal of the dead animals.

* Coordinate mosquito and other vector control operations.

* Inspect foodstuffs, water, drugs, and other consumables for purity and usability.

* Be prepared to make emergency announcements and/or campus postings on health matters.

* Provide chemical toilets and other temporary facilities for the disposal of human waste and other disease causing refuse.

* Monitor sanitation in feeding facilities.

* Coordinate the procurement of portable sewage pumps.

* Conduct inspection of health hazards in damaged buildings.
F. CORONER OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University:

1.1.1. The Campus Coordinator for Coroner Operations/Director of Health Center will coordinate with the County Coroner/Medical Examiner concerning operations on campus. The Campus Coordinator will be responsible for:

* Assessing the number of fatalities and reporting the situation to the County Coroner/Medical Examiner.

* Directing campus personnel to assist the Coroner and Deputy Coroners.

* Coordinate assistance to the Coroner for identifying the deceased.

* Ensure that fatalities on campus are properly handled until arrival of the Coroner or Deputy Coroner.

1.1.2. Local government and private organizations locally available to support coroners operations are listed in:

Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. County Coroners/Medical Examiners:

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

* Coordinating local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.

* Selecting an adequate number of qualified personnel to staff temporary morgue sites.

* Establishing collection points to facilitate recovery operations.

* Coordinating with search and rescue teams.
* Designating an adequate number of persons to perform the duties of Deputy Coroners.

* Identifying mass burial sites.

* Protecting the property and personal effects of the deceased.

* Notifying relatives.

* Establishing and maintaining a comprehensive record keeping system for continuous updating and recording of fatality numbers.

* Submitting requests for mutual-aid assistance, if required, in accordance with the Coroner’s Mutual Aid System.

* Coordinating services of: funeral directors, ambulances, and morticians; the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; law-enforcement agencies for security, property protection, and evidence collection; and mutual aid provision to other counties upon request.

1.3. **Mutual Aid Region:**

1.3.1. The Office of Emergency Services (OES/CEMA) Regional Coroners Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests from County Coroners/Medical Examiners for mutual-aid assist from other jurisdictions and/or private sources. Should a present or anticipated emergency be of such a magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at State OES/CEMA of the situation.

1.3.2. If the Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the state level.

1.4. **State:**

1.4.1. **Office of Emergency Services (OESCEMA):** Receives and responds to requests by Regional Coroners Mutual Aid Coordinators for assistance from other government or private sources.

1.4.2. **Department of Health Services:** Under authority of the State Health and Safety Code, may assist in notification of relatives, or when
large numbers of dead persons constitute a public hazard, direct mass
burial.

1.4.3. Additional support may be provided by the Military Department and
the Department of Justice.

2. Policies and Procedures:

2.1. Emergency Responses:

2.2.1. Level I: If the Coroners Office is equipped to handle the number of
dead resulting from a disaster, the normal routine of examining,
performing autopsies, finger printing, and identifying, photographing, and
recording personal property of the deceased may be undertaken. If the
numbers of fatalities overtax the Coroners Office, then a temporary
staging or collection area can be staffed by funeral directors in the area.

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

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

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

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

2.2.1. The functions to be performed at the FCAs are:

* Receive the dead brought in from the disaster area.

* Identify the dead, record the identification, or collect and record evidence that may lead to later identification of the bodies that may have to be buried in an unidentified state.

* Receive, label, and impound property of the dead.

* Use the property as necessary in identification of the dead, and hold the property for the next of kin or the Public Administrator.

* Keep records of names and numbers of dead. It is essential to maintain a postmortem board containing all known information regarding all remains or parts of remains which may be identifiable.

* Receive telephone inquiries from or soliciting relatives and friends of the dead or missing persons to assist in the identification. This function may be handled by American Red Cross personnel or volunteers who have been trained to provide relief for survivors in times of disaster. Members of the clergy within an area may provide assistance in dealing with relatives and friends, as well as assisting in notification of death.

* File and record emergency death certificates.

* Photograph, x-ray and chart teeth, determine the cause of death.

* Embalm bodies for preservation and disease prevention.

* Release bodies to mortuaries or a transportation service for transport to burial sites.

* Obtain all the necessary equipment, supplies, and personnel to accomplish these tasks.

2.3. **Locating, Retrieving, and Tagging of Bodies at the Disaster Site:**

2.3.1. Personnel from the Coroner's Office, with the aid of other disaster team members, will aid in the recovery and identification process as follows:
* Security arrangements at the disaster site must be made. Admission to the disaster area should be restricted to authorized personnel, equipment, and supplies.

* A method of indicating the location of bodies at the disaster site may be needed. A format whereby the disaster site is marked off in grids and each is designated in alphabetical sequence has been found to be effective. Bodies within each grid are designated in sequence and prefixed with prearranged letters and numbers. Locations within the grid are fixed by street numbers, streets, intersections, etc.

* Parts of bodies are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.

* If time, security, and safety allow, photographs of bodies, body parts, and property will be taken at the scene.

* Bodies should not be searched or identified at the scene.

* Bodies will be removed from debris, tagged, put into body bags or wrapped in plastic sheeting, and readied for transport to the FCA.

* Personal property will be tagged and sent with the body.

* Property and clothing not actually on a body will not be assigned to a body.

2.4. **Transport of Bodies to Fatality Collection Areas:**

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

2.5. **Mass Burial:**

2.5.1. Mass burial may become necessary when the number of victims becomes a public health hazard and the dead cannot be:

* Adequately refrigerated or embalmed to prevent decomposition.

* Processed and identified.

* Released to the next of kin.
* Transported to and/or cared for by cemeteries, mausoleums, crematoriums, etc.

2.5.2. The decision to begin mass burial must be made by the Coroner and County Health Officer in conjunction with the State Department of Health Services. Coordination also should be achieved with State OES, the County Emergency Services Office, and the various city officials and religious leaders within the community.

2.5.3. The site of mass burial also must be agreed upon by the above agencies, taking into consideration the number and location of dead to be buried. Ideally, an existing cemetery would be the most logical location of mass burial. However, that may not be possible because of the numbers to be buried and the area available, its proximity to the disaster site, and the damage the cemetery received during the disaster.

2.5.4. The next consideration should be given to federal, state, county, or city-owned property or rights-of-way, such as:

* Parks and recreational areas.
* Flood control basins (weather permitting).
* Sides of freeways and river beds.
* Areas beneath high power lines.
* Rail yards and areas along rail lines.

2.5.5. The final consideration should be given to privately owned property (except cemeteries), preferably large open fields such as are found in industrial or agricultural areas, etc. Access and egress also are important factors, along with the type of terrain and the need to facilitate later exhumations. These exhumations will be ordered to attempt to identify unknown bodies and for the re-interrment of those identified by the next of kin in the cemetery of their choice. Bodies remaining unidentified must still be re-interred in a designated cemetery.

2.5.6. Those bodies designated for mass burial should be processed to ensure that:

* Body has been rechecked for any type of jewelry or other item that may assist in identification.
* Postmortem information has been properly documented, especially scars, tattoos, deformities, and other physical descriptions.
* Fingerprints have been taken; if not, fingers should be rechecked and prints taken if possible.
* Mandible and maxillary have been removed and placed into a properly marked container.

* An additional body tag has been attached, properly filled out and placed into a small, sealed plastic bag.

2.5.7. If remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.

* Embalming fluid (2 to 3 gallons cavity fluid or 10% formalin) has been poured over remains.

* Body has been wrapped in plastic sheeting or disaster pouch and tied/zipped to prevent leakage.

* A tag has been attached to the pouch containing the body.

2.5.8. If possible, body has been placed in a wooden or metal container for burial; that container has been marked (spray painted) with corresponding identification numbers.

2.5.9. Exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for exhumations at a later time. Each burial site also must be marked (staked) with the correct corresponding identification numbers.

2.6. **Counseling Service:**

2.6.1. An information and/or counseling service staffed by American Red Cross workers, mental health workers (including Sacramento State’s Psychological Services, clergy, and others experienced in Coroners activities should be established for relatives and friends of missing or deceased persons.
Enclosure 1 to Coroner Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. The County Coroner has primary responsibility for coroner operations countywide including the campus.

2. The Health Center is the primary campus unit for supporting coroner operations on campus.

3. Local mortuaries and morticians will provide personnel and facilities for handling fatalities.
CORONER OPERATIONS COORDINATOR'S CHECKLIST

ACTIVITY:
Assist County Coroner/Medical Examiner with on-campus operations including identification of human remains, recording pertinent information, overseeing the removal of the dead to temporary morgues, processing personal effects, and providing appropriate storage for human remains. This function will be handled by the County Medical Examiner - Coroner in all but the most extreme emergencies.

PRIMARY:

* County Coroner/Medical Examiner
* Director, Student Health Center or designee
* Assistant Incident Commander/Operations OIC Lieutenant) - Department of Public Safety

GENERAL RESPONSE - ALL HAZARDS:
Consider the following actions during any major emergency affecting the campus. Also consider actions listed under specific hazards on the following pages.

ACTION TAKEN:

* Request that all reports of dead persons be forwarded to the appropriate Police agency.
* Determine number of fatalities.
* Contact County Coroner/Medical Examiner.
* Direct University Police to assist coroners' personnel upon arrival.
* Provide assistance in identifying the dead.
* Ensure that fatalities are properly covered and handled until arrival of Coroner personnel.

IF COUNTY CORONER/MEDICAL EXAMINER CANNOT BE CONTACTED UNDER EXTREME EMERGENCIES, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE TO THE SITUATION:

* Refer to Coroner Operations Annex for detailed procedures.
* Size up problem and determine support staff requirements.
* Attempt to contact local mortician.

* Alert staff to report to pre-designated locations.

* Coroner team will report to the Field Coordinator and coordinate activities with those of ambulance services.

* Obtain body bags, tags, gloves, masks and other support items as needed.

* Arrange for body cold storage locations.

* Make arrangements for removal of dead person from structures and public view.

* Coordinate with Law Enforcement and Facilities Management Coordinators on fatality removal procedures from hazardous buildings.

* Ensure that proper procedures are followed for noting location of body and probable cause of death.

* Identify remains, collect, bag and tag personal effects in accordance with County Coroner/Medical Examiner policy.

* Transport fatalities to pre-designated central cold storage location(s) as soon as possible.

* Consider temporary internment only as last resort to preserve health.

* Maintain and preserve all records and personal effects to secure location.

* Observe assigned staff carefully for indications of stress.

* Provide list of fatalities to CSUS EOC upon request or at pre-designated intervals.

* Ensure that there is no public release of names of dead.

* Keep EOC Director informed of fatalities situation at all times.

* Assist coroner in notification of next of kin after positive identification is complete.

**HAZARDOUS MATERIALS INCIDENT:**

* Determine if special handling procedures will be required to avoid contamination. Coordinate with City Fire Department as appropriate.
FLOODING:

* Plan to relocate temporary morgue facilities if they are currently in inundation or flood-prone areas.

* Coordinate with Rescue for the recovery of bodies.
G. CARE AND SHELTER OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. American Red Cross:

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

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

* Emergency lodging for disaster victims in public or private buildings.

* Food and clothing for persons in emergency mass care facilities.

* Food for disaster workers if normal commercial feeding facilities are not available.

* Registration and inquiry service.

1.2. Sacramento State University:

1.2.1. The Campus Care and Shelter Coordinator is responsible for coordinating with the Red Cross and local government officials. Responsibilities include:

* Determining on-campus requirements for care and shelter and reporting through established channels.

* Requesting assistance from the Red Cross and local government through established channels.

* Designating campus facilities for use in mass care operations for members of the community, or for others, if requested through the mutual aid system.
* Coordinating with neighboring jurisdictions for mass care of the campus community if evacuation of the campus is required or if damage to campus facilities precludes mass care on campus.

* Coordinating with the Red Cross on Registration and inquiry activities.

1.2.2. Local government and private organizations locally available to support care and shelter operations are listed in:

* Enclosure 1, "Supporting Organizations and Responsibilities."

1.3. County and City:

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

1.4. Operational Area:

1.4.1. Coordination of Care and Shelter within the County will be the responsibility of the City EOC Care and Shelter Coordinator with the support of the mutual aid regional Care and Shelter Coordinator.

1.5. Mutual Aid Region:

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

1.6. State:

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

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

* California Maritime Academy (Vallejo)
* Department of Corrections
* Department of Parks and Recreation.
* Department of Rehabilitation.
* Department of Youth Authority
* Department of Forestry.
* Military Department (California National Guard).
* Department of Motor Vehicles
* Department of Aging

2. Policies and Procedures:

2.1. Registration and Inquiry Operations:

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

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

2.1.3. Communications are established between the Center and shelters, hospitals, and coroners' offices or morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by teletypewriter exchange (TWX) in order to provide a written record of the communications. Although every effort is made to locate all victims, some persons whose homes may have been damaged will relocate but not register.

2.1.4. For this reason, records will seldom, if ever, be complete. Public information broadcasts advising people to register and to notify relatives of their location, however, will assist inquiry operations.

2.2. Lodging Operations:

2.2.1. In large disasters, any suitable building, other than those being used for other emergency functions, may be used for lodging.

2.2.2. Schools are the facilities most preferred by the Red Cross for lodging, as they are public facilities and can accommodate a large number of persons. Churches also are appropriate, as they usually are large and often have feeding facilities on the premises.
2.2.3. Arrangements should be made in advance for use of campus facilities for use in disasters. Arrangements also should be made during a disaster, if possible, for backup shelter should the threat change location (for example, a wind shift after a hazardous material spill).

2.2.4. When possible, most of the lodging operations will be performed by personnel normally associated with the facility. In large disasters, the relocates themselves, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations. Pets will not be allowed in lodging facilities, but will be cared for in animal shelters or veterinarians' facilities.

2.2.5. Only minimal health needs will be attended to in lodging facilities. If possible, sick persons will be transferred to medical facilities.

2.3. **Feeding Operations:**

2.3.1. Plans will be made for mobile feeding, to include feeding at the scene of the disaster; providing refreshment services at hospital waiting rooms, morgues, and places where disaster victims and emergency workers congregate; and delivering food to persons in isolated areas.

2.3.2. In most disasters, it is expected that a central facility will be set up for mass feeding and that most of the feeding operations will be performed by personnel associated with that facility. Where possible, personnel of feeding establishments will manage the mass feeding operations.

2.3.3. Plans are made for possible use of campus facilities for mass feeding for the campus and others.
Enclosure 1 to Care and Shelter Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. Housing has primary responsibility for providing and managing facilities for the temporary lodging and sheltering of individuals during an emergency. Housing will coordinate the use of campus housing and other campus facilities for care and shelter operations.

2. Food Services have primary responsibility for on-campus feeding operations during a disaster.

3. Facilities Management will provide tables, chairs, custodial supplies and manpower for set-up of campus buildings as shelters (if necessary).

4. Procurement and Support Services will procure non-food supplies.

5. Financial Operations will arrange financing for supplies.

6. Foundation will procure food supplies.

7. Student Health Center will provide medical advice, supplies as needed for those being housed with medical problems.
CARE AND SHELTER COORDINATOR'S CHECKLIST

ACTIVITY:

Provide food and emergency shelter to disaster victims as well as students and staff. In extreme emergencies, on-campus personnel or volunteer services may be required. Activity may include both providing care and shelter to campus community and the use of campus facilities for sheltering of disaster victims from the adjacent community.

PRIMARY:

* Director of Residential Hall Life
* Director of Food Services

GENERAL RESPONSE - ALL HAZARDS:

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

ACTION TAKEN:

* Continue to provide housing and food service for all students/guests currently residing in residence halls.

* Determine what numbers of campus community members (students, faculty, and staff) will require emergency care and shelter.

* NOTE: there are about 20 extra mattresses, 400 blankets, and 1,000 sets of linens on hand.

* Request assistance from the Red Cross.

* Determine which designated campus facilities will be needed for emergency care and shelter.

* Determine status and safety of care and shelter facilities.

* Call for volunteer augmentation staff. (Use Resident Life Coordinators and Resident Advisers if possible).

* Activate campus care centers as needed. Activation sequence should be:

* Alert resident staff and have them recruit additional volunteers.
* Set up building for operation and place signs, tables, and chairs (Facilities Management)

* Obtain required supplies.

* Arrange for food service for those that have been sheltered.

* Set up registration & Inquiry desk (Sierra Hall)

* Use the following as emergency care and shelter planning guidelines when normal water and sanitation are not available.

  * 1 toilet per 40 persons (6/200); (14/500)
  * 40 sq. ft. sleeping space (5’ x 8’) per person, 1 qt. of drinking water (minimum per person, per day).
  * 5 gals. of water per person per day (all uses)
  * 2,500 calories per person per day (approx. 3-1/2 lbs. unprepared food).

* Provide mobile food service as necessary

* Assign specific duties to the Resident Director for each housing area; provide two-way radios for communication

* Provide a two-way radio to the Food Service Director

* Establish and maintain Residence Hall Office (Sierra Hall)

* Assign maintenance employees to check generators and crucial equipment.

* Provide communications where needed to link mass care centers to the campus EOC.

* Request necessary food supplies, equipment and supplies to operate care facilities.

* Coordinate with neighboring jurisdictions for care of campus student personnel if evacuation of campus is required.

* Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.

* Coordinate efforts with red Cross, Salvation Army, church groups and other emergency welfare agencies.

* Ensure that procedures are in effect to link Registration & Inquiry operations at different care centers with campus EOC.
* Make plans to close down the care centers as emergency lessens or other temporary housing becomes available.
H. MOVEMENT OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University:

   1.1.1. The Campus Movement Coordinator/Director of Resident Hall Life, who is a member of the Emergency Operations Center Staff, will be responsible for coordinating the movement of persons from hazardous or threatened areas to lower-risk reception areas. The Movement Coordinator will be assisted by the Law Enforcement Coordinator/Operations OIC and the Transportation Officer.

   1.1.2. Organizations locally available to support movement operations are denoted in:

       * Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. County and City:

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

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

1.3. Operational Area:

   1.3.1. The County Sheriff, or a designee, will function as the Operational Area Movement Coordinator. In large-scale evacuation operations, the Operational Area Law Enforcement Coordinator is responsible for countywide traffic control operations and will be assisted by the California Highway Patrol (CHP). The Operational Area Transportation Coordinator will be responsible for coordinating transportation resources and operations on a countywide basis. These Coordinators will function as the Operational Area

   1.3.2. Movement Operations Group. Requests for support and other relevant information will be submitted to the Mutual Aid Region Movement Operations Group.

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

1.5. **State:**

1.5.1. The coordination and support of movement operations on a State-wide basis will be accomplished by the State Movement Operations Group. This Group will be chaired by the Director (or a designated representative) of State OES/CEMA and will include a Traffic Control Coordinator (CHP representative) and Transportation Coordinator (Caltrans representative). State agencies which may be involved in a major evacuation effort include:

* California Highway Patrol (CHP),
* Military Department, Department of Transportation (Caltrans),
* Department of General Services and Public Utilities Commission.

2. **Policies and Procedures:**

2.1. **Evacuation Planning:**

2.1.1. **Site-Specific Plans**

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

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

2.1.2. **General Evacuation Procedures:**

* An event may occur that requires an evacuation not covered by a site-specific evacuation plan. For such an event, it will be necessary to
determine the area to be evacuated and the number of persons involved, based on information obtained at the time of the incident. Evacuations involving only a small number of people generally can be handled without elaborate measures by on-scene public safety personnel. Evacuations involving a larger number of people will require the determination and establishment of traffic and access control points, evacuation routes, evacuation assembly points, and mass care facilities.

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

2.2. **Warning the Community and Providing Movement Instructions:**

2.2.1 Once the decision to evacuate has been made, the campus community will be alerted and given evacuation instructions by various means, including ENS messages, radio announcements, TV announcements, sirens, mobile loud speakers, hailers, and personal contact. Whenever feasible, mobile units will be dispatched to the areas to be evacuated.

2.2.2. If an event has not occurred but is imminent, warning and public-information operations will take place under extreme time pressure. General and site-specific warning messages and EPI material prepared during the Pre-Emergency Period will be used to the extent possible to accelerate these operations. Movement information provided to the public will include the following:

* Why they must evacuate.

* Routes to take, including conditions of roads, bridges, and freeway overpasses.

* What to do if vehicle breaks down.

* The locations of assembly points for those without access to automobiles.

* Where to go for mass care until the emergency situation has passed.

2.2.3. Close coordination must be established with the news media and neighboring jurisdictions to assist in providing timely evacuation announcements.

2.3. **Identifying Evacuation Routes:**
2.3.1. The Movement Coordinator, in coordination with neighboring jurisdictions, will select the best routes from the endangered area to mass-care facilities, considering the size of the population to be moved, road capacity, and the roads which could become impassable if the hazard event occurred.

(Attachment 1 – VEHICLE EVACUATION PROCEDURES)

2.3.2. Evacuation routes relating to site-specific plans should be pre-identified. For areas not covered by site-specific plans, the best evacuation routes will have to be selected at the time of the hazard event. As the emergency situation progresses, the Movement Coordinator will request regular updates from law-enforcement and other field personnel on the condition of the road network and will adjust the selection of evacuation routes accordingly. Changes in evacuation routes will be communicated to traffic-control personnel, transportation resource coordinators, access control personnel, and Public Information Officers.

2.4. Providing Transportation Assistance:

2.4.1. Some members of the campus community will not have access to a motor vehicle. Some people with disabilities, infirmities, or illnesses may require special transportation assistance. The number of persons requiring transportation assistance may vary substantially by time of day and day of week. Buses, vans, ambulances, and other transport vehicles will be requested from transportation providers through established channels. Initial requests will be based on estimates of the number of persons requiring assistance. Units will be dispatched to assembly points, campus facilities, or to designated pickup routes. The community will be told where to go to obtain transportation. A telephone number should be provided for persons who require special assistance.

2.4.2. Evacuation assembly points, where persons requiring transportation will go to be picked up, will be selected with consideration given to walking distance, accessibility for buses, and safety of evacuees. The assembly points generally will be buildings or other readily identifiable points.

2.5. Controlling Traffic:

2.5.1. Traffic controls will be established at key intersections and at access points to evacuation routes as needed to expedite the flow of traffic. In some cases it may be necessary to control traffic on routes outside the hazard area to minimize conflicts with evacuation traffic. Traffic controls should be established in coordination with neighboring jurisdictions.
2.5.2. For areas covered by site-specific plans, pre-designated Traffic Control Points (TCPs) will be used, with adjustments being made during the emergency, as necessary. For other areas, TCPs will be selected at the time of the emergency, considering the amount of evacuation traffic expected and the configuration of the road network.

2.5.3. Communications will be maintained with traffic-control personnel to monitor the progress of the evacuation, to coordinate traffic controls, and to implement any changes in evacuation strategy that may be required.

(Attachment 2 – EMERGENCY EVACUATION MAP)

2.6. Controlling Access to Hazard Area

2.6.1. As an area is being evacuated, access controls must be established. Controlling reentry protects the public from exposure and injuries and protects unattended property within the vacated area.

2.6.1. Security of the vacated area will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically. Special entry passes will be issued at the manned control posts in accordance with established policies. Policies and procedures for access control are provided in the Law Enforcement and Traffic Control Operations Annex.
EMERGENCY EVACUATION PROCEDURES

1. GENERAL CAMPUS EVACUATION PROCEDURES:

1.1. Evacuations are determined by specific events based on time of day, location of the event that requires an evacuation and on the amount of time that the event allows for the evacuation. An additional factor to be considered is wind direction in the event of a chemical spill which could affect which direction the campus would be evacuated. Refer to the MOVEMENT OPERATIONS ANNEX of the University’s Multi-Hazard Plan.

1.2. Types of emergency situations requiring campus evacuation could be an Imminent Flood situation, Chemical Spill Hazmat situation on Highway 50 on the south side of campus or on the train tracks on the west side of campus or notification of a potential Terrorist Attack.

1.3. For the campus to be evacuated, the University President or his designee would declare a state of emergency and then order an evacuation. The Emergency Operations Center would be activated and the Incident Commander would be in charge to oversee the evacuation. The University Police Lieutenant would respond and take charge of policing the event.

1.4. If a total Campus Evacuation is ordered, the State Office of Emergency Services (OES), the California Highway Patrol, the County Sheriff’s Department and the Sacramento Police Department will be immediately notified that an emergency requires that the University be evacuated.

1.5. Depending on the nature of the event requiring an evacuation, many of the Sac State University police officers will be dedicated to policing the event and will be unavailable for traffic control.

1.6. In a total and immediate need for a campus evacuation, Sacramento Police Department would be contacted and their assistance would be requested to assist by manning major evacuation points located in their jurisdiction to help with the traffic congestion created by the exiting traffic flow from campus. UTAPS officers, Community Service officers (CSO’s) and campus staff volunteers would also be required to assist in manning the many parking lot evacuation points to assist with the traffic flow.

1.7. The campus has been divided into two basic quadrants for emergency evacuations. Everyone located north of Sinclair Road would be evacuated north to the Esplanade, to continue onto Carlson Drive and then either west onto “J” Street or east on “J” Street.

1.8. Everyone located south of Sinclair Road, with the exception of Parking Lot I, would be directed to exit by auto to State University Drive East to College Town
Drive where the traffic would be split. Traffic driving south on State University Drive East would be diverted east onto College Town Drive. Traffic traveling east on State University Drive South would be diverted south at College Town Drive onto State University Drive East to Folsom Blvd.

2. NORTH QUADRANT EVACUATION ROUTES:

2.1. Vehicles parked in Parking Structure I would be directed north on State University Drive West to State University Drive North and then to the Esplanade and north onto Carlson or either east or west on “J” Street.

2.2. Vehicles parked in Facilities Parking would drive east on University Drive, exiting to the Esplanade, then north to Carlson or east or west onto “J” Street.

2.3. Vehicles parked on Moraga Way would drive north to University Drive and then east to the Esplanade, then north to Carlson or east or west on “J” Street.

2.4. Vehicles parked in Lot “A” and Lot “B” would drive onto University Drive, east to the Esplanade, then north to Carlson or east or west on “J” Street.

2.5. Vehicles parked in Student Lot I and Faculty/Staff Lot I would exit onto State University Drive North to the Esplanade, then north to Carlson or east or west on “J” Street.

2.6. Vehicles parked in Faculty/Staff Lot 2 and Lot 3 will exit onto State University Drive East, then north to the Esplanade to Carlson or east or west on “J” Street.

2.7. Vehicles parked in Student Lot 2 and the Residential Parking Lots will exit onto State University Drive East, then north on the Esplanade to Carlson or east or west on “J” Street.

3. SOUTH QUADRANT EVACUATION ROUTES

3.1. Vehicles parked in Student/Daily Lot 4 and Faculty/Staff Lot 4 would exit onto State University Drive East, then south to College Town Drive and then east onto College Town Drive.

3.2. Vehicles parked in Student Lot 4 and the Child Care Center Parking would exit onto State University Drive East, then south to College Town Drive and then east onto College Town Drive.

3.3. Vehicles parked in Parking Structure II, lot 7 and Lot 8 would exit out onto State University Drive East and then south. These vehicles driving south on State University Drive East would be diverted east onto College Town Drive.
3.4. Vehicles parked in Parking Structure III and Lot 6 would drive south on Stadium Drive to State University Drive South and then east onto State University Drive South at College Town Drive.

3.5. Vehicles driving east on State University Drive South would be diverted south at State University Drive East and College Town Drive to continue to Folsom Blvd and then either east or west on Folsom Blvd.

3.6. Vehicles parked in Lot 9 and Lot 10 would exit onto State University Drive South and then East to College Town Drive and State University Drive East and then south on State University Drive East to Folsom Blvd and then either east or west on Folsom Blvd.

4. STUDENTS WITH DISABILITIES EVACUATION:

4.1. Services to Students with Disabilities will be contacted to assist with the evacuation for students that have been identified needing their services.

5. STUDENTS ARRIVING ON CAMPUS BY PUBLIC TRANSPORTATION:

5.1. Students that arrived on campus by public transportation would be ordered to respond to the Transit Center where UTAP buses would assist the public transit system to evacuate them.

6. BICYCLE AND PEDESTRIANS – ALTERNATE ROUTES:

6.1. Bicycle and pedestrians without automobiles could use Hornet Crossing and exit out onto Elvas Ave. and then continue either north or south onto Elvas Ave.

6.2. Also available is the Guy West bridge that crosses over the American River and exiting east onto University Drive

7. TRAFFIC CONTROL ASSIGNMENTS FOR TOTAL EVACUATION - NORTH QUADRANT:

7.1. Sacramento Police Officers will be requested to assist at the following north locations:

   a. Esplanade, Carlson Drive and “J” Streets, assisting a Sac State officer.

   b. Carlson Drive at “H” Street.

7.2. UTAPS officers will be assigned at the following north locations:

   a. Esplanade and State University Drive North.

   b. Esplanade at State University Drive.
c. State University Drive North at the entrance/exit of Faculty Lot 1 and Student Parking Lot 1.

d. All entrance/exits to the Residential Hall Parking Lots and Student Parking Lot 2 at State University Drive North diverting all traffic north.

e. At the entrance/exits of Faculty/Staff Lot 2 and Lot 3 diverting all traffic north on State University Drive East.

f. At both entrance/exits to Parking Structure I and State University Drive West diverting all traffic north on State University Drive West.

7.3. University Staff volunteers and Community Service Officers (CSO’s) will be requested to assist as needed.

8. TRAFFIC CONTROL ASSIGNMENTS FOR TOTAL EVACUATION - SOUTH QUADRANT:

8.1. Sacramento Police Officers will be requested to assist at the following south locations:

a. At the intersections of College Town Drive, State University Drive East and State University Drive South to assist Sac State officers.

b. College Town Drive at Hornet.

c. College Town Drive at Howe Ave.

d. Folsom Blvd. at State University Drive East.

8.2. UTAPS officers will be assigned at the following north locations:

a. All exits onto State University Drive East from Parking Structure II, Student/Daily Lot 4, Faculty/Staff Lot 4, Student Lot 4 and Child Care Center Parking diverting all traffic south on State University Drive East.

b. Both exits onto State University Drive East from Parking Lot 7 and Parking Lot 8 diverting the traffic south on State University Drive East.

c. Assist vehicles exiting from Parking Structure III and Parking Lot 6 onto Stadium Drive diverting the traffic south to State University Drive South.

d. Exits from Parking Lot 10 and Stadium Drive onto State University Drive South diverting traffic east on State University Drive South.

e. Exit from Parking Lot 9 and State University Drive South diverting the traffic east on State University Drive South.
8.3. University Staff volunteers and Community Service Officers (CSO’s) will be requested to assist as needed.

9. TRAFFIC SUPERVISION:

   a. Two Sac State University sergeants will be assigned the supervision of the traffic evacuation. One will be assigned to the north quadrant and one will be assigned to the south quadrant.

   b. The Sacramento Police Department will be requested to provide supervision for the traffic control points located off campus.

ATTACHMENTS:

* MAP – EMERGENCY EVACUATION ROUTES

* MAP – EMERGENCY STAGING AREAS

* MAP – EMERGENCY STAGING AREAS - IMMINENT FLOODING
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
EMERGENCY CAMPUS STAGING AREAS
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
EMERGENCY STAGING AREAS
IMMINENT FLOODING
RESPOND TO NEAREST PARKING STRUCTURE
Enclosure 1 to Movement Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

Sacramento State University Police Department has primary responsibility for movement operations on campus.

Disabled Student Services will assist in evacuating disabled.

Facilities Management will provide barricades for traffic control and vehicles for transportation.

UTAPS-Parking Section, Community Service Officers, and ROTC students, if available will assist in staffing barricades.

Transportation Services/Facilities Management will provide vehicles.

Foundation and Food Services will provide vehicles.
MOVEMENT COORDINATOR'S CHECKLIST

GENERAL RESPONSE:

The following actions should be taken when an evacuation of the campus is ordered. Planned evacuation routes and staging areas are shown in attached map.

HAZARD IMPLICATIONS:

Earthquake, hazardous materials release, or flooding may affect access to or safety of routes and staging areas. Adjust routes and staging areas as required by situation.

ACTIVITY:

Provide resources and direction to coordinate campus evacuation. This function will be handled by campus Parking Officers, assisted by Police officers, Police Department Community Service Officers and volunteers from staff personnel and residence halls. Facilities Management shall provide barricades, vehicles and drivers.

PRIMARY:

UTAPS Manager and one of four Police Department sergeants.

ACTION TAKEN

* Determine evacuation routes in conjunction with EOC Director.

* Coordinate with EOC Director on evacuation instructions include:
  * Identification of movement routes
  * Staging areas for car less population
  * Recommendation for car less persons to obtain rides, if possible
  * Location of reception centers or other destinations.

* Direct field teams to place evacuation route signs.

* Dispatch public safety personnel to traffic control points.

* Ensure that transportation is provided for:
  * Car-less population (at staging areas)
  * Day care centers
  * Infirmary patients

* Coordinate with Transportation officer. Ensure that drivers are informed of destinations.
* Dispatch Police units to staging areas to provide assistance/information.

* Ensure that the Sacramento Police Department and the county are informed of evacuation.

* Keep track of status of evacuation. Advise EOC Director/Incident Commander.

* Contact Director of Resident Life for assistance in movement and traffic control.

* Contact Director of Disabled Services to effect direction of the disabled.

* Contact ROTC Coordinator for additional manpower and vehicles to assist in movement and traffic control.

* Contact Child Care Center to determine what assistance, if any, is needed.

* Direct the placement of barricades from Facilities Management.

* Coordinate the effort of vehicles and drivers provided by Facilities Management.

* Determine the needs and resources available from Student Health Center.

* Keep evacuation traffic flowing and implement removal methods for disabled vehicles.

* Contact campus Public Information Officer. Assure that media have correct evacuation information.

* Assign unit(s) to "sweep" evacuated areas to assure that all persons were notified and moved. Give special attention to day care centers, and disabled. Identify those who refuse evacuation ("stay-puts"). Document contracts with these persons and report to EOC.

* If necessary, coordinate with Regional Transit Authority for bus transportation.
1. Organization and Responsibilities:

1.1. Sacramento State University:

1.1.1. The Campus Rescue Coordinator/Operations Section is responsible for:

* Coordinating rescue operations on campus.

* Identifying rescue requirements and requesting assistance through the mutual aid system.

* Designating a staging area for rescue teams provided through the mutual aid system.

* Organizing campus rescue teams, designating team leaders, and assigning teams to sites.

* Determining priorities for rescue operations in conjunction with the EOC Director/Incident Commander.

* Coordinating with other functional coordinators on support for rescue personnel and for handling of casualties and fatalities at rescue sites.

* Organizations locally available to support rescue operations are denoted in:

* Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. County and City:

1.2.1. County and City Rescue Coordinators are responsible for rescue operations within their jurisdiction. They will provide available resources to support campus operations in response to requests through the mutual aid system.

1.3. Operational Area:

1.3.1. Operational Area Fire and Rescue and Law Enforcement Coordinators are responsible for:
* Coordinating countywide rescue operations:

* Activating Operational Area or countywide fire and rescue and search and rescue mutual aid plans.

* Staffing the rescue function at the County Emergency Operating Center.

1.4. **Mutual Aid Region:**

1.4.1. Mutual Aid Region Fire and Rescue and Law Enforcement Coordinators are responsible for mobilizing and allocating mutual aid resources for rescue operations.

1.5. **State:**

1.5.1. State Fire and Rescue and Law Enforcement Coordinators (members of the State Office of Emergency Services Staff) are responsible for mobilizing needed resources from available Statewide mutual aid system and State agency inventories.

2. **Policies and Procedures:**

2.1. The Campus Coordinator for rescue operations within each jurisdiction will determine the boundaries of each separate incident, i.e., building, complex, or campus as a whole. An on-site Incident Commander will be designated for each incident. Direct supervision of rescue team members will be the responsibility of the team leader designated by the providing organization. Coordination with coroner and emergency medical operations will be required at each level of operation.

2.2. Mutual aid resources will be mobilized through established mutual aid channels. Resources mobilized through mutual aid channels will be returned to Operational Area or Regional Mobilization Centers when no longer needed by the utilizing agency, incident, or area.
Enclosure 1 to Rescue Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. The fire department with the assistance of the University Police Department has primary responsibility for Rescue Operations.

2. Facilities Services will assist with heavy equipment, trucks, forklifts, and personnel.

3. Transportation Services will provide trucks and forklifts.

4. Technical faculty and staff will provide expert advice on buildings and structures.
RESCUE COORDINATOR'S CHECKLIST

ACTIVITY:
Find and remove persons trapped in damaged or collapsed structures, or other locations.

PRIMARY:
* Assistant Incident Commander/Operations OIC (Lieutenant University Police)
* Sacramento City Fire Department

GENERAL RESPONSE - ALL HAZARDS:
The following actions may/will be taken under any major emergency affecting the campus.

ACTION TAKEN:
* Identify the rescue requirement.
* Request assistance through City mutual aid procedures.
* Designate a staging area(s) for incoming rescue teams.
* Organize campus rescue teams - designate team leaders.
* Establish priorities for rescue operations with EOC Director/Incident Commander.
* Assign rescue teams to specific sites.
* Coordinate with other functional coordinators for support to rescue activity.

HAZARD IMPLICATIONS:

EARTHQUAKE:
* Requires some knowledge of building or areas that might be vulnerable to damage. Rescue team leaders must be aware of hazards involved in rescue efforts. Fire or Plant personnel may be assigned to lead volunteers in assisting in rescue efforts.

* Use available building plans available located in EOC and at Facilities Services Offices.
* Obtain and evaluate any reports of partial or complete structure collapse.

* Survey areas of known potential for building damage.

* Establish priorities for rescue based upon greatest need. Attempt rescue for large numbers of injured first.

* Establish heavy equipment requirements. Utilize campus equipment as appropriate, make additional equipment needs known to EOC Director and request outside assistance.

* Establish a building "all clear" procedure and post structures which have been searched.

* Determine need for volunteer heavy rescue teams.

* Request volunteers from campus EOC.

* Assign volunteers to work under trained Fire or Plant personnel as required.

* Assign mutual aid resources arriving from other jurisdictions.

* Determine medical aid requirements for rescued injured--make known to EOC.

* Determine transportation requirements for injured to campus or city/county Casualty Collection Points and advise the EOC.

* Notify EOC of any fatalities.

* Note location of fatalities; cover but do not remove unless necessary for health or other reasons.

* Keep EOC up to date on all ongoing and next planned heavy rescue activity.

* Advise Construction and Engineering Coordinator of status of structures which have been searched.

* Participate in Staff Action Planning.

**FIRE OR HAZARDOUS MATERIALS INCIDENT:**

* Rescue operations in large scale brush and structural fires are hazardous; volunteer assistance should be used, if at all, only under supervision of fire
personnel. When hazardous materials are involved, rescue personnel require protective clothing and special equipment.

* Ensure that personnel have adequate protective clothing and breathing apparatus if operating in a hazardous area.

**FLOODING:**

* May involve locating and retrieving persons isolated by flood waters.

* Establish communications net and reporting procedures.

* Dispatch teams to search flooded areas for trapped persons.

* Designate a reception Area for reuniting and providing human needs to rescued persons.
J. CONSTRUCTION AND ENGINEERING OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University:

1.1.1. The Campus Construction and Engineering Coordinator, who is a member of the Emergency Management Staff, will be responsible for coordinating the inspection, maintenance, and emergency repair of campus facilities and for coordinating debris clearance.

1.1.2. Organizations locally available to provide construction and engineering support are denoted in:

* Enclosure 1, "Supporting Organizations and Responsibilities."

1.2. County and City:

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

1.3. Operational Area:

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

1.4. Mutual Aid Region:

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

1.5. State:

1.5.1. The State construction and Engineering Coordinator will have overall responsibility for coordinating Statewide construction and engineering operations and requirements.
1.6. **Private Sector:**

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

1.6.2. The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support governmental efforts directed towards damage assessment and determination of the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety, etc.) may be obtained.

1.6.3. The Concrete Sawing and Drilling Association of California may provide assistance in heavy duty rescue operations.

2. **Policies and Procedures:**

2.1. **Post-Event Inspection of Facilities and Structures:**

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

2.2. **Route Recovery:**

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

2.2.2. Priorities will be given to:

* A quick assessment of damage to highways, roads, and streets and immediate access/egress needs.

* The identification, establishment, and operation of alternate routes.

* The reestablishment of service on essential highways, roads, and streets.

* Facilitating the earliest possible recovery.
Enclosure 1 to Construction and Engineering Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. Facilities Services has the primary responsibility for construction and engineering operations on campus.

2. Procurement and Support Services will procure goods, services, and equipment.

3. Financial Operations arranges for financing and will maintain financial records.

4. Architectural Coordinator will provide expert advice on structural problems.

5. Building Trades will assist in turning of utilities, repair, and debris clearance.

6. Technical faculty and Staff will provide expert advice as requested.

7. Electricians will check for electrical hazards and damage.

8. Police will provide facility security and check electrical hazards and damage.
CONSTRUCTION AND ENGINEERING COORDINATOR'S CHECKLISTS

ACTIVITY:

Assess damage and hazards on campus. Inspect campus structures and facilities for use and occupancy; provide essential repair and perform emergency debris clearance. Determine emergency measures necessary to continue operation.

PRIMARY:

* Assistant Vice President, Facilities Services

GENERAL RESPONSE - ALL HAZARDS:

The following measures will be taken when a disaster occurs which affects the campus. The measures taken will vary depending upon the type, severity and duration of the incident. Consider additional measures listed under specific hazard.

ACTION TAKEN:

* Assign field teams to survey campus/affected area for damage, hazards, and debris problems.

* Direct field teams to report damage/hazards to CSUS Emergency Operations Center.

* Maintain list/log of damage, damage areas, etc.

* Advise field teams to check for chemical and electrical hazards.

* Advise field teams to report any injuries so that Emergency Medical personnel can respond.

* Keep EOC director advised of information reported from field personnel.

* Determine resources required for emergency repair and debris clearance.

* Request emergency assistance from county.

* Arrange for contractor assistance through Resource and Support Staff.

* If campus closure is ordered, implement Campus closure Procedures (attached).
* Provide Resources and Support with estimated damage/loss costs to facilities, roads, bridges, and other property.

* Provide drivers and vehicles to assist medical teams and coroner function.

* Provide assistance to Communications Department for necessary repairs.

* Assign personnel to assist in search and rescue needs.

**EARTHQUAKE:**

* The following measures could be continued for several days. They could be required around the clock; therefore, adequate relief must be planned for.

* Check all facilities to determine extent of damage and ability to operate.

* Assign teams to determine capacity and safety of any bridges, underpasses, and key roadways.

* Report on all unsafe structures, roads, and bridges.

* Post all hazardous structures.

* Post and close routes as required.

* Identify major debris problems.

* Establish priorities for repair and debris clearance in conjunction with EOC Staff.

* Activate and assign repair and debris clearance crews.

* Determine status of available equipment for repair and for debris removal.

* Determine mutual aid volunteer force required and request numbers and skills needed.

* Identify need for barricades/cones. Procure or fabricate as necessary.

* Provide a report on known hazard areas to campus EOC.

* Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement.
* Be prepared to submit periodic reports to EOC on extent of damage, status of vital services, and actions being taken.

* Participate in EOC Staff Action Planning.

* Determine fuel requirements for vehicles and equipment.

**FLOOD:**

* Problems may develop over a few hours or a few days. Monitoring of susceptible areas should be initiated whenever torrential rains occur.

* Assign personnel to monitor known flood hazard areas.

* Ascertain from field teams areas where sandbags are needed.

* Dispatch truck with sandbags to areas of need.

* Assign personnel to assist in moving material and equipment from endangered areas to upper floors.

* Shut down systems in locations where electrical hazards are present.

* Assign personnel to assist Public Safety personnel in barricading flooded areas on campus.

**FIRE AND HAZARDOUS MATERIALS INCIDENT:**

Because these incidents are generally more localized and of shorter duration, there would be greater opportunity for outside support.

* Assign personnel to assist Public Safety in barricading hazardous areas.

* Assign personnel to assist fire department in turning off utilities to affected areas.
K. RESOURCES AND SUPPORT OPERATIONS ANNEX

1. Organization and Responsibilities:

1.1. Sacramento State University:

1.1.1. The Campus Logistics and Support Coordinator, who is a member of the Emergency Operations Center Staff, has overall responsibility for coordinating the procurement and distribution of resources and support services required for emergency operations and for support of the campus community. The Resource and Support Coordinator will be assisted by the following Support Officers, with general responsibilities as indicated:

* **Logistics Section Officer:**
  * Coordinates the procurement and allocation of essential supplies, including food, fuel, and health supplies.

* **Finance/Administrative Section Officer:**
  * Coordinate recordkeeping for personnel time, equipment time, purchases, and vendor contracts; recommends cost effective strategies for resource procurement.
  * Coordinates the allocation of personnel.

* **Operations Section Officer:**
  * Coordinates the allocation of transportation resources required to move people, equipment, and essential supplies.

* **Utilities:**
  * Coordinates with private and government-operated utilities concerning the continued operation of water, gas, and electric utilities on campus.

1.1.2. Organizations locally available to provide resources and other support are denoted in:

**Enclosure 1: "Supporting Organizations and Responsibilities."

1.2. County and City:

1.2.1. County and City Resources and Support Coordinators are responsible for coordinating resources and support operations within their
jurisdictions. They will provide available resources from their jurisdictions to support campus operations in response to requests through mutual aid channels.

1.3. **Operational Area:**

1.3.1. The Operational Area Resources and Support Coordinator, who will be assisted by Support Coordinators with counterpart titles to Local Support Officers, will have the overall responsibility for coordinating countywide resources and support operations and will provide relevant information and submit all requests for support to the Mutual Aid Region Resource Coordinator. (Individuals at the Mutual Aid Region and State levels are referred to as Resource Coordinators).

1.4. **Mutual Aid Region:**

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

1.5. **State:**

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

2. **Policies and Procedures:**

2.1. **Logistics Section:**

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

2.2. **Finance Administrative Section:**
2.2.1. Campus personnel agencies should, to the maximum extent practicable:

* Register, classify, and assign all available personnel and volunteers.

* Consult with management and labor to establish personnel priorities.

* Estimate personnel requirements of local agencies to support emergency operations and advise the appropriate Personnel Coordinator of anticipated deficiencies.

2.2.2. The provision of nonprofessional and unskilled temporary help will be coordinated with the appropriate Personnel Officer.

2.2.3. Existing or emergency job clearance practices will be utilized for matching workers to jobs both within and outside hazard areas.

2.2.4. All agencies assigned emergency responsibilities should pre-identify sources of supplemental personnel.

2.2.5. Campus Units requiring supplemental professional or other highly-skilled personnel (e.g., medical, health, and engineering) should identify and register such personnel prior to the onset of emergencies. To meet additional requirements, such units should apprise appropriate personnel authorities of specific personnel qualifications and job requirements in order to screen and refer personnel effectively.

2.3. Operations Section:

2.3.1. Transportation resources normally will be provided for:

* Transporting persons from threatened, impacted, or untenable areas.

* Transporting essential equipment, supplies, and other resources.

* Transporting emergency workers from reception to hazard areas.

* Transporting potable water to points of consumption.

* Serving as auxiliary ambulances.

2.4. Utilities:
2.4.1. All personnel, equipment, supplies, and transportation facilities of specific utilities will be reserved primarily for individual utility operations and restoration.

2.4.2. Information regarding demand, availability, etc., of utilities will be furnished to governmental officials for use in informing the public regarding the conservation of the services.

2.4.3. When required, personnel assistance and supplemental equipment and supplies will be requested by the Utilities Officer.
Enclosure 1 to Resources and Support Operations

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. The Logistics Section (Procurement and Support Services) has the primary responsibility for procuring and supplying resources for campus emergency operations. Procurement and Support Services also has the primary responsibility for obtaining transportation resources.

2. Human Resources is responsible for obtaining personnel from campus units to support emergency operations.

3. Facilities Services has the primary responsibility for on campus utilities and for working with the private utility companies.

4. Finance and Administration Section (Financial Operations) is responsible for accounting and financial record keeping.

5. UTAPS will provide vehicles to support emergency operations.

6. Foundation and Food Services will provide vehicles.
RESOURCES AND SUPPORT (LOGISTICS SECTION) COORDINATOR'S CHECKLIST

DEFINITION:

Includes functions necessary to provide support to campus emergency operations. The functions are listed below, and a separate checklist is provided for each function. A support officer is designated for each function. The Resources and Support Coordinator oversees all of the listed functions.

HAZARD IMPLICATIONS:

The functions included within the Resources and Support activity broadly apply across all hazards. The degree of implementation for any function will vary depending upon the type, severity, and duration of the incident.

EARTHQUAKE AND FLOODING:

* Under major earthquake or flooding conditions, the functions within the Resources and Support activity would be immediately activated and would be functioning for the duration of the incident. This could entail twenty-four hour operation over a several day period, and adequate relief must be planned for.

FIRE AND HAZARDOUS MATERIAL INCIDENT:

* Adequate resources are usually available for these incidents which are of a more localized nature and generally of shorter duration. Only limited resource and support activities are likely to be needed.

FUNCTIONS TO BE PERFORMED:

* Supply and Procurement
* Financial Services
* Personnel/Volunteers
* Transportation
* Utilities Liaison
RESOURCES AND SUPPORT (LOGISTICS) OFFICER'S CHECKLIST

ACTIVITY:

Coordinate all operations concerned with obtaining resources and support. Works with designated officers for Supply/Procurement, Financial Services, Personnel, and Transportation & Utilities.

PRIMARY:

* Procurement and Support Services officer

GENERAL RESPONSE - ALL HAZARDS:

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

ACTION TAKEN:

* Report to EOC when activated.

* Assess resources and support required for emergency operations in consultation with EOC Director and functional coordinators.

* Ensure that all needed support officer’s report to EOC.

* Coordinate and process requests for additional resources.

* Assign missions to support officers.

* Maintain status of available resources.

* Anticipate possible resource needs, locate sources and place on standby.

* Ensure that support officer positions are filled on 24-hour basis for protracted emergencies.
SUPPLY AND PROCUREMENT (LOGISTICS SECTION) OFFICER’S CHECKLIST

ACTIVITY:
Order essential supplies prepare vendor contracts; provide appropriate means of payment for contracted emergency services.

PRIMARY:
* Procurement and Support Services Officer

GENERAL RESPONSE - ALL HAZARDS:
The following actions may/will be taken under any major emergency affecting the campus.

ACTION TAKEN:
* Set up work station in location accessible to contractors and vendors.
* Determine from Staff Action Planning sessions what non-campus equipment and personnel will be required.
* Attempt to locate required equipment and personnel.
* Check with Personnel Director on availability of support personnel.
* Arrange for contract services or initiate pre-established contracts for services.
* Interpret contracts/agreements and resolve claims or disputes as necessary.
* Finalize all agreements and contracts.
* Make arrangements regarding contract payment.
* Collect and maintain all documentation regarding supplier contracts.
* Participate in all Staff Action Planning sessions.
* Advise on feasibility of planning actions as basis of probable availability of equipment, supplies, and personnel.
* Keep EOC Director/Incident Commander and Financial Services officer informed of status of all procurements and contracts in support of emergency.
FINANCIAL SERVICES (FINANCE AND ADMINISTRATIVE SECTION)
OFFICER'S CHECKLIST

ACTIVITY:

Maintain fiscal records on all disaster related expenditures; authorize expenditures for emergency operations; advise EOC Director/Incident Commander on cost implications associated with various planning alternatives.

PRIMARY:

* Financial Manager

GENERAL RESPONSE - ALL HAZARDS:

The following actions may/will be taken under any major emergency affecting the campus.

ACTION TAKEN:

* Report to EOC and establish work station in close proximity to Procurement and Support Services officer.

* Make emergency assignments for support staff.

* Initiate a record keeping system for all expenditures.

* Collect cost estimates of damage to facilities (obtain Photographs).

* Coordinate with Director of Personnel and other campus offices for security of records in the event of evacuation or school closure.

* Make provisions for security of on-campus funds.

* Ensure that all Operations Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment and personnel time.

* Coordinate with Procurement and Support Services on procedures for handling emergency expenditures.

* Provide EOC Director/Incident Commander with input on cost related information as requested.

* Develop periodic disaster related cost report.
* Brief agency administration personnel on all incident related business management issues needing attention.

* Ensure that all time and cost records are kept current and are posted in a timely manner.

* Keep logs, records of calls, assignments and actions.
ACTIVITY:

Maintain an inventory of disaster service workers, allocate appropriate personnel to activities in accordance with established priorities.

PRIMARY:

* Vice President for Human Resources

GENERAL RESPONSE - ALL HAZARDS:

The following actions may/will be taken under any major emergency affecting the campus.

ACTION TAKEN:

* Determine status of campus work force.

* Contact Operations Coordinators to determine:
  * Number of additional personnel needed and skills required
  * Number of personnel at work assignments
  * Number of injured and status
  * Any outstanding family needs
  * Any fatalities

* Perform a situation size-up. Decide on the best procedure for shift assignments for all campus staff.

* Schedule times to relieve crews on duty.

* Determine next shift personnel needs of the various functions. Obtain nos. of personnel required and specialties needed.

* Attempt contact with volunteer organization coordinators to obtain personnel.

* Establish a "Personnel Pool" of available volunteers.

* Refer volunteers on basis of capabilities. Hold back critical specialties as required to meet future need.

* Balance current assignments against projected next shift needs.
* Provide location for personnel to be temporarily located while awaiting assignments.

* Make personnel assignments on basis of greatest health and safety need.

* Instruct all volunteers on Disaster Worker status; provide I.D. cards; volunteer employment certification; worker's compensation coverage; emergency data.

* Instruct volunteers to report back to Personnel Pool after completion of assignments.

* Periodically check with Operations Coordinators to see if personnel needs are being met.

* Periodically brief EOC Director/Incident Commander on overall personnel situation.

* Maintain records of all volunteer personnel assignments.

* Release volunteers as soon as practicable.

* Contact EOC Director for location of volunteers.

* Contact food service to arrange for food and drink for volunteers pending assignment.
TRANSPORTATION (OPERATIONS SECTION) OFFICER'S CHECKLIST

ACTIVITY:
Determine available transportation resources for personnel and supplies, coordinating their use in accordance with policies and priorities established by the EOC Director/Incident Commander, and provide adequate maintenance for transportation resources.

PRIMARY:
* UTAP Director

ACTION TAKEN:
* Determine status and location of all campus owned vehicles and drivers.
* Determine status of fuel storage, pumps, and determine if emergency power is required.
* Establish repair schedule for any damaged vehicles.
* Determine status of buses. Establish if some or all could be used for transport of injured or volunteers.
* If evacuation is directed, dispatch buses/vans to staging areas, day care centers, and infirmary.
* If available, stage buses at Care Centers.
* Determine probable requirement for additional vehicles over next twelve hours.
* Arrange for vans and/or school buses to be used for transport of injured to off-campus casualty collection points or medical facilities.
* Determine if additional maintenance/repair services will be required. If so, attempt contact with providers and set up arrangements.
* Arrange for temporary use of private vehicles of campus community as necessary.
* Request additional transportation resources through County EOC.
* Ensure that Financial Manager is aware of any direct arrangements made with off-campus vehicle providers.
* Monitor Staff action planning for different transportation needs.

* Evaluate feasibility of meeting the action plan objectives from transportation standpoint.
UTILITIES OFFICER'S CHECKLIST

ACTIVITY:

Be the primary point of contact with off-campus utilities.

PRIMARY:

* Assistant Director, Facilities Services

GENERAL RESPONSE - ALL HAZARDS:

The following actions may/will be taken under any major emergency affecting the campus.

ACTION TAKEN:

* Obtain initial reports on utility outages, problems and estimates of service restoration by location and time.

* Notify EOC Director and other Operations Coordinators of reported dangerous areas:

  * Transformer leaks
  * Downed power lines
  * Electrical substation damage
  * Ruptured gas mains

* Arrange for posting announcements specifying dangerous areas.

* Establish contact through the (City/County) EOC with the following utilities as required:

  * Telephone Company
  * Electric Utility
  * Gas Co.
  * Water/Sanitation Districts

* Act as an on-going point of contact for information flow between campus and local utilities on problems and repair progress.

* Keep EOC Director informed of estimates for utility service restoration.
III. SHELTER PROGRAM

1. Concepts of Shelter in Place or Evacuation:

1.1. Purpose:

To establish information/direction for sheltering in place versus evacuation process.

1.2. There are only two emergency actions that can be taken with regard to a hazardous materials or release of a bacterial agent:

1.2.1. Move rapidly out of the potential danger zone or:

1.2.2. Shelter in place until the hazard has dissipated or advised by emergency personnel.

1.3. With a campus the size of Sacramento State University, there is a real problem in ordering the emergency evacuation of the campus because of a hazardous materials spill or release of a bacterial agent. Most people will attempt to get into their cars, and because this is primarily a commuter university the number of vehicles has the potential of being quite large. As all of these emotional people attempt to get out of the small entrances, to the parking facilities, the potential for automobile accidents are going to occur and people will begin to panic, adding confusion to the situation.

1.3.1 For the most part, putting a large group of people in to an area where there is toxic cloud will cause more problems than it will solve. Sheltering in place is a sound and viable tactic to utilize in this kind of critical incident.

1.4. The average hazardous material spill within the United States lasts approximately 45 minutes. The reason for this is twofold:

1.4.1. Either the chemical is a gas under pressure and has dissipated into the air becoming diluted to a point where it is no longer a threat or:

1.4.2. The fire department has responded and managed to shut off the problem. The fire department hazardous materials units have practiced all of the many variations to shutting down leaking facilities.

1.5. It is actually safer sheltering inside of a building and allowing the cloud of dangerous material to pass over the university and the buildings. This concept is more viable than actually going outside in a potential, lethal hazmat area with a panicked and emotional crowd.
1.5.1. If the decision is made to shelter in place, the Emergency Building Coordinator will notify Facilities Services or in extreme cases assign personnel to do the following:

* Advise building emergency personnel as part of the Building Plan to shut off heating ventilation and air conditioning-HVAC for the building so that the chemical is not drawn inside.

* Individual departments and offices will be advised to block areas where air flow can enter their areas, i.e. door jambs, window jambs, and air ducts. If available, office personnel should place wet towels, plastic, newspaper, or other material over the above listed areas. Closing and locking all windows and doors to provide a tighter seal should be accomplished before doing the above procedure. Building elevators that could spread vapors should also be shut down/disabled.

* After being advised that the danger has subsided or passed, office personnel should be advised to exit the building as soon as possible.

* During the clearing of the building, personnel should be assigned (as part of the building plan) to open windows and doors so that the building will be vented properly to rid the building of any lingering vapors.

* Building staff should meet at their designated rally points to discuss the next plan of action based on information received from emergency response personnel.

ATTACHMENT: Pages 208-214

GLOSSARY/DEFINITIONS
Definitions

ACTION PLAN
A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

AMERICAN RED CROSS
A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

CALIFORNIA EMERGENCY COUNCIL
The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

CALIFORNIA EMERGENCY ORGANIZATION
Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

CARE AND SHELTER
A function that provides food, clothing, and housing needs for people on a mass care basis.

CHECKLIST
A list of actions taken by an element of the emergency organization in response to a particular event or situation.

CONCEPT OF OPERATIONS
A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

CONTAMINATION
Deplos of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

CONTINGENCY PLAN
A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

DAMAGE SURVEY REPORT
Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified. A Damage Survey Report Data Sheet (FEMA Form 90-91) is prepared for each site with damage over a specified amount established by regulation.
Definitions (continued)

DECONTAMINATION/CONTAMINATION CONTROL
Radioactive Materials:
The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand.

Other Hazardous Materials:
Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

DISASTER FIELD OFFICE (DFO)
A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts which support disaster relief and recovery operations.

DISASTER SERVICE WORKER
Any persons registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

DISASTER SUPPORT AREA
A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

EMERGENCY (Federal definition—see also Local Emergency and State of Emergency)
Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

EMERGENCY MANAGEMENT
The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

EMERGENCY MANAGER
An individual duly appointed by State agencies, counties, cities and counties, and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code, who is responsible for administering State law and local ordinances relating to emergency management.

EMERGENCY OPERATIONS
Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.
Definitions (continued)

**EMERGENCY OPERATIONS CENTER**
A centralized location from which emergency operations can be directed and coordinated.

**EMERGENCY PLANS**
Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

**FEDERAL AGENCY** (Federal definition)
Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

**FEDERAL ASSISTANCE** (Federal definition)
Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

**FEDERAL COORDINATING OFFICER** (Federal definition)
The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**FEDERAL-STATE AGREEMENT**
A legal document entered into between the State and the federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

**FIELD TREATMENT SITE**
Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

**HAZARD**
Any source of danger or element of risk to people or property.

**HAZARDOUS MATERIAL**
A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.
Definitions (continued)

HAZARDOUS MATERIAL INCIDENT
Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

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

LOCAL EMERGENCY (State definition)
The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

LOCAL GOVERNMENT (Federal definition)
Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

MAJOR DISASTER (Federal)—see also Emergency
Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

MASTER MUTUAL AID AGREEMENT
The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

MEDIA
All means of providing information and instructions to the public, including radio, television, and newspapers.

MITIGATION
Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)
Definitions (continued)

LOCAL GOVERNMENT EMERGENCY PLANNING GUIDANCE
A document which lays a foundation for emergency response planning for counties, cities, as well as other political subdivisions.

MUTUAL AID
A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

MUTUAL AID AGREEMENT
An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

MUTUAL AID REGION
A subdivision of the State emergency services organization established to coordinate mutual aid and other emergency operations.

NATIONAL WARNING SYSTEM
The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

OFFICE OF EMERGENCY SERVICES
Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

OPERATIONAL AREA
An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

PLAN
As used by OES, an emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

POLITICAL SUBDIVISION (California Emergency Services Act definition)
Any city, city and county, county, district, or other local government agency or public agency authorized by law.

PUBLIC INFORMATION OFFICER
An official responsible for releasing information to the public through the news media.

REGIONAL EMERGENCY OPERATIONS CENTER
The Regional Emergency Operations Center is the first level facility of the Office of Emergency Services to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, whose staff are responsive to the needs of the operational areas and coordinates with the State Operations Center.
Definitions (continued)

REGIONAL DIRECTOR (Federal definition)

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, P.L. 93-288 as amended
Gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies and major disasters.

SEARCH
Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

SPECIAL DISTRICT
A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

STANDARD OPERATING PROCEDURES
A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)
The group of principles for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

STATE AGENCY (State definition)
Any department, division, independent establishment, or agency of the executive branch of the State government.

STATE COORDINATING OFFICER
The person appointed by the Governor to coordinate and work with the federal coordinating officer.

STATE EMERGENCY PLAN
The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.
Definitions (continued)

STATE OF EMERGENCY (State definition)
According to §8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

STATE OF WAR EMERGENCY (State definition)
According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

STATE OPERATIONS CENTER
A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate State operations and the coordination of federal resources in support of OES Regional Emergency Operations Centers (REOC) during emergencies. The response efforts of State and federal agencies in support of local government operations will be coordinated as much as possible at the REOC level.

VECTOR CONTROL
Actions to limit the spread of disease-carrying insects and animals.

VOLUNTEERS
Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.