

Emergency Operations Plan



California State University, Sacramento
6000 J Street
Sacramento, CA 95819

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Disclaimer

Every effort has been made to write this plan in accordance with current state and federal guidelines and was designed to meet industry standards. However, this plan cannot anticipate all possible emergency events or situations requiring an emergency response. Nothing in this plan should be interpreted as barrier(s) or obstructions to knowledge and experience, capability, or resourcefulness of responders in overcoming the complexities of real emergency situations.

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RECORD OF DISTRIBUTION

A copy of this EOP will be sent to emergency management personnel and University departments with identified roles and responsibilities in emergency operations. The plan is also available publically for PDF download from the University’s Emergency Information webpage at: www.csus.edu/police. Those with a role in disaster response are encouraged to have digital access to this plan, or a printed copy of this plan available to them at all times.

The table below lists personnel to whom the plan has been distributed.

Department/Agency	Name	Title	Date	Copies
Sacramento State	Dr. Robert Nelsen	President	2/24/2020	1
Sacramento State	Dr. Steven Perez	Provost/VP for Academic Affairs	2/24/2020	1
Sacramento State	Mr. Jonathan Bowman	VP for Administration and Business Affairs	2/24/2020	1
Sacramento State	Dr. Ed Mills	VP for Student Affairs	2/24/2020	1
Sacramento State	Ms. Lisa Cardoza	VP for University Advancement	2/24/2020	1
Sacramento State	Dr. William P. Cordeiro	Dean, College of Business Administration	2/24/2020	1
Sacramento State	Dr. Alexander "Sasha" Sidorkin	Dean, College of Education	2/24/2020	1
Sacramento State	Dr. Sheree Meyer	Dean, College of Arts & Letters	2/24/2020	1
Sacramento State	Dr. Lisa Hammersley	Dean, College of Natural Sciences and Mathematics	2/24/2020	1
Sacramento State	Dr. Dianne Hyson	Dean, College of Social Sciences and Interdisciplinary Studies	2/24/2020	1
Sacramento State	Mr. Mark Iwasa	Chief of Police	2/24/2020	1
Sacramento State		Assigned EOC Personnel (See EOC Personnel Roster)	2/24/2020	1
Sacramento County OES	Mary Jo Flynn	Emergency Operations Coordinator	2/24/2020	1

Department/Agency Name	Name	Title	Date	Copies

LETTER OF PROMULGATION

The preservation of life and property is an inherent responsibility of local, state, and federal government as well as California State University, Sacramento. The University has prepared this Emergency Operations Plan (EOP) to ensure the most effective and efficient response to emergencies or disasters that may affect the University community.

This plan has been developed to reduce the potential impacts of an emergency or disaster on the University, with the response priorities of saving lives, protecting property, and safeguarding the environment.

This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS).

In accordance with Homeland Security Presidential Directive (HSPD) 5, all University agencies or departments that have responsibilities delineated in this EOP will use NIMS. NIMS allows and ensures proper coordination between local, state, and federal organization in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Pursuant to the authority contained in Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with the California Emergency Services Act in Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code, and under the authority of the President of the University, this Emergency Operations Plan and all annexes are adopted as official procedure.

Each University administrator, department chair, director, and functional manager is directed to take necessary actions to implement the EOP by developing written internal procedures that detail support required by the plan and then maintaining preparedness to put the plan into action. All previous emergency operation planning documents, which have been incorporated in this plan, shall be destroyed.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the University into an efficient organization capable of responding to any emergency. This EOP is an extension of the local and state emergency operations plans, and will be utilized in support of local emergency management operations. It will be reviewed and exercised regularly, and revised as necessary to meet changing conditions.

The University's administration gives its full support to this plan and requires all University personnel assigned with emergency management responsibilities to read and understand all components within this plan. This promulgation letter provides formal authority for all assigned University personnel to perform their identified roles and responsibilities during emergency operations. In addition, the University's administration urges all officials, staff, faculty, and students, individually and collectively, to be familiar with the plan and take a role in their own efforts of personal emergency preparedness.

This EOP is written to provide guidelines for emergency management for the University, with the purpose of protecting life and property, and minimizing the impact of disasters and emergencies to the University as much as possible. The EOP will be reviewed by all departments that have assigned emergency management and response roles and responsibilities. Upon completion of review and written concurrence by these departments, the EOP will be submitted to the Vice Presidents for review and then to the University President for adoption. Upon concurrence by the President, the plan will be officially adopted and promulgated. Revisions can be made to this plan with the authority of the President.

All personnel identified in the EOP shall abide by and cooperate fully with the actions described in this plan when it is executed. Any or all parts of the EOP may be activated based on authority of the President.

The University's Vice President of Administration and Business Affairs, as the university's Emergency Operations Executive, shall be responsible for EOP maintenance, annual updates and review. As part of the annual update and review process, coordination with applicable campus stakeholders, campus auxiliaries is conducted to ensure review and input to pertinent sections of the EOP by campus and campus auxiliary personnel who have specialized knowledge of specific emergency response procedures, as well as the needs for specialized population.

This EOP is based on the "all-hazards" concept and plans for a wide range of natural and man-made incidents. The plan is flexible allowing for part or the entire plan to be activated based on the specific needs of the situation.

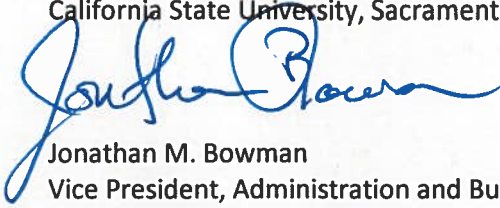
This EOP and its supporting documents are hereby approved and supersedes all previous editions. It is effective immediately upon signing by the authorities noted below.



Mark M. Iwasa
Chief of Police
California State University, Sacramento



Dr. Steven Perez
Provost
California State University, Sacramento



Jonathan M. Bowman
Vice President, Administration and Business Affairs
California State University, Sacramento



Dr. Robert Nelsen
President
California State University, Sacramento

2/14/2020

EXECUTIVE SUMMARY

INTRODUCTION

Emergencies can strike California State University, Sacramento (Sacramento State) at any time. Effective response and recovery efforts are due in large part to the planning, organization and relationship-building that occurs in advance. Sacramento State has established this Emergency Operations Plan (EOP) to provide a management tool to facilitate timely, effective, and coordinated emergency response and recovery activities. It is intended to integrate Sacramento State emergency resources and procedures with those of other local response agencies and organizations.

The plan provides a framework and procedural guidance for all-hazard emergency management efforts. Leadership, good judgment and common sense by personnel directing these efforts will determine the effectiveness of the overall response. The plan provides a scalable approach to incident management, enabling its use in both large and small incidents and events. It is also flexible, allowing for adaptation as needed to address the unique needs of the specific emergency incident. The Plan is designed to integrate with plans of Sacramento State response partners and is consistent with Federal Emergency Management Agency and California Office of Emergency Services mandates.

There is no guaranteed outcome implied by this Plan. The guidelines and procedures included herein are based on best management practices as described by CSUS, the CSU system, State of California, Federal, regional and local agency guidance and directives at the time of its adoption.

This EOP is part of a larger integrated Comprehensive Emergency Management Plan that focuses on prevention, mitigation, preparedness, and response and recovery activities. The Sacramento State Emergency Management Program is responsible for the overall development and maintenance of this EOP.

SITUATION

Sacramento State is California’s capital university, providing world-class, affordable education in the political, cultural, and economic heart of the Golden State. Sacramento State is a recognized leader in education, innovation, and engagement, dedicated to the belief that there are no limits to our students’ potential for excellence and success. Sacramento State powers the capital region through groundbreaking partnerships and more than 230,000 proud Hornet alumni. Sacramento State is a vibrant and diverse community, united by our shared intellectual curiosity, commitment to improving the world around us, and passion for redefining the possible.

Subsequently, the diverse educational and business interests of the University results in emergency plans and contingencies that resemble those of a small city. For this reason, a “whole-community” approach is utilized in the development and maintenance of this plan.

The Sacramento State campus is encompassed in several local political subdivisions to include Sacramento County, the City of Sacramento. Sacramento State relies upon both the Sacramento Fire Department and Sacramento Metropolitan Fire District for fire, rescue and emergency medical response, which is provided under a mutual aid agreement between the two fire agencies. Because of this, the University Police Department and its Emergency Management Division work closely with all

response partners including the Federal government, adjacent political subdivisions, private sector, and non-governmental organizations on emergency management activities that include prevention, mitigation, preparedness, response, and recovery plans and agreements.

ASSUMPTIONS

Sacramento State, within its own capacities, will endeavor to plan for, respond to and recover from all emergencies affecting the campus. Where University resources are or threaten to be overwhelmed, Sacramento State will access additional resources in accordance with the existing plans and agreements maintained by the University, Sacramento County, regional response partners and the State and Federal governments.

AUTHORITY

Immediately following the discovery of an emergency or disaster the University Police will begin coordinating an appropriate level of response. The Chief of Police will confer with the Vice President of Administration and Business Affairs as well as the on-scene Incident Commander(s) for determination in the opening of the Sacramento State Emergency Operations Center (EOP).

The President, Vice President of Administration and Business Affairs, Chief of Police, EOC Coordinator, and the on-scene Incident Commander(s) have the authority to activate all or parts of the Emergency Operations Plan. On-scene Incident Command for all emergency events on the Sacramento State campus will be the responsibility of the Sacramento State Police Department. Transfer of Incident Command (IC) to another agency or person will be done when appropriate and in accordance with the Incident Command System (ICS) model.

In accordance with California Government Code Section 8607, Sacramento State shall use the Standardized Emergency Management System (SEMS) in response to any long-term, multi-agency, or multi-jurisdiction emergency. In accordance with Homeland Security Presidential Directive 5 (PPD-5), domestic incident response at Sacramento State will comply with the requirements with the National Incident Management System (NIMS).

CONCEPT OF OPERATIONS

In accordance with CSU Chancellor's Office Executive Order 1056, the President of Sacramento State has ultimate responsibility for emergency management activities on the Sacramento State campus. The Vice President for Administration and Business Affairs has been designated by the president as the campus Emergency Management Executive, the lead position in the campus emergency management scheme. The University Police Department and Police Chief have been assigned responsibility for campus emergency management activities and programs by the Emergency Management Executive. In turn, the campus Emergency Manager, reporting to the Police Chief, administers the Sacramento State Comprehensive Emergency Management Plan, of which this plan is a part.

This EOP is based on the concept that the emergency functions assigned to the various groups, organizations and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would

normally be required for those functions may be redirected to the accomplishment of emergency tasks set forth by the Emergency Management Executive through the Emergency Operations Center (EOC).

The EOP uses the National Incident Management System (NIMS) and Incident Command System (ICS) for managing EOC and field operations. Coordination of emergency management activities between the Sacramento State EOC and the Sacramento County Operational Area, the State of California, and Federal government is guided by the Standardized Emergency Management System (SEMS) as adopted by the State of California.

ORGANIZATION

This EOP consists of a Basic Plan and annexes which provide references, resources and support documentation supplementary to the plan. The Basic Plan and Annexes are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard specific.

Hazard Annexes describe general response and incident management actions for specific incident types such as Hazardous Materials Release, Severe Storm, Earthquake, etc, and are intended to supplement not supplant existing plans, procedures, protocols and agreements of response partners. Administrative Annexes provide additional background information on incident support activities and resources such as direction and control, mutual aid agreements, worker safety and health, private sector coordination and more.

CONTINUITY OF OPERATIONS

Sacramento State maintains an enterprise-wide Business Continuity Plan administered by the Emergency Management Executive through the Risk Management Department. The plan outlines the lines of succession; critical staff and resources; and alternate work processes and facilities necessary for the continuation and/or restoration of critical University services.

Continuity of operations in the Emergency Operations Center is addressed in the EOC Procedures Manual which provides for redundancy in managerial positions to assure effective staffing during long-term operations.

PLAN DEVELOPMENT AND MAINTENANCE

This EOP was developed through a collaborative process utilizing information and data from a wide variety of federal, state, regional and local sources. It is informed by the Sacramento County Threat/Hazard Inventory and Risk Assessment (THIRA); Sacramento State Training and Exercise Plan; and the plans and protocols of local response partners, city of Sacramento, Sacramento County, the State of California and the Federal government.

Training and exercises (T/E) related to this plan are conducted on a regular basis in accordance with the Sacramento State Training and Exercise Plan, including joint T/E between Sacramento State and partner agencies and organizations. After-action reviews are conducted following exercises and incidents and a Continuous Improvement Plan (CIP) is developed to address deficiencies, inefficiencies and lessons learned. Elements of the CIP(s) are amended into the plan as applicable.

An annual review of the plan is conducted by the Emergency Manager. Amendments recommended by changing circumstances, technology, and regulatory requirements are reviewed by the Emergency Operations Planning Committee and Emergency Management Executive in conjunction with affected campus departments and organizations assigned responsibility for implementation of the plan prior to adoption into the plan.

DISASTER SERVICE WORKER DESIGNATION

INTRODUCTION

The State of California Disaster Service Worker (DSW) Program includes all public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, a state of emergency, or a local emergency. Any California city, county, or state agency or public district employee, may be called upon as a disaster service worker in the event of an emergency. Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency. Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

In an emergency, non-essential public employees (those that are not required for continuity of operations) may be released from their usual duties so that they can be reassigned to assist any agency or organization carrying out its emergency response duties. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability.

COMPENSATION

Disaster Service Workers are paid for work done as a Disaster Service Worker only if they have taken and subscribed to the Loyalty Oath. Overtime and other compensation are provided in accordance with established MOUs and the nature of the disaster declaration.

REFERENCES

Loyalty Oath (California Constitution, Article XX, Section 3)

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

California Government Code Sections 3100-3109

3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.
(Amended by Stats. 1971, Ch. 38.)

3101. For the purpose of this chapter the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. (Amended by Stats. 2013, Ch. 352, Sec. 104. (AB 1317) Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)

3102. (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.

(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency organization sanctioned by a state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political subdivision, shall be effective for the period the person remains a member with that organization.

(Amended by Stats. 2013, Ch. 352, Sec. 105. (AB 1317) Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)

3103. The oath or affirmation required by this chapter is the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.

(Amended by Stats. 1953, Ch. 1250.)

3104. The oath or affirmation may be taken before any officer authorized to administer oaths. The oath or affirmation of any disaster service worker may be taken before his appointing power or before any person authorized in writing by his appointing power.

No fee shall be charged by any person before whom the oath or affirmation is taken and subscribed.

(Amended by Stats. 1971, Ch. 38.)

3105. (a) The oath or affirmation of any disaster service worker of the state shall be filed as prescribed by State Personnel Board rule within 30 days of the date on which it is taken and subscribed.

(b) The oath or affirmation of any disaster service worker of any county shall be filed in the office of the county clerk of the county or in the official department personnel file of the county employee who is designated as a disaster service worker.

(c) The oath or affirmation of any disaster service worker of any city shall be filed in the office of the city clerk of the city.

(d) The oath or affirmation of any disaster service worker of any other public agency, including any district, shall be filed with any officer or employee of the agency that may be designated by the agency.

(e) (1) In its discretion, the board of supervisors of a county may require every disaster service worker of that county who legally changes his or her name, within 10 days from the date of the change, to file a new oath or affirmation in the same manner as the original filing. The county may maintain a record of each person so required to file a new oath of office indicating whether or not the person has complied. Any record maintained pursuant to this paragraph is a public record subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7).

(2) Notwithstanding any other law, including, but not limited to, Sections 3108 and 3109, failure of a disaster service worker to file a new oath of office required by the board of supervisors pursuant to this subdivision shall not be punishable as a crime.

(f) The oath or affirmation of any disaster service worker may be destroyed without duplication five years after the termination of the disaster service worker's service or, in the case of a public employee, five years after the termination of the employee's employment.

(Amended by Stats. 2015, Ch. 365, Sec. 2. (AB 630) Effective January 1, 2016.)

3106. Compliance with this chapter shall, as to state employees, be deemed full compliance with Chapter 4, Part 1, Division 5, Title 2 of this code, requiring taking of oaths by state employees.

(Added by Stats. 1950, 3rd Ex. Sess., Ch. 7.)

3107. No compensation nor reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter. It shall be the duty of the person certifying to public payrolls to ascertain and certify that such disaster service worker has taken such oath or affirmation. Whenever there is more than one officer certifying to public payrolls the governing body of a city or county or school district may designate and make it the duty of a certain officer or officers to ascertain and certify that such disaster service worker has taken such oath or affirmation. The governing body of a city or county or school district may designate and make it the duty of a local disaster service officer to ascertain and certify that each volunteer disaster service worker has taken such oath or affirmation. Nothing in this chapter, however, shall prevent the correction of any technical error or deficiency in an oath taken pursuant to this chapter; provided, such correction is made before the disaster service worker is actually paid or reimbursed.

(Amended by Stats. 1971, Ch. 38.)

3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for two, three, or four years.

(Amended by Stats. 2011, Ch. 15, Sec. 126. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

3109. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code.

(Amended by Stats. 2011, Ch. 15, Sec. 127. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

BASIC EMERGENCY OPERATIONS PLAN

PURPOSE AND OBJECTIVES

The safety and welfare of Sacramento State students, faculty, and staff are of major concern to the University and the effective management of campus resources during a disaster is a high priority. The campus community is keenly aware of the potential dangers associated with natural and man-made disasters, specifically fire, flood, earthquake, wind, explosion, and terrorism. It is therefore essential that planned actions in an orderly environment be maintained following a disaster. For these reasons, the University has prepared this Sacramento State Emergency Operations Plan in accordance with CSU Chancellor's Office Executive Order No. 1056, to ensure the most efficient and effective use of all available resources for the protection of people and property.

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of university and external resources. It establishes an emergency management system for the campus, and other off-site locations as identified. Additionally, it clarifies strategies to prepare for, respond to, and recover from an emergency or disaster incident that could impact the campus or the region. This includes providing accurate documentation required for cost recovery efforts.

This Emergency Operations Plan (the Plan) describes and directs the University's response to emergency situations and disasters. It becomes effective for Sacramento State when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The objectives of this plan are to incorporate and coordinate all of the resources and personnel of the university into an efficient organization capable of reacting quickly in the event of a disaster of any type, and to conduct emergency operations as required by the nature of the disaster. This includes the rapid continuation of normal business operations and services in the shortest possible time period.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP)

The University's EOP consists of the following parts:

- PART 1 – Basic Plan
- PART 2 – Hazard Annexes
- PART 3 – Administrative Annexes

The basic plan serves as an overview for elements of response which are common to all types of emergencies. Policies and objectives for the University are set forth in this section and revisions shall be approved by the University President and or the University Policy Group.

The supplemental Annexes and Appendices (Part 2 and Part 3) may be considered stand-alone documents and should be maintained independent of the other parts of the EOP. Access to these documents may be restricted, based on privacy and security concerns. Changes and additions to these documents are the ultimate responsibility of the Emergency Manager.

SCOPE AND OVERVIEW

This Plan is intended as an operational document for emergency management at Sacramento State. This plan provides guidance to the Sacramento State main campus and to all of Sacramento State's on and off campus locations, affiliated organizations, and auxiliaries.

The primary audience of this Plan is intended to be the Sacramento State campus community, with the CSU Chancellor's Office and other CSU campus emergency responders supporting this Plan, as needed.

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

This Emergency Operations Plan (the Plan) addresses the planned response to extraordinary emergency situations associated with natural or man-made disasters. The operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring a tailored response. This plan is designed to provide information for emergency response personnel and is in essence an administrative guide outlining action steps for those offices and departments contributing essential services in emergency situations.

The Plan, which incorporates the concepts and principles of the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS), is specifically designed to be flexible, expanding and contracting to meet the needs of any given incident as the scope of a disaster is unpredictable.

This plan is written in compliance with SEMS, NIMS, and ICS protocols, and is intended for Incident Commanders (IC's) and Emergency Operations Center (EOC) director/managers to retain the flexibility to modify and/or organization structure as necessary to accomplish the emergency/disaster response and recovery mission in the context of a particular hazard scenario.

This Emergency Operations Plan:

- Defines the scope of preparedness and incident management activities.
- Addresses emergency response to natural and man-made disasters.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Incorporates an all-hazards approach to incident management.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command (IC), Unified Command and the EOC, whenever possible, to facilitate responsive and collaborative incident management.

- Includes pre and post-incident public awareness, education and communications plan(s) and protocols.
- Provides SEMS, NIMS, and ICS guidelines pertaining to the University.
- Incorporates several resource guides, for additional references.
- Explains terminology from EM perspective for relaying to the public sector; which leads to better understanding and successful implementation.
- Uses updated FEMA models to better predict flooding, and other hazard mitigation concerns.

AUTHORITIES AND REFERENCES

Sacramento State’s emergency planning must be consistent with applicable statutes and administrative orders. Sacramento State must ensure that all personnel assigned specific responsibilities in support of this Plan are adequately trained and prepared to assume those responsibilities. Below are relevant and applicable authorities and references.

Federal Authorities and References

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Occupational Safety and Health Standards (OSHA)
- Action Guide for Emergency Managers Department of Education required documentation.
- Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive No. 5, February 28, 2003
- Homeland Security Presidential Directive No. 8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501- 14505)
- An ADA Guide for Local Governments, U.S. Department of Justice
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A, Environmental Protection Agency's National Response Team
- Local and Tribal NIMS Integration, U.S. Department of Homeland Security
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS), U.S. Department of Homeland Security
- National Response Framework, U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- Pets Evacuation and Transportation Standards Act, H.R. 3858

State Authorities and References

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code

- California Government Code, Title 19, Public Safety, Div. 1, CAL EMA, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Education Code Sections 66600, 66606, 89031
- California Administrative Code Section 42402 and 41302
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability in accordance with California Health and Safety Code Section 1799.102
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Emergency Plan
- California (CAL EMA) Disaster Assistance Procedure Manual
- California (CAL EMA) Emergency Planning Guidance for Local Government
- California (CAL EMA) Emergency Planning Guidance for Local
- Government–Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (CAL EMA) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California (CAL EMA) State Emergency Plan (SEP) – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan)

California State University Authorities and References

- CSU Executive Order 943, which denotes Student Health Center in the Emergency Operations Plan (EOP).
- CSU Executive Order 1013 has been superseded by Executive Order 1056.
- CSU Executive Order 1056, adopting the National Incident Management System (NIMS)/Standardized Emergency Management Systems (SEMS).
- CSU Emergency Management Coded Memo RM 2018

CALIFORNIA EMERGENCY PLAN

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

California Government Code Sections 8567, 8587, 8614(a), and 8650 provide the Governor with the authority to direct Executive Departments of the State to support such planning and preparedness, and other emergency activities. Executive Order Number W-9-91 directs each agency to be responsible for "emergency planning, preparedness and training".

Each agency shall establish a line of succession "and train its employees to properly perform emergency assignments."

The State's Emergency Plan uses a standard management approach allowing for individual plans of State agencies, to interact effectively. The California State University System is part of this effort. The Governor's Executive Order D-25-83 calls for the CSU to develop, maintain and support emergency planning and operations. The CSU Chancellor promulgated Executive Order No. 1056, which gives the campus Presidents the responsibility to implement a multi-hazard emergency management program. The Executive Order was issued pursuant to Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with the California Emergency Services Act in Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code. This Plan is, therefore, considered to be an extension of the State Emergency Plan.

DECLARATION OF EMERGENCY

University

- The authority to govern The California State University and to maintain its buildings and grounds has been given to the Board of Trustees by the Legislature (California Education Code, Sections 66600, 66606, and 89031). In turn, the campus President has been delegated the authority to regulate the buildings and grounds of his or her individual campus (see California Administrative Code, Title 5, Sections 41302 and 42402).
- 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."
- 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."

State

- California Emergency Services Act, California Government Code, Sections 8550-8668.
- California Natural Disaster Assistance Act, California Government Code, Sections 8680-8692.

- Flood Fighting, California Water Code, Section 128.

Federal

- Homeland Security Presidential Directive No. 5, February 28, 2003
- Homeland Security Presidential Directive No. 8, December 17, 2005
- Federal Disaster Relief Act of 1974 (Public Law 93-288).
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- U.S. Army Corps of Engineers--Flood Fighting (Public Law 84-99).
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. § 14501- 14505)

MUTUAL AID REFERENCES/RESOURCES

California Disaster and Civil Defense Master Mutual Aid Agreement (MUA)

<http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/CAMasterMutAidAgreement.pdf>

California Fire and Rescue Emergency Plan

<http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Fire%20and%20Rescue%20-%20Mutual%20Aid%20Plan%20-%2020141201.pdf>

California Law Enforcement Mutual Aid Plan

<http://www.caloes.ca.gov/LawEnforcementSite/Documents/1Blue%20Book.pdf>

CSU Mutual Aid Agreement <http://www.calstate.edu/eo/EO-1046.html>

Federal Disaster Relief Act of 1974 (Public Law 93-288)

Robert T. Stafford Disaster Relief and Emergency Assistance Act

<https://www.fema.gov/media-library-data/1519395888776-af5f95a1a9237302af7e3fd5b0d07d71/StaffordAct.pdf>

National Incident Management System (NIMS) www.fema.gov/pdf/emergency/nims/NIMSFAQs.pdf

California State University Chancellor's Office

Executive Orders (EO)

Executive Order 1056, dated March 7, 2011, supersedes Executive Order 1013

- Response to the recommendations of the Emergency Preparedness System wide Audit 943.
- Requires that emergency operations and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA)

<http://ifap.ed.gov/dpclatters/attachments/GEN0812FP0810AttachHEOADCL.pdf>

EOP GENERAL INFORMATION

SITUATION

Sacramento State is California’s capital university, providing world-class, affordable education in the political, cultural, and economic heart of the Golden State. Sacramento State is a recognized leader in education, innovation, and engagement, dedicated to the belief that there are no limits to our students’ potential for excellence and success. Sacramento State powers the capital region through groundbreaking partnerships and more than 230,000 proud Hornet alumni. Sacramento State is a vibrant and diverse community, united by our shared intellectual curiosity, commitment to improving the world around us, and passion for redefining the possible.

Sacramento State offers more than 70 traditional baccalaureate and master’s degree programs along with a wide variety of education credential and certificate programs to a student body of about 20,000, including many that have earned national recognition.

The university’s programs in computer science, geographic information and decision sciences, psychology, health, kinesiology, English, public administration, accounting and finance, and many others are all highly regarded. The university is one of the nation’s largest teacher-training institutions, and 95 percent of the College of Education’s graduates with teaching credentials are employed full-time within a year of graduation. Moreover, the College of Education offers the university’s first doctoral program, an Ed.D. in educational leadership.

The university’s student population is one of the most diverse in California, with a student enrollment so diverse that there is no majority ethnic group on campus.

The growth of the region has meant continued capital development for the university, which continues to construct new facilities to provide students, faculty and staff with an excellent learning and working environment equipped with superior technological capabilities. Recent projects include the Ernest E. Tschannen Science Complex, Student Recreation and Wellness Center, Riverview Hall student housing complex, the Student Union expansion, and the newly constructed Parking Structure V.

Part of the Sacramento State disaster preparedness program is the continual monitoring of transportation and other key resources located in close proximity to the university that pose a potential threat to the campus community, including the major rail lines and gasoline pipelines that travel through the Cajon Pass to connect to the Alameda Corridor and the Devil’s Canyon Power Plant (located adjacent to the campus) that serves the Metropolitan Water District of Southern California and five other water agencies. The Devil’s Canyon Power Plant has the highest hydraulic head among the hydroelectric power plants of the State Water Project, discharging 1,260,000 gallons per minute for delivery to the various agencies.

It is clear that the university is susceptible and vulnerable to an array of natural and man-made disasters, which is why being prepared to respond appropriately in the event of an emergency is an inherent responsibility of the campus community.

Emergencies and disasters, especially those involving weather-induced conditions, pose a high priority risk to Sacramento County, the city of Sacramento, and the Sacramento State campus. These conditions include, but are not limited to:

Flood	Severe Storm
Hazardous Materials	Transportation – Train Derailment
Public Health Emergency (Pandemic)	Structure Fire(s) & Wildfire(s)
Major Earthquake	Terrorism
Active Violence Perpetrator(s)	

ASSUMPTIONS

- California State University, Sacramento, may be referred to as CSUS or Sacramento State for purposes of this plan, annexes or appendices to this plan.
- The Emergency Manager (EM) shall be responsible for developing and maintaining a roster of campus resources, contracts, and agreements for materials and services that may be needed in an emergency situation; including, emergency response equipment, emergency power, communications equipment, care and shelter equipment, food and water.
- Sacramento State is responsible for emergency/disaster actions and will commit all available resources to preserve life, provide stabilization of the incident, minimize potential injuries and damage, allocate for protection of property, preserve the environment of the campus, and other priorities of the university assigned by oversight protocols at Sacramento State until which time the EM/EOE determines the allocated resource(s) are not adequate to mitigate the disaster or the incident has been upgraded, requiring the addition of other/more organizations/agencies.
- Sacramento State will utilize SEMS and NIMS in emergency/disaster response operations.
- Sacramento State will use ICS at all incidents and events.
- Sacramento State will be compliant with California State University (CSU) Executive Order No. 1056 – Emergency Management Program.
- As specified in this plan, the Emergency Manager will coordinate the University’s disaster response.
- Mutual aid assistance will be requested when disaster response, recovery and/or relief requirements exceed the University’s ability; which is determined by the Incident Commander (IC), EM, or EOE.

CONCEPT OF OPERATIONS

The President of California State University, Sacramento, is the final decision maker during an emergency. The President will be promptly informed of any emergency and, if necessary, convene the Policy Group and Emergency Operations Executive to coordinate with the Emergency Operations Center (EOC). The Vice President for Administration and Finance will serve as the Emergency Operations Executive. When multiple departments are involved and the EOC is not activated, the Emergency Operations Executive will coordinate the efforts of the University Police, Facilities Services, and other departments needed to respond to the disaster. Changes and revisions to this plan will be made as needed and/or required. Final approval for all changes will rest with the President of California State University, Sacramento or his/her designee.

Should a major disaster occur at Sacramento State, the need for a coordinated effort by the campus community is essential to mitigating potential losses and quickly recovering from the disaster. It may be necessary for CSU personnel to manage the disaster scene with on-site university resources until additional support is available, which may prove to be an extended period of time.

In an emergency situation, a number of pre-planned actions will take place. The Emergency Operations Executive will convene with the Policy Group and the Emergency Operations Center will be activated. The President, Emergency Operations Executive and the Policy Group will provide the necessary leadership and guidance.

The Emergency Operations Center will gather intelligence on the emergency, develop plans, coordinate field units, and provide logistical assistance. The President or his/her designee will keep the CSU Chancellor, General Counsel, and Risk Manager informed of the status of the emergency situation on campus.

The Sacramento State Emergency Organization understands and considers the needs of individuals with disabilities and others with access and functional needs during an emergency situation. During an emergency Sacramento State will utilize the Sacramento State Accessibility Guide; developed to assist those individuals with disabilities and others with access and functional needs.

EMERGENCY MANAGEMENT PERIODS

Emergency management includes four (4) periods of activity: Mitigation, Preparedness, Response, and Recovery

MITIGATION

The primary purpose of mitigation activities is to alleviate the effects of a major disaster/emergency or long-term potentially adverse effects of future disaster in affected areas. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Facilities will maintain equipment necessary to respond to disaster. Prevention strategies will vary based upon relevant risk assessments. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures.

PREPAREDNESS

The primary purpose of actions taken before an emergency is to prevent, protect from, and mitigate the impact on life or property. The Campus Emergency Manager will maintain communications systems and the EOC in operable condition. Plans, procedures, and resource data will be kept up to date.

The campus community's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies. These programs must be coordinated in the campus community to

ensure their contribution to emergency preparedness and response operations. If an emergency situation is likely, the Emergency Manager will take necessary actions to increase readiness. The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures.

Planning may include:

- Developing hazard analysis.
- Writing mutual aid plans.
- Developing SOPs and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability (i.e., disaster accounting system, pre-approved disaster contacts, vendor lists).
- Developing and implementing a plan for photo documentation of pre-disaster condition of public buildings and infrastructure.

Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency/disaster situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update emergency/disaster plans, SOPs and resources listings.
- Review emergency purchasing agreements and contractor/vendor lists.
- Review disaster cost accounting procedures.
- Review plans for photographic documentation of disaster damages.
- Disseminate accurate and timely public information.
- Accelerate training of all staff and volunteers.
- Recruit volunteers as Disaster Service Worker
- Prepare resources for possible mobilization
- Test warning and communications systems.

RESPONSE

The primary purpose of actions taken during an emergency is to respond to the emergency and minimize its impact on life or property. If a threatening situation develops, the Emergency Operations Executive (EOE) will be notified immediately. The elements of the Emergency Operations Center will be activated as required at the direction of the Emergency Operations Executive, Emergency Manager, and/or the Incident Commander. Incident management will be established to direct and support 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.

When an incident occurs without warning, on-duty personnel will manage the initial response. 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.

Pre-Emergency/Disaster

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency/disaster and notifying them of safety measures to be implemented
- Advising the City of Sacramento Emergency Operations Manager and the Sacramento County Operational Area of the emergency/disaster
- Advising the CSU Chancellor's office of the emergency/disaster
- Identifying the need for and requesting mutual aid
- Considering activation of the University EOC

Emergency/Disaster Response

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by University management, local government, the private sector and volunteer agencies.

The following may apply to the University during this phase:

- The University is minimally impacted or not impacted at all and is requested to provide mutual aid to other affected entities.
- The situation can be controlled without mutual aid assistance from outside the University.
- The situation requires mutual aid from outside the University.
- The emergency/disaster management organization will give priority to the following operations:
 - Dissemination of accurate and timely information and warning to the campus
 - Situation analysis
 - Resource allocation and tracking
 - Evacuation and rescue operations
 - Medical care operations
 - Coroner operations
 - Care and shelter operations
 - Perimeter and access control
 - Public health operations
 - Photographic documentation of all disaster damage to public property
 - Restoration of vital services and utilities

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through Incident Command (IC) to the Emergency Operations Center (EOC), advising the CSU Chancellor's Office of all requests. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels, including the EOC.

Depending on the severity of the emergency/disaster, the University EOC may be activated and a Campus Emergency may be proclaimed.

Sustained Disaster Operations

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be continued until conditions are stabilized.

RECOVERY

The primary purpose of actions taken after an emergency is to recover from its impact on life or property. As soon as practical following a major emergency, normal management of campus operations will be restored. The Sacramento State Business Continuity Plan will be utilized, immediately following a disaster, to facilitate recovery operations. If major damage has occurred, a recovery committee will be formed to coordinate planning and decision making for recovery and reconstruction efforts.

Recovery includes both short-term activities intended to return critical systems to operation and long-term activity designed to return life to normal in the community. Depending on the impact of the event, recovery can take from several weeks or months in a smaller incident to decades in a larger, catastrophic event. However, regardless of size, it is a complex process which will ultimately involve not only the resources of the community but those of county, state and federal agencies and departments, private sector and non-profit organizations.

Recovery begins immediately at the onset of an event.

The focus is to restore services and return the University to a functional condition as quickly as possible. Phases of recovery will include activities and tasks which will need to be accomplished in the Immediate, Short, Mid and Long-Term timeframes.

Recovery begins almost immediately, and the first activities will be coordinated from the EOC. Recovery operations will at some point transition from the Planning/Intelligence Section to a separate organization, which will be the Recovery Team.

The Recovery Team will be composed of various individuals, departments, other governmental organizations and outside agencies, as needed, to effectively coordinate and manage policy decisions, public information needs and recovery operations.

Representatives from the following departments and organizations may include, but not be limited to, all campus departments, University Cabinet, California State University Chancellor's office, American Red Cross and community groups. Campus business continuity plans will be implemented to promote

recovery. Campus departments will review impacts on programs, and the University will aggressively pursue state and federal assistance for recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

The recovery period has four (4) major objectives, which may overlap, including:

1. Restore University and community services.
2. Rebuild damaged property.
3. Identify and mitigate hazards caused by the disaster.
4. Recover disaster costs associated with response and recovery efforts.

EMERGENCY OPERATIONS CENTER (EOC)

In normal conditions, day-to-day operations are conducted by departments and business units that are widely dispersed throughout the University. In a major emergency or disaster, the University will utilize an Emergency Operations Center (EOC), from which centralized disaster/emergency management can be performed. This facilitates a coordinated response by the University and representatives of other organizations who are involved in the emergency response and recovery. The level of EOC staffing will vary with the specific disaster/emergency situation.

LOCATION

The primary Sacramento State EOC is located at Folsom Hall #2015, 7767 Folsom Boulevard. This facility will be utilized in the event of activation. Resources related to the operations of an EOC, including additional copies of the EOP are located at the specified locations; which includes hardline phones and printed maps.

The secondary location for the EOC, in the event that Folsom Hall is unusable, is the Sacramento State Police Department training and conference rooms, located in the Public Safety building. The University Police Training Room provides space for a partial EOC activation. The University Police building is equipped with an emergency generator, has an adjacent kitchenette and restrooms, and has multiple offices that could be utilized if necessary.

EOC STAFFING

The Emergency Operations Center is comprised of managers and staff representing the Executive Staff, Emergency Management, Risk Management, University Police, Facilities Services, Environmental Health and Safety, the Student Health Center, and other campus departments as needed. This is a skilled pool of professionals capable of dealing with the myriad of technical, medical, logistical, and human relations issues certain to rise during a disaster.

The Sacramento State EOC Organizational Chart, which utilizes NIMS and SEMS principals, is outlined in the Emergency Operations Center Procedures Manual as well as the organizational structure and a summary of position descriptions.

EOC ROLE AND FUNCTION

The campus EOC is equipped with various capabilities and resources to support emergency operations and coordinate with outside agencies. The EOC will essentially serve as the operations center for timely situational analysis and needs assessment. Specifically, the following functions may be performed in the University's EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence and information from the incident.
- Continuing analysis of disaster information.
- Preparing intelligence summaries, situation reports, and operational reports.
- Maintaining maps, display boards and other disaster related information.
- Coordinating operational and logistical support.
- Maintaining contact and coordination with department operations centers (DOCs), other local government EOCs and the Operational Area.
- Providing emergency information to the public and official releases to the news media.
- Coordinating resource dispatching and tracking.

RESPONSE PLAN AND LEVELS OF ACTIVATION

The University Police Computer Aided Dispatch system has the ability to notify pre-selected personnel when certain incidents are entered into the computer. In addition, a manual page may be sent to a specific audience for notification purposes. Utilizing this method will ensure that key individuals will be made aware of potential responses. Once the alerts have been sent, the police Watch Commander, the Emergency Manager, or another position of authority should consider the additional actions outlined below.

PRE-EVENT MITIGATION PROCEDURES:

When pending disaster conditions exist, or an incident has the potential to escalate, the Emergency Executive, Emergency Manager and/or the EOC Director may convene an Operations conference call to assess readiness and response. The call should be comprised minimally of representatives from the following Sections and Branches:

- University Police (Chief of Police and/or Watch Commander)
- Risk Management.
- Facilities Services.
- University Communications.

A decision will be made at this time regarding activation of the EOC, dependent on several factors including but not limited to, duration, potential impact, and severity. Additional notifications may include:

- Information Resources and Technology.
- Services to Students with Disabilities.
- Environmental Health and Safety.
- Other divisions or departments as deemed necessary.

EOC ACTIVATION GUIDE

The activation of the EOC is at the discretion of the campus President, Emergency Executive, or campus emergency manager. Guidelines for activation are listed below.

EVENT/SITUATION	ACTIVATION LEVEL	EOC STAFFING	LOCATION
<ul style="list-style-type: none"> • Severe weather warning • Earthquake Advisory • Flood Warning/Watch • Localized utility failure • Building Fire 	Limited	<ul style="list-style-type: none"> • EOC Director (or designee) • EOC Coordinator 	<ul style="list-style-type: none"> • Virtual
<ul style="list-style-type: none"> • Moderate Earthquake • Wildfire Affecting Campus • Major wind or rain storm • Extended campus-wide power outages • Evacuation of campus building or dormitories 	Partial	<ul style="list-style-type: none"> • EOC Director (or designee) • EOC Coordinator • Section Chiefs as required • Branch Directors as required 	<ul style="list-style-type: none"> • Sacramento State Police Department Training Room
<ul style="list-style-type: none"> • Major campus or regional emergency • Active Shooter on campus • Major earthquake • Significant Terrorist event 	Full	<ul style="list-style-type: none"> • All EOC positions 	<ul style="list-style-type: none"> • Folsom Hall • Sacramento State Police Department Training Room

EOC ACTIVATION LEVELS

The Sacramento State Emergency Operations Center may be activated partially or fully, depending on the need and the determination made on the conference call at the following levels:

Limited activation

Limited activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency will not be claimed. The University EOC may be activated at a minimal level (i.e. Management Section and Section Chiefs) or may not be activated.

If deemed necessary, additional conference calls may be convened. Off-duty personnel may be recalled. The Emergency Manager, EOC Director, and Risk Manager will closely monitor the situation and make verbal or written situational reports to the Emergency Operation Executive, who will then report to the campus President.

Partial Activation

Partial Activation may be a moderate to severe emergency/disaster wherein campus resources are not adequate and mutual aid may be required on a local, regional, or statewide basis. Key management level personnel from necessary divisions or departments will report to the EOC to provide incident response and recovery coordination.

Should the EOC be activated, off-duty personnel may be recalled. A Local Emergency may be proclaimed by the University, City/County and a State of Emergency may be proclaimed by the Governor. Typically, at this level the EOC Director, EOC Management Staff, and Section Chiefs will be needed to respond and report to the campus EOC, as requested by the EOC Coordinator or Manager.

Full Activation

Full activation may be a major local or regional disaster wherein resources in or near Sacramento State are overwhelmed and extensive state and/or federal resources are required. A Local Emergency (University) City/County and a State of Emergency (Governor) may be proclaimed and a Presidential Declaration of an Emergency or Major Disaster may be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled. Typically, at this level the entire EOC management and staff will be notified and needed to respond and report to the campus EOC. Twenty-four hour operations may be needed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

CHAIN OF COMMAND

The President of the University has the authority and responsibility to govern the campus at all times, including during the period of a disaster. The President is in command of the Policy Group. The President may seek advice or consultation from the Policy Group, Emergency Executive (EE), or others, but remains the ultimate decision-making authority of the campus.

The Policy Group includes the following individuals:

- The President
- The Provost or designee (Vice President of Academic Affairs)
- Vice President of Information Resources and Technology
- Vice President of University Advancement
- Vice President of Administration and Business Affairs serves as the campus Emergency Executive (EE)

Should the President not be present on campus or is unable to be contacted, the current decision-making authority shall be delegated in the following order:

1. Provost/Vice President for Academic Affairs
2. Vice President for Administration and Business Affairs
3. Vice President for University Advancement
4. Vice President for Student Affairs
5. Vice President for Information Resources and Technology

The delegation of authority may be reviewed at a later time.

The President or his designee, as indicated above, shall assume a Command position over the campus during the period of a disaster. The President, Emergency Executive (EE), and the Policy Group will comprise the Policy Group during a disaster.

The President, if necessary, will convene the Policy Group and the Emergency Executive (EE) in order to make decisions, set policies, and coordinate responses.

The Emergency Operations Center (EOC) shall be activated as needed and will provide the appropriate support needed during the period of a disaster.

In the event that an emergency occurs outside of the normal operating hours of the University and the President and Vice Presidents are not on campus, the police officer or police supervisor on duty will normally be the first responder. The most senior police officer or police supervisor shall remain in charge of the disaster scene and coordinate a number of immediate emergency tasks.

For example:

- Identify the type, scope, and location of the disaster.
- Take steps to protect life and property.
- Act to keep the disaster from becoming larger.
- Advise of the need for emergency services and appropriate safe routes to the scene.
- Direct the dispatcher on duty to contact the police chief and inform him or her of the incident.
- If the chief is not available, the dispatcher will contact the lieutenant
- If the lieutenant is not available, the dispatcher will contact the Vice President of Administration and Business. If the vice president is not available, the dispatcher will contact the university president directly.

Police management shall, in turn, contact the Emergency Executive (EE) and communicate the type, scope, and location of the disaster. The Emergency Executive (EE) shall advise the President of the emergency and provide periodic disaster status updates.

The police officer or police supervisor shall remain in charge of the disaster scene until relieved of command by police management. Police management shall remain in charge of the disaster scene until relieved of command by the President, the Emergency Executive, and/or the Policy Group.

CAMPUS PRESIDENT

Responsibilities

- Act as the highest level of authority during the disaster on campus
- Establish a communication link with the Chancellor's Office, if necessary
- Collaborate with the Policy Group to ensure that their responsibilities are carried out
- Set policies and procedures to support and coordinate the multi-agency disaster response effort

Activation Phase

- Contact all members of the Policy Group and/or their designee and brief them as to the situation.
- If any of the Policy Group are unavailable, their designees will assume their duties.
- Advise the Policy Group where and when to meet.

Operational Phase

- Assess the situation.
- Obtain information from the Emergency Operations Executive (EOE) and from the EOC Director.
- Activate the campus emergency plan.
- Cancellation of affected classes.
- Relocation of classes and personnel.
- Partial or full closure of campus.
- Issue evacuation order if necessary.
- Document major actions taken during incidents, specifically, pertaining to actions taken during the incident by the President and/or Policy Group.

Support the Command Staff with their primary responsibilities, as needed:

- Alert and warn students, faculty, staff and community.
- Coordinate with the campus Public Information Officer (PIO) for news and/or press releases
- Scheduling of classes and location.
- Scheduling of press conferences and/or releases of information.

EMERGENCY EXECUTIVE

The Vice President of Administration and Business Affairs has been designated as the campus Emergency Executive.

Responsibilities:

- Provide a report and recommendations to the President or his/her designee regarding the emergency situation, to include the status of students, faculty and staff, buildings, evacuees, assets, etc.
- Act as the primary liaison between the Emergency Operation Center (EOC) and the Policy Group.
- Maintain the independence between the EOC, the President, and the Policy Group during the disaster.
- Collaborate with the Policy Group to ensure that their responsibilities are carried out.

Activation Phase:

- Check in with the President on a regular basis.
- Notify the Policy Group, if needed.
- Establish and maintain a situational log, which chronologically describes actions taken during the incident.
- Assess the situation aided by information from the EOC Director.
- Contact members of the Policy Group.

Operational Phase:

- Obtain briefings from the Emergency Manager regarding the situation.
- Assess and formulate appropriate response objectives and priorities.
- Brief the President or his designee on the situation.
- Establish contact with the Public Information Officer (PIO).
- Exercise overall management and coordination between divisions within the University.
- In conjunction with the Emergency Manager and EOC Section Chiefs, set priorities for response efforts.
- Determine the scope, schedule and cost for measures needed to achieve normal business operations.
- Consult with the professional staff to:
 - Determine if and when the campus and buildings can reopen.
 - Determine the extent of damages, scope of work and cost to repair.
 - Determine the appropriate course of action to determine when it is safe to re-open the campus.
- Assist the Command Staff with their primary responsibilities:
 - Public information
 - Supplies/Procurement
 - Document major actions taken during the event
 - Time on duty and assignments
 - Major incident duration (prognosis)
 - Decisions, actions taken and justification
 - Names and phone numbers of key contacts
 - Requests granted or denied

POLICY GROUP**Responsibilities:**

- Provide advice and recommendations to the President or his designee.
- Collaborate with the members of the Policy Group on actions taken.
- Ensure that policy decisions are carried out within each administrative division.

Activation Phase:

- Check in at a location and time as determined by the President.
- Establish and maintain a situational log, which chronologically describes actions taken during the incident.
- Collaborate with members of the Policy Group in the assessment of the situation aided by information from the EOC Director.
- Contact members of the administrative divisions that may be affected.
- Plan a course of action required for any situation that may arise.

Operational Phase:

- Obtain a briefing from the Emergency Operation Executive regarding the situation.
- Assess and formulate appropriate response objectives and priorities.
- Brief the President or his designee of the situation, as it applies to each respective division.
- With the assistance of the Emergency Operation Executive, set priorities for response efforts.
- Determine the operational resources needed for any particular response.
- Periodically review and evaluate progress of activities and respond as needed.
- Monitor and document information essential to meet the requirements for reimbursement by the California Office of Emergency Services (CALOES) and the Federal Emergency Management Agency (FEMA).
- Accurately document the following data:
 - Time on duty and assignments.
 - Major incident of significant events.
 - Decisions, actions taken and justification.
 - Names and phone numbers of key contacts.
 - Supplies/Procurement.

EMERGENCY INCIDENT DIRECTION, CONTROL, AND COORDINATION

Sacramento State has adopted and utilizes the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS) for incident management and emergency preparedness, response, and recovery programs and activities. Sacramento State's utilization of these incident management and emergency preparedness systems provides the framework for the direction, control, and coordination of activities during an emergency incident at Sacramento State.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive (HSPD)-5 calls for the development of a National Incident Management System (NIMS). This system provides a consistent, flexible, and adjustable framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: preparedness, response, recovery, and mitigation. NIMS is currently being used in conjunction with the Standardized Emergency Management System (SEMS), which is required by California Government Code 8607(a) for the purpose of providing an effective and coordinated response to multiagency and multijurisdictional emergencies.

The University has adopted NIMS for incident management and emergency preparedness, prevention, response, recovery, and mitigation programs and activities. NIMS includes concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources; qualifications and certification; and the collection, tracking, and reporting of incident information and resources. NIMS integrates existing best practices into a consistent nationwide approach to domestic incident

management that is applicable to all jurisdictional levels and across functional disciplines in an all-hazards context.

NIMS has adopted the basic tenets of the Incident Command System (ICS), which is designed to enable effective and efficient incident management by integrating a combination of resources including facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is normally structured to facilitate activities in five major functional areas: command, operations, planning/intelligence, logistics, and finance/administration. ICS is interdisciplinary and organizationally flexible. It expands or contracts to meet the needs of incidents of any type or complexity; allows personnel from a variety of offices, departments, and/or agencies to meld rapidly into a common management structure with common terminology; provides logistical and administrative support to operational staff; and, is cost effective by avoiding duplication of effort.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS), which is required by California Government Code 8607(a), provides an effective and coordinated response to multiagency and multijurisdictional emergencies. The University has adopted SEMS for incident management and emergency preparedness, prevention, response, recovery, and mitigation programs and activities. SEMS is used for managing responses to multi-agency and multi-jurisdictional emergencies in California.

The four (4) major elements of SEMS are:

1. Use of the Incident Command System (ICS)
2. Interagency coordination
3. Utilization of the State's Mutual Aid Program
4. Coordination with and use of Operational Areas

Together they create a system for local governments or entities, such as Sacramento State, to respond to emergencies cooperatively with other agencies or jurisdictions.

SEMS is intended to be flexible and adaptable to the needs of all emergency responders and allow for entities to request and receive assistance from higher jurisdictions and agencies as the situation expands beyond the field and local levels.

Senate Bill 1841 established the Standardized Emergency Management System (SEMS) effective January 1, 1993 for all state agencies. By law, agencies must use SEMS to unify all elements of California's emergency management organization into a single integrated system.

Additionally, SEMS must be used to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) & THE INCIDENT COMMAND SYSTEM (ICS)

Below is a chart illustrating the primary functions of SEMS and ICS:

PRIMARY ICS FUNCTION	ICP (Incident Command Post)	EOC
Command	Responsible for the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency or delegated authority.	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
Operations	Responsible for the coordinated tactical response of all field operations directly applicable to, or in support of, the missions(s) in accordance with the Incident Action Plan.	Responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
Planning & Intelligence	Responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.	Responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions, and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Broad fiscal and recovery responsibility as well as overall fiscal accountability.

POLICY GROUP

This group consists of the University President, the Provost, Vice President of Information Technology Services, Vice President of University Advancement, Vice President of Administration and Business Affairs, and the Vice President of University Advancement.

The determination of who should be activated is based on whether the emergency affects one or more functions in the scope of responsibility of that group member.

While not officially part of the SEMS/ICS system, the Policy Group provides valuable management responsibilities regarding the overall management of the campus, to include:

- Makes policy decisions (e.g., class cancellation, campus closure, cancellation of University activities).
- Makes other strategic decisions and sets broad priorities.
- Considers factors such as life safety, environmental, economic, legal, political, and reputational impacts of an incident.

- Coordinates with the Public Information Officer (PIO) to communicate with external stakeholders.
- Coordinates with the PIO to participate in media interviews and conferences, as required.
- Plans for and prioritizes any long-term continuity and recovery issues.

EOC MANAGER (COMMAND)

This position is filled by the Chief of Police, Police Lieutenant or designee.

Responsibilities include:

- Has delegated authority to act in the best interest of the University, on behalf of the University President and during immediate response operations.
- First point of contact to report potential and ongoing incidents, which will need coordination across one or more departments.
- Responsible for the overall management of the emergency.
- Responsible for initial notification and activation of EOC members.
- Determines which EOC members and departments are needed to activate.
- In conjunction with the University President, determines whether to convene the Policy Group virtually or in person.
- Provides ongoing situational status information to both Operations and Policy Groups.
- Reviews and approves overall priorities and action strategies for the emergency.
- Interacts with and provides regular situation updates to the Policy Group, when activated.

EOC DIRECTOR (COMMAND)

This position is filled by appointment of the Emergency Manager.

Responsibilities include:

- Overall management of the physical EOC.
- Provides staff support to the EOC.
- Assists with EOC set-up and coordinates internal EOC operations.
- Ensures the EOC is fully equipped and functional.
- Resolves any equipment or technical issues staff members are experiencing.
- Provides staff support to activated EOC roles, regardless of department or function.

INCIDENT COMMANDER (IN-FIELD COMMAND)

This position is filled by senior sworn police officer on scene, until relieved by higher command or authority.

Responsibilities include:

- Determine the location of the Incident Command Post from where tactical response operations will be managed.
- Work directly with the Incident Commanders from external support agencies to employ immediate life-saving actions and satisfy tactical objectives.

- Determine the need for, establish, and participate in unified command, when multiple jurisdictions and/or external agencies are supporting University Incident Response.
- Authorize protective action statements, which will be disseminated by the University Police Department Emergency Notification System(s).
- Determine incident resource needs and requests from the EOC.
- Establish parameters for resource requests and release, including the process by which University emergency personnel activate working at the incident site will request resources including more personnel
- Maintain an accurate log of resources currently being utilized for response operations; provide this to the EOC as requested
- Determine a schedule of incident reporting to the EOC
- Keep an open line of communication with the EOC; keep the EOC Director informed on incident related progress and any issues that arise

PUBLIC INFORMATION OFFICER/PIO (COMMAND)

At Sacramento State, this position is filled by a member of the University Communications Office.

Responsibilities include:

- Serve as the coordination point for all media releases, official information updates, and press conferences for Sacramento State.
- Ensure that the public within affected areas receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Represent Sacramento State at the local jurisdictional level as the lead Public Information Officer.
- Prepare information releases, brief media representatives, and provide for press conferences.
- May coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area.
- Establish a Joint Information Center (JIC) and coordinate the JIC activities, if needed.
- Organize the format for press conferences in conjunction with the EOC Director.
- Maintain a positive relationship with the media representatives.
- Establish a system to manage rumor control.
- Determine additional PIO staffing needs, and request assistance as needed.
- Handles informal and Freedom-of-Information Act (FOIA) requests from outside the University and responds to them accordingly.
- Depending on the type and magnitude of the event, the PIO may serve as the spokesperson for the University or may serve as the coordinator, facilitator, and advisor to the University President, Cabinet Members, or other key staff who are designated spokespersons.
- Monitors media sources (broadcast, print, web, and social) to track and address inconsistencies in information, rumor control, and timeliness of messaging, and to ensure reputation management.

All media and public inquiries shall be vetted by the PIO. All inquiry responses, press releases, media advisories, and other University information developed for dissemination shall be approved by the University President or designee prior to delivery.

SAFETY OFFICER (COMMAND)

At Sacramento State, this position is filled by staff from Environmental Health & Safety.

Responsibilities include:

- Identifies hazardous situations associated with the incident, per existing procedures, processes and tools.
- Identifies corrective actions and ensures implementation.
- Coordinates corrective action with the on-scene Incident Commander and Operations.
- Coordinates critical incident stress, hazardous materials, and other debriefings, as necessary.
- Ensure that all buildings used in support of the EOC are in safe operating condition.
- Monitor the safety of incident personnel and advise the Incident Commander on issues regarding incident safety.
- Develop and recommend measures for assuring personnel safety. Assess and anticipate hazardous or unsafe operational conditions or situations.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Ensures adequate levels of protective equipment are available and being used.
- Stop or modify all unsafe operations.
- Investigates safety incidents that have occurred within incident areas per normal procedures.
- Create safety message for the Incident Action Plan (IAP).

LIAISON OFFICER (COMMAND)

This position is filled by appointment of the Emergency Manager.

Responsibilities include:

- Responds to the County or Operational Area EOC, as requested by the County or OA EOC Director.
- Coordinates resource requests by the University to the County, or vice versa.
- Working with the PIO, provides the County and other external stakeholders with periodic updates of the incident.
- Coordinate communication between the Sacramento State EOC and outside agencies, campus groups, and the Policy group.
- Serves as the point of contact between the University and the city and/or county emergency operation centers.
- Initiate and maintain communication with relevant campus organizations, including agency representatives, campus officials, and other entities as needed.
- Ensure that all communications with appropriate emergency response personnel is established and maintained.

- Serve as the point of contact for representatives of other agencies, both on and off campus, in order to facilitate clear, concise lines of contact with involved organizations.
- Maintain direct contact with Emergency Operations Executive on issues relating to the incident.
- Ensure that agency representatives working in the EOC are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their roles.
- In conjunction with the EOC Coordinator, assist with orientations and tours for VIP's.
- Handle requests from other agencies for EOC representatives.

EOC RECORDER (COMMAND)

This position is filled by appointment of the Emergency Manager.

Responsibilities include:

- EOC recorder ensures all actions and activities related to the EOC operations are properly and accurately documented and supports the EOC Coordinator with proper functioning of the EOC.
- Assist the EOC Coordinator with any set-up needs.
- Maintain a master activity log for the EOC, capturing all general activities and specific incident information.
- Support EOC members in accurately maintaining their activity logs.
- Work with the records and documentation unit to capture pertinent information to EOC operations.
- Assist the EOC coordinator ensuring all required forms and reports are being completed and turned into the record and documentation unit during demobilization of resources.
- Once EOC Director announces the de-activation of the EOC, assist the EOC Coordinator with returning and storing all EOC equipment.
- Organize and package all EOC operations documentation, clearly identifying it as such, and turn into records and documentation unit.

PLANNING & INTELLIGENCE SECTION CHIEF

The Planning Section is responsible for collecting, evaluating, and displaying incident intelligence and information, the use of which supports the development of the Incident Action Plans (IAPs) for the operational period(s). The Planning Section is also responsible for tracking resources assigned to the incident, maintaining incident documentation, and developing plans for demobilization.

Responsibilities Include:

- Responsible for overall situational awareness, including formulating a complete picture of the incident, determining incident strategy and tactical objectives, and predicting the probable course of incident action.
- Responsible for collecting, evaluating, and disseminating all event information, maintaining incident documentation, and providing updated status reports to the EOC management and field operations.
- Gather and assess information to understand the current situation, predict probably course of incident impact, and prepare alternative strategies for the incident.

- Supervise Planning Section branches of situation status, damage assessment, advanced planning, recovery/business continuity, and demobilization including functions, objectives, staffing, and resources.
- Ensure Planning objectives identified in the EOC Incident Action Plan are carried out effectively; ensures Planning needs or issues are including in the Incident Action Plan and addressed accordingly; Ensures Planning Section and Branch Status Reports are provided as needed.
- Conduct planning meetings as needed.
- Prepare and disseminate Situation Status updates as needed or requested.
- Prepare and disseminate Incident Action Plan.

In a large, complex incident, the Planning Section may be expanded to include task-specific units that address functions like resources, situation awareness, documentation, demobilization, and/or technical specialists such as weather, cartography, and intelligence.

OPERATIONS SECTION CHIEF

The Operations Section manages the University's emergency operations to achieve the incident objectives for the operational period. The Operations Section is usually the first to be activated to coordinate University activities in response to the incident.

This Section has access to and responsibility for the most resources (people, equipment, and information) and may designate special teams to complete the emergency objectives. In a large incident with significant impacts, the Operations Section may be expanded to include task-specific branches, groups, or teams to address specific needs.

Responsibilities include:

- Coordinate all response operations and actions on the incident.
- Supervise Operations Section branches of law enforcement, fire & rescue, medical, facilities, EH&S, and care and sheltering, and housing and residential life, including functions, objectives, staffing and resources.
- Establish appropriate level of staffing and notify staff to report to the EOC as needed.
- Ensures Operations Section objectives identified in the EOC Incident Action Plan are carried out effectively; ensures Operations Section needs or issues are including in the Incident Action Plan and addressed accordingly; Ensures Operations Section and Branch Status Reports are provided as needed.
- Ensure, based on the incident that all necessary operational functions have been activated and are staffed.
- Develop and manage tactical operations to meet incident objectives.
- This position can be filled by any one of the branch directors, depending on the size, scope, and extend of the incident.

LOGISTICS SECTION CHIEF

The Logistics Section is responsible for ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. Logistics also provides communication planning and resources, food services for emergency personnel, incident facility management and maintenance for the incident.

Responsibilities include:

- Responsible for providing facilities, services, and materials in support of the incident response.
- Supervise Logistics Section branches of transportation, communications/ITS, procurement, equipment & supplies, human resources/volunteers, and food services, including functions, objectives, staffing, and resources.
- Establish appropriate level of staffing and notify staff to report to the EOC as needed.
- Ensure Logistic objectives identified in the EOC Incident Action Plan are carried out effectively; ensures Logistic needs or issues are including in the Incident Action Plan and addressed accordingly; Ensures Logistic Section and Branch Status Reports are provided as needed.
- Responsible for procuring equipment, supplies and personnel to conduct emergency and recovery operations.
- Coordinate with Operation Section Chief to establish priorities for resource allocation.

FINANCE AND ADMINISTRATION SECTION CHIEF

The Finance Section is responsible for contract negotiation and monitoring, timekeeping, cost analysis, compensation for injury and property damage, and documentation for reimbursement (e.g. MOUs, FEMA).

The Finance Section may be expanded, as needed, to include task specific units including: purchasing, timekeeping and payroll, claims, and procurement.

Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other factors that require non- routine procedures. However, it is critical that sound financial accounting practices be maintained throughout the incident activation, including expenditures for readiness, response, and recovery.

Responsibilities include:

- Responsible for all financial and cost analysis aspects of the incident.
- Supervise Finance Section branches of timekeeping & payroll, workers compensation/claims, cost & budgeting, and records & documentation including functions, objectives, staffing, and resources.
- Establish appropriate level of staffing and notify staff to report to the EOC as needed.
- Ensure Finance objectives identified in the EOC Incident Action Plan are carried out effectively; ensures Finance needs or issues are including in the Incident Action Plan and addressed accordingly; Ensures Finance Section and Branch Status Reports are provided as needed.

- Provide fiscal and administrative direction and procedures to support incident response, including documentation of work performed and associated costs, time sheets for employees assigned to the incident, and the procurement of equipment and supplies.
- Maintain records of incident actions, including all personnel, equipment, and supplies for reimbursement purposes, if applicable.
- Provide payment services for any and all response and recovery related costs.
- Prepare budget for emergency response and recovery phases.
- Ensure that all Sacramento State fiscal policies and procedures are followed during the incident.

COORDINATION & COMMUNICATION

UNIVERSITY-WIDE COORDINATION

Localized emergencies (e.g., medical incident, fire affecting a small portion of an unoccupied building) may not require EOC activation. EOC level(s) of activation will be at the discretion of the incident commander or involved department. Any incident that affects only a single department, in which only a response is needed by that department’s staff, may not require EOC activation and notification to the Emergency Manager is at the discretion of the department head.

When an incident affects multiple departments, multiple University buildings, and/or a large part of University population, the Emergency Manager, will manage the coordination and communication among University response personnel, the EOC, and departments affected by or involved in the response. This EOP provides the guidance necessary to coordinate a University-wide response, supplemented by relevant SOPs and other department-level plans.

If a department within the University establishes a Department Operations Center (DOC) to coordinate and support its own departmental field activities, the location, time of establishment and staffing information will be communicated to the University EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the University EOC.

MULTI-JURISDICTIONAL COORDINATION

Coordination among SEMS levels; field, local, operational area, region, and State; is necessary for effective emergency response. In a major disaster, the University’s EOC may be activated to coordinate the overall response, while the ICS is used by field responders directly engaged in immediate response and life-saving priorities.

When a disaster or emergency occurs, the University will initially use its own internal assets to provide emergency services. Internal assets include supplies and equipment available from local vendors.

Upon initial activation of the Sacramento State EOC, the city of Sacramento Emergency Manager or Emergency Operations Center shall be notified. Depending on size and scope of the incident, the EOC Director may or may not decide that additional notifications are required. In accordance with SEMS

principals, the city will make notifications to the County Operational Area and the OA will make notification to the State Office of Emergency Services.

Resource requests will follow SEMS procedures. Requests for additional resources and equipment will be made through the city of Sacramento EOC and forwarded to the County OA as needed.

Communications should be established among all affected cities, special districts and the Operational Area.

COMMUNICATIONS

The purpose of this section is to provide guidelines to ensure continuous communication to emergency personnel and their agencies, alternate emergency operations facilities, employees, students and visitors during emergencies at Sacramento State.

MULTI-AGENCY RADIO COMMUNICATION

- The Sacramento State radio system is a partnered interoperable 800- megahertz(MHz) digital trunked radio system located in the City and County of Sacramento that allows for communication between University, county, and state emergency service agencies.
- Sacramento State has a base station in its main command center located in Sacramento State Police Department headquarters building
- Sacramento State is on a repeated radio system. If the primary repeated system goes down, mobile and portable radios have a car-to-car frequency available to them.
- There are also other 800 MHz channels in the radios including Interoperability. Dispatch Services has a portable radio for use with limited range on non- repeated channels

TELEPHONE SERVICE INTERRUPTION

911 Service Interruption

In the event of complete telephone system failure, the campus has no available backup or secondary telephone system to the campus VOIP system.

Emergency telephone calls would only be available by personal cellular telephone, with cellular emergency calls routed to the California Highway Patrol regional dispatch center.

Campus Telephone Services

In the event that the Sacramento State campus telephone equipment system should fail, the campus equipment specialist will troubleshoot the outage. If a local resolution is unavailable, the contracted service provider will be consulted.

If a resolution is not available, the campus equipment specialist will notify the Director for Network Services, who will then notify the Vice President for Information Resources and Technology.

Emergency Operations Center

The EOC operates on the campus Voice Over IP (VOIP) system and is dependent on the network.

- Emergency Blue Light Phones: The Blue Light phones located on campus are independent from the main campus VOIP system, these phones will continue to operate on the standard 9-1-1 system.
- Elevators: Emergency phones located in the interior of the elevators operate are independent from the main campus VOIP system, these phones will continue to operate in an emergency.

BACKUP EMERGENCY COMMUNICATIONS DEVICES

Cellular Telephones

- Campus owned cellular telephones
 - Available to the EOC Command and General Staff
- Personally owned cellular telephones

Hand-Held Radios

The Sacramento State campus Building Coordinators are equipped with FRS radios. The radios are assigned to Building Coordinators in various location throughout campus buildings. Building Coordinators are instructed to utilize the radios during planned building evacuations and telephone service outages. These radios are programmed to communicate other Building Coordinators radios only.

Emergency Alert Hotline: 916-CSU-HOTT (916-278-4688)

In case of a university-wide emergency or disruption, STAN 411 will provide a 24-hour recorded information line with regular updates for the campus community.

Social Media

The University maintains social media sites such as Facebook, Twitter and Instagram that may be used to share emergency messages consistent with emergency notification systems in place.

EMERGENCY NOTIFICATION SYSTEM (ENS)

The Sacramento State Emergency Notification System (ENS), is used to transmit brief, urgent messages to the campus community as quickly as possible. During an active emergency, use of ENS will be authorized by the Chief of Police.

The ENS system notifies students, faculty and staff who have registered and update their contact information. Individuals should go to the ENS website to update their emergency contact information.

ENS is used only for emergency events that have the potential to affect the entire campus. Emergency notifications may include but are not limited to:

- Severe weather warning (e.g., flash flooding, tsunami, hurricane, etc.)
- Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire earthquake, building collapse)
- Criminal activity with an imminent threat to campus community (e.g., active shooter, murder, fleeing suspect with a weapon)
- Health pandemic (e.g., measles outbreak, swine flu outbreak, etc.)

ENS Activation Responsibilities

The University Chief of Police or management designee in the absence of the Chief, will confer with the appropriate public officials (e.g., fire chief, health department) and any campus officials responsible for management of the on-campus emergency, if available, to confirm both:

1. A legitimate emergency or dangerous situation exists in on-campus geography; and
2. The emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community

If both of the above factors are not met, no emergency notification is required. If it is determined that both of the above factors are met, then an emergency notification as described above shall be issued. The Chief of Police or management designee in the absence of the Chief, will confer with the Clery Director, if available, to prepare the content of the notification and determine which members of the campus community are threatened and need to be notified.

Once the notification is prepared, the Chief of Police and/or the Clery Director, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.\

MUTUAL AID

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act.

This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

Mutual Aid Requirements

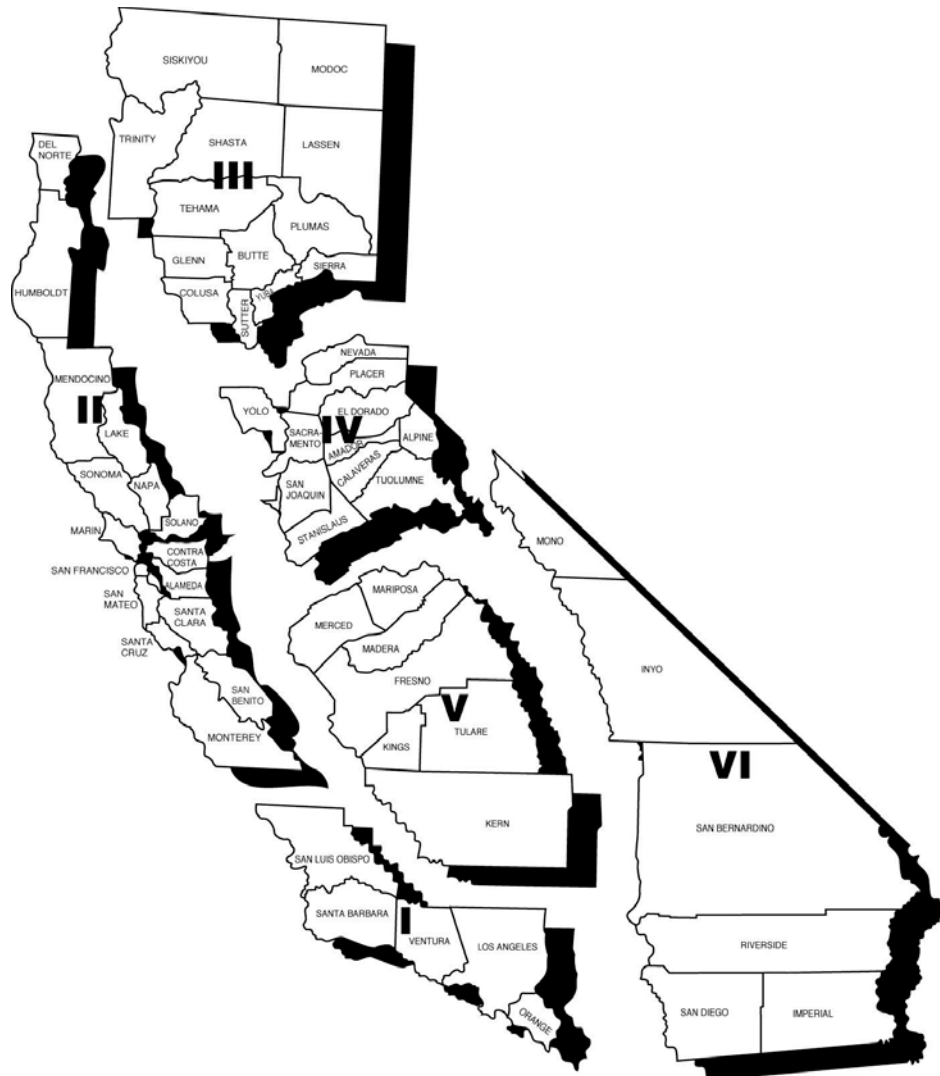
- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the County, operational area or mutual aid regional level.
- The University will ensure that a communications plan is in place for response activities.
- The University will make all non-law and non-fire mutual aid requests via designated countywide emergency reporting systems. Requests should specify, at a minimum:
 - Number and type of personnel needed
 - Type and amount of equipment needed

- Reporting time and location
- To whom resources should report
- Access routes
- Estimated duration of operations
- Risks and hazard

A statewide mutual aid system, operating within the framework of the State's Master Mutual Aid Agreement, allows for the mobilization of resources to and from local governments, operational areas, regions and State to provide requesting agencies with adequate resources.

MUTUAL AID REGIONS

Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Sacramento County and its cities are in Mutual Aid Region IV. See map below to reference the regions and respective counties.



MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. In the Operational Area, this would be coordinated through the Sacramento County Office of Emergency Services.

Mutual aid system coordinators at an EOC may be located in various functional elements (e.g., communications, public works, health) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

MUTUAL AID AGENCIES IN THE SACRAMENTO REGION

Sacramento State has entered into formal mutual aid agreements with local government agencies, to facilitate cooperation and interoperability during an emergency incident. Current MOUs in place are:

- Sacramento State College of Continuing Education
- City of Sacramento
 - Sacramento Unified School District
 - Police Department
 - City of Sacramento Reverse 911 System
- Sacramento County
 - Sheriff's Office Internet Crimes Against Children
 - Sheriff's Office High Tech Crimes Theft Apprehension
 - Office of Emergency Services
 - Office Of Education
- UC Davis Medical Center

MUTUAL AID WITH VOLUNTEER, NON-GOVERNMENTAL AND PRIVATE AGENCIES

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources.

The University's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, CERT, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims.

Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies.

Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

CONTINUITY OF GOVERNMENT

A major disaster could result in great loss of life and property, including the death or injury of key University officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential University services must be maintained. This preservation is best accomplished by University staff.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

The University President is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (prevention, preparedness, response, recovery and mitigation). Under California's concept of mutual aid, local officials remain in control of their own jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports and emergency information during any disaster a community might face.

The first step in assuring continuity of operations is to have personnel who are authorized and prepared to carry out emergency actions for the University in the event of a natural, technological or national security disaster.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local services

POLICY GROUP EXECUTIVE (UNIVERSITY PRESIDENT)

Should the Policy Group Executive be unavailable or unable to serve, the positions listed below, in order, shall act as the Policy Group Executive:

- Vice President of Administrative Affairs and CFO
- Provost and Vice President of Academic Affairs
- Vice President of Student Affairs
- Vice President of University Advancement
- Vice President of Information Technology and CIO

The individual who serves as acting Policy Group Executive shall have the authority and powers of the Policy Group Executive to serve in that capacity until the Policy Group Executive is again able to serve, or until a successor has been appointed by the Office of the California State University Chancellor.

Notification of any successor changes shall be made through the established chain of command and notification shall be made to the CSU Chancellor's Office.

EMERGENCY MANAGER

Should the primary Emergency Manager be unavailable or unable to serve, the positions listed below, in order, shall act as the Emergency Manager:

- EOC Director/Emergency Management Coordinator
- Safety Officer - Primary

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Smooth information flow within the response and emergency management organization is critical to successfully managing an incident. Whether it is a forecast event, an escalating situation, or no-notice incident, there are standard types of information that need to be monitored, collected, and analyzed for dissemination in all facets of the EOC.

THREAT MONITORING

UPD regularly monitor multiple sources of information to maintain a readiness posture and provide for early detection of an incident that may affect the University. Although not all threats can be discovered in advance, monitoring can reduce the likelihood and impacts of emergencies.

Information sources:

- Direct communications from faculty, staff and students (including cellphone calls, texts, and email messages)
- Campus CCTV surveillance system
- Behavioral Threat Assessment team student behavioral concerns
- National Weather Service or other weather alerts
- University Police Department, Sacramento Police Department, and Sacramento County Sheriff's Department crime reports and social media accounts

INITIAL INCIDENT AWARENESS

When any member of the campus community becomes aware of an incident with the potential to impact life, safety, or property that cannot be contained by that individual or by using normal day-to-day procedures, that person immediately alerts the University Police Department using the most direct and convenient mode at the time. The staff or faculty member will then notify his or her immediate supervisor of the situation.

Possible methods of communication include:

- In-person, verbal notification

- Campus (landline) telephones
- Cell phone
- Text message

ONGOING INFORMATION COLLECTION AND ANALYSIS

In order to develop response objectives and mitigate an incident, incident managers need robust situational awareness; this is achieved by constant observation, collection, and analysis of incident-related information. The Emergency Manager, with the assistance of EOC Planning & Intelligence Section members, is responsible for actively monitoring and maintaining situational awareness of impending or ongoing incidents. Such information is organized into a situation report.

The situation report describes metrics specific to the incident, potentially including (but not limited to):

- Status of the threat/ hazard
- Number of students, faculty, and staff in various locations (e.g., sheltered, evacuated, off campus), or unaccounted individuals.
- Progress of objectives and tasks
- Responding outside first responders

ONGOING OPERATIONAL COMMUNICATIONS

The Emergency Manager provides accurate and timely information on impending or ongoing incidents to EOC team. This includes information from external partners (police, fire, EMS, etc.).

When the EOC is activated, the Emergency Manager provides initial notification and ongoing communications using the established communications methods among EOC members. If this mode is unavailable, the Emergency Manager utilizing one of the three back up methods:

- Group text message
- Group email message
- Personal cell phones

OPERATIONAL COMMUNICATIONS WITH EXTERNAL PARTNERS

The Sacramento State Police Department maintains direct radio contact with local response agencies (police, fire, EMS). Pre-incident communications with external partners can be via both radio communications and telephone. During an incident, ongoing operational communications with University first responders may occur via 2-way radio, telephone, in-person, or via public safety radio communications.

Additionally, potential or ongoing incidents in the surrounding community or outside University property may have an impact on the University. These may also require coordination with external partners. The Emergency Manager will request information from the public agency handling the incident on an ongoing basis and until the incident has been resolved. There may be instances during which the external agency may request a University liaison to keep in continual communication with them or respond to a local EOC. The Emergency Manager will report to the local EOC or designate someone with relevant experience from the University to do so.

EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency at Sacramento State, the campus home page and the front page of the Sacramento State news website (<https://www.csus.edu/news/>) will provide timely information for students, parents, faculty, staff, and other members of the Sacramento State family, as well as the news media.

Emergency information will be updated regularly.

If the university website is temporarily disabled due to unforeseen circumstances, you will be automatically re-directed to a special emergency information website through the California State University.

The University Communications office is the official provider of information in the event of an emergency at or related to the university. A representative from the office is designated as the university's official spokesperson and will communicate information to the news media and the campus community.

It is the practice of University Communication to inform the campus community and news media of campus closures and other emergency situations.

In the event of an emergency or conditions that could cause the university to close or cancel classes, please refer to the following communication channels.

- Text messages sent to cellular phones
- Automated messages to cellular, home and/or office phones
- Announcements over office and classroom speakerphones
- Public address announcements on campus
- Sacramento State Emergency Notification System (ENS)
- Sacramento State Police Department dispatch: (916)278-6000
- Sacramento State emergency hotline: (916) 278-HOTT (4688)
- Sacramento State website (<http://www.csus.edu>)
- Sacramento State news website (<http://www.csus.edu/news>)
- Faculty and staff office telephone voice messages
- Faculty and staff email (Sacramento State accounts)
- Student email (Sacramento State accounts)
- Sacramento State campus operator (if available): (916) 278-6011
- Sacramento State Marquee signs
- Local radio stations (information communicated through local radio is up to the discretion and schedule of individual stations)
- News media websites (information communicated is up to the discretion of individual media outlets)

- Newspapers (information communicated through newspapers is up to the discretion of individual newspapers and will reflect information as of press time)

INTERNATIONAL, ENGLISH LANGUAGE INSTITUTE (ELI) & LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS, STAFF, AND VISITORS

International students and limited English proficiency students, staff, and visitors present a unique challenge. Although most possess English skills, cultural differences and an unawareness of local hazards may render such students, staff, and visitors more vulnerable during emergencies.

In addition, international and ELI students often do not have ready access to local support networks. Therefore, special considerations must be taken in both preparing for and responding to emergencies to ensure international students are receiving appropriate communications.

Sacramento State addresses International/ELI students, staff, and visitors in emergency planning by providing the current campus Emergency Operations Plan (EOP) in four different languages other than English, including Vietnamese, Chinese, Korean, and Spanish on the Emergency Management website.

All international students who come to the United States in F, M, or J visa classes are monitored through the Department of Homeland Security’s online database, SEVIS. During day to day operations, the office of International Programs and Global Engagement is tasked with assisting students in providing updates into SEVIS.

During emergencies, the university maintains this responsibility and must produce timely updates and the status and location of international students to the DHS and might be required to provide information to the State Department as well as consular officials from the student’s home countries. .

Special emphasis must be placed on reaching out to international students and ensuring the communication of their location, safety concerns, and short and long-term plans.

Further information can regarding international students

International & English Language Institute (ELI) Students and Scholars

Sacramento State students and scholars that fall under the purview of the International Programs & Global Engagement (IPGE) office include:

- Degree-seeking students (undergraduate and graduate);
- Non-degree and exchange students (undergraduate and graduate);
- English Language Institute students (these students may possess limited English; proficiency)
- Research scholars
- Recent Sacramento State graduates participating in an approved Optional Practical Training (OPT) program

The majority of Sacramento State International/ELI students live off campus. If campus should need to be evacuated or closed, Sacramento State international students living on campus in the Residence Halls will be relocated with other Residence Hall scholars/students

International/ELI Students Emergency Procedure

- Notify personnel on International/ELI emergency contact list (below)
- Gather information: what kind of emergency and how serious is it? Who is involved: international student/scholar, study abroad participants; and other people involved in the crisis
- Document information: keep all documentation in a secure, accessible location; print all e-mails and file them; make detailed notes about what happened, when, who was involved (including contact information); the source of information and the date/time the information was received
- Consider immigration consequences: implications on student/scholar's immigration status; and the need to report information to SEVIS
- Maintain appropriate levels of confidentiality for student/scholar; understand and follow FERPA laws and university policies on confidentiality of education records and communicating with parents (as needed)
- Refer all media inquiries to Public Affairs/EOC PIO as appropriate

International/ELI Students Emergency Contacts

- Senior International Officer: Dr. Paul Hofmann
 - Email: paul.hofmann@csus.edu
 - Office Tel: 916-278-4868 or Cell: 559-765-6479
- International Student & Scholar Services Manager: Stephanie Ingvaldson
 - Email: ingvaldson@csus.edu
 - Office: 916-278-4882 or Cell: 310-990-8235
 - International Students: Alex Shigenaga and Erika Mendoza
 - International Scholars: Alex Shigenaga
- Study Abroad and ELI Manager: Dr. Paul Hofmann
 - Study Abroad: Kathryn Morrissey, Ximena Ospina and Alessandra McMorris
 - English Language Institute: Paulo Pinto and Elisa Trimboli

International/ELI Students Health Insurance Coverage

- All current international students and ELI students are covered by a CSU-approved health insurance policy throughout their academic program at Sacramento State
 - Policy includes medical evacuation and repatriation
- A current copy of the international student insurance plan summary can be accessed via the IPGE webpage

ACCESS AND FUNCTIONAL NEEDS STUDENTS, STAFF, AND VISITORS

The evacuation of individuals with an AFN will be given a high priority in all emergencies. Individuals with an AFN have the most awareness of their specific evacuation needs.

It is the responsibility of the individual to plan ahead for emergencies. Individuals with an AFN are encouraged to self-identify any disability, access or functional needs, and to work with faculty, staff, and students to identify evacuation routes, areas of refuge, and other emergency planning needs before an emergency occurs.

The University maintains a list of students who have reported to have an access or functional need, maintained and regularly updated by the Office of Services to Students with Disabilities.

In addition, all Resident Assistants (RAs) also have a current list of Access and Functional Needs (AFN) students within their dorms of responsibilities. Refer to the Resident Assistant Manual for hazard-specific procedures in assisting AFN students during an emergency.

CAMPUS EMERGENCY RESPONSE

CLOSURE AND EVACUATIONS

The university president or designee may authorize a closure of the campus due to a health or safety concern or due to the interruption or failure of a utility such as electricity or water service. An evacuation may be declared in the event of a major threat or emergency.

There is a difference between an evacuation and a campus closure. A campus closure occurs when a decision has been made to close the campus because of a specific event, such as high winds or a power outage, which make normal campus operations impossible or unsafe. These are not considered to be immediate emergency situations. An evacuation occurs when it is essential to clear the campus as quickly as possible as in the case of a fire or an earthquake.

In either case, campus communication systems will be used to notify the campus community and provide specific instructions as to how to proceed.

CAMPUS CLOSURE

A campus closure occurs when a decision has been made to close the campus due to a specific event which makes normal operations impossible or unsafe. A closure may be campus wide or may involve only specific areas of the campus.

Procedure:

1. The university president or designee may authorize a closure of the campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to close the campus. The campus community should be prepared to follow the messaging as to how and when to begin exiting campus.
3. Employees required to remain on campus after the official closure will be notified by their immediate supervisor.
4. Departments with operations involving external groups are responsible for communicating information regarding the campus closure to these groups.
5. Students living in campus residence halls may remain in the housing units, unless instructed otherwise.

6. Students and employees should follow their usual procedures for exiting campus, such as arranging transportation as they would under normal circumstances or using local public transportation. In a closure to campus, ingress is not restricted.
7. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

CAMPUS EVACUATION PROCEDURES

A controlled approach will be used when it is necessary to completely evacuate the campus due to an emergency situation. When campus buildings are deemed safe for occupants, employees will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe, the individual building evacuation plan will be used.

Following the decision of an evacuation order of the campus, the University President or his/her representative shall notify:

- Chief of Police or his/her representative for crowd, traffic and perimeter control
- University Public Information Officer for appropriate press releases and notifications to the campus community regarding the evacuation.

Campus Evacuation Procedure:

1. The university president or designee may authorize an evacuation of campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to evacuate the campus. The campus community should follow the messaging as to how to immediately exit the campus.
3. Employees required to remain on campus after the official closure will be notified by the Emergency Operations Center (EOC). Evacuation may involve a tiered system of egress based on location or impact. The administrator in charge may elect to declare an evacuation from campus in the following manner:
 - a. Students may be asked to leave the campus immediately.
 - b. Employees may be instructed to remain on campus until students have exited the campus.
 - c. Employees may be instructed to leave campus immediately thereafter.
4. Departments with operations involving external groups are responsible for communicating the status of campus to these groups.
5. Students living in campus residence halls will receive specific direction from the Office of Housing and Residential Life.
6. Depending on the nature of the evacuation, points of egress from campus may be limited. The Emergency Notification System (ENS) will provide information on egress controls and the location of a pickup zone for those awaiting transportation off campus. During an evacuation, ingress to campus will be restricted. Regional Transit bus routes may be modified depending on the nature of the evacuation.
7. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

BUILDING COORDINATOR/FLOOR MARSHAL PROGRAM

Sacramento State has adopted a system of evacuation management that will be specifically designed for each building. Each building has an Emergency Action Plan (EAP) and individuals who function as building coordinators or floor marshals. During an evacuation the floor marshals, using the building EAP as a reference tool, will systematically scan their areas to ensure everyone has evacuated and report to the building coordinator. The responsibilities of these marshals are explained in the Building Coordinator/Floor Marshal Annex.

The emergency evacuation alarm systems in most university facilities include visual and/or audible signaling devices, which should alert sensory impaired persons to alarm conditions. Areas of Refuge have been identified (typically near emergency egress stairways) within each campus building requiring an Area of Refuge. Areas of refuge and evacuation areas are identified in individual building EAPs.

EVACUATION OF INDIVIDUALS WITH ACCESS & FUNCTIONAL NEEDS (AFN)

The evacuation of individuals with an AFN will be given a high priority in all emergencies. Individuals with an AFN have the most awareness of their specific evacuation needs.

It is the responsibility of the individual to plan ahead for emergencies. Individuals with an AFN are encouraged to self-identify any disability, access or functional needs, and to work with faculty, staff, and students to identify evacuation routes, areas of refuge, and other emergency planning needs before an emergency occurs.

EMERGENCY RESPONSE BY ACCESS & FUNCTIONAL NEED

Visual Impairment

Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.

- Inform the person the nature of the emergency and offer to guide him/her towards a safe exit by offering the person to hold your arm lightly above the elbow and walk one-half step ahead as well as using verbal instructions such as approaching a curb or stairs etc. Do NOT grasp a visually impaired person as you may injure or further disorient them, always ask how you may assist.
- When you have reached the evacuation gathering area, orient the individual about their location and if additional assistance is needed. Some individuals may have a service animal that may be disoriented during the emergency and may require additional assistance.

Deafness or Hearing Loss

In order to assist a deaf or hard of hearing person you will need to obtain their attention by moving into their visual field or gently tapping on the person's shoulder and offer written notes regarding the nature of the emergency and where they should evacuate to.

- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle (provided free by the UPD) or have other means of attracting attention of others.

Mobility Impairments

People with mobility disabilities may experience a more difficult time evacuating due to their mobility equipment, ambulatory and/or respiratory restrictions. However, their safe evacuation remains a top priority for emergency responders.

- If a person with mobility impairment cannot exit, they should stay visible in an exit corridor or on an outdoor stair landing.
- Evacuation Monitors should relay information regarding people remaining in the building and their location to the Building Marshal which in turn should notify the University Police or Fire personnel.
- If a person with a mobility impairment is in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair which are located in multi-story buildings. Before taking action, always ask the person what their preferred method of assistance are.

EVACUATION RESPONSIBILITIES

University Police Department (UPD)

The UPD is responsible for the overall evacuation of campus and serves as the focal point in any emergency or assistance and coordinating outside services as delineated in this plan. Serves as the recipient of the evacuation status of each individual building as reported by the Building Coordinators. The UPD will direct outside resources for Search and Rescue assistance as needed.

Facilities Services

Facility Services may respond during an emergency situation and assist the UPD with security and communication at campus entry/exit points. Facilities personnel may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs and provide ongoing support for ongoing recovery efforts.

Building Coordinators

Building Coordinators are responsible for obtaining the evacuation status of their building in terms of assistance needed, building status or any other critical information needs requiring law enforcement support. Building Coordinators station themselves in designated Emergency Evacuation Areas to obtain information from their Floor Marshals. As soon as the building status is known they forward the information on to the University Police Department. The Building Coordinator's primary responsibility is information gathering and reporting of building status to the UPD. They are not responsible for active search and rescue or performing any type of building remediation.

The S Street Center (Sac State Downtown) must notify the City of Sacramento emergency personnel as soon as they know the status of evacuated individuals. Evacuations at Sac State Downtown are also aided by UPD Community Service Specialists trained in emergency response and will assist with security and communication at the Sac State Downtown perimeter entry/exit points. Security associated may assist with ongoing support for recovery.

Floor Marshals

The Floor Marshals are responsible for the safe and timely evacuation of all building occupants. They direct occupants towards safe exits and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any D/AFN assistance needs to the Building Coordinator upon arrival to their designated Evacuation Gathering Area. The Floor Marshal's primary responsibility is to evacuate building occupants and relay assistance needs to the Building Coordinator. They are not responsible for active search and rescue or performing any type of building remediation.

During evening hours, faculty are instructed to act as evacuation monitors and assist with evacuations.

Building Occupants

Building occupants are advised to safely walk to the nearest exit and go to the designated Emergency Evacuation Gathering Area away from the building then wait for further instructions. Individuals should not block exits or emergency vehicle routes. All evacuees are requested to immediately notify emergency responders or a Building Marshal if an injured or disabled person needs assistance evacuating.

ACCOUNTING FOR ALL PERSONS

Building coordinators, floor marshals, faculty, and staff that have direct knowledge (roster, roll sheet) and access to a list of persons who were in the classroom or building, should meet occupants at a designated evacuation gathering area (see individual building emergency evacuation plans for locations).

Upon arrival at the gathering area, building coordinators, floor marshals, faculty, and staff shall:

- Identify the names and last known locations of any unaccounted person and pass them on to the building coordinator, floor marshal, incident commander, or emergency manager
- Identify and account for non-employees such as guests, visitors, vendors, etc.

ALL CLEAR SIGNALS

During evacuation, unauthorized persons are not to enter the evacuated space until the "all clear" signal has been given by the scene incident commander

If an EOC is activated, the authorization to give the "all clear" signal should only be made after consultation with the EOC Management Team. The Operations Chief will direct the announcement of the "all clear" signal to the field incident commander. On site personnel, vehicle loudspeakers and any available means will be used to sound the "all clear" signal.

If the EOC is not activated, the scene Incident Commander is responsible, in consultation with fire command, hazardous material responders, as applicable.

LOCKDOWN & SHELTER IN PLACE

During some incidents, evacuation may not be appropriate due to ongoing threat to the safety of occupants due to hazardous materials, ongoing criminal activity or other ongoing threats. During such

incidents, emergency responders may decide to order a shelter in place until evacuations can be safely executed or until normal business may resume.

There are two types of shelter in place orders that may be issued on campus:

- A lockdown is a sheltering technique used to limit access to a facility, generally due to an ongoing criminal activity (shooting, riot, etc.). Building occupants would generally be alerted to an incident using the University's various notification systems. During a lockdown, occupants should close doors, lock (if possible) and/or barricade doors, turn off all lights, and silence all electronic devices. If there is any line of sight into the room that is locked down, occupants should attempt to hide in addition to the measures taken above. Any notice to campus to lockdown is advisory in nature only; there is no legal requirement for adults to comply and may choose to take other actions at their own risk.
- Shelter in place is an order requiring building occupants to take refuge inside a building, generally due to a hazardous materials incident. Occupants should close all windows and wait for instructions from emergency responders.

Note: During active shooting incidents, lockdown is generally not ordered; rather "Run, Hide, Fight" should be employed, with lockdown representing the "Hide" part of the response tactic. (Refer to the Active Shooter Annex for more information.)

CONSIDERATIONS

Areas designated for secure shelter in place should generally have limited line of sight from both inside and outside. Lights should be turned off. Doors that do not lock should be barricaded using anything in the room heavy enough to prohibit opening the door. Cell phones and electronic devices should be placed on silent mode. After there is no further threat, law enforcement and rescue personnel will check buildings room by room to ensure that all occupants are evacuated.

During an environmental shelter in place, especially one due to hazardous materials, it is critical that windows be shut and secured. Facilities Services may choose to restrict all ventilation into the building. Generally, teaching and other work can continue during an environmental shelter in place.

Risk Management Services will work with departments to develop department and building emergency plans. It is important that, during the planning process, employees consider their workspaces and select areas that meet the basic requirements and that those locations remain accessible in the event of an emergency. For example, a conference room may make a good location for a lockdown. However, if that room is converted to storage, even short term, an alternate location should be identified that are large enough to accommodate all of the area staff, students and guests.

INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS (AFN)

Depending on a person's specific disability or AFN, it may be difficult for individuals to hide. It is the responsibility of the individual to identify which techniques will better assist them during an emergency by:

- Planning ahead and identifying potential locations to hide in the workplace or classroom
- Establishing a “buddy system”, “Buddies” should educate partners regarding physical, psychological and communication assistance needed to increase their safety during an emergency
- Practice self-soothing techniques to remain calm

REUNIFICATION & IDENTIFICATION

Identification of survivors and reunification of families is a major operation in the response to a major emergency. This could be especially critical following a large emergency that significantly impacts the campus community. Although many community members could evacuate using vehicles, the unavailability of major thoroughfares, damage to vehicles and students without vehicles could leave a large population of students without means to leave campus independently. Concerned family members are likely to come to campus following a major emergency the campus will likely may require assistance reunification of families to students.

It is necessary to have a location and system for the staging of family members and a location for the reunification of families. Having a system and single location for reunification also allows for organizing a system for accounting for persons leaving campus following an emergency, ensuring that all students, faculty and staff can eventually be accounted for.

During emergency response, it is critical that an off-site location or a location that is not in direct proximity to the emergency be identified as a waiting/reunification area for families that spontaneously travel to campus. While communications should emphasize that families should not come to campus during the emergency response, history has shown that such response will happen and a plan must be developed. When possible, reunification should be conducted at a central, controlled location where students and employees can be tracked and efficiently checked out.

Once a situation is stabilized, reunification plans will be coordinated by the Planning Section based on the circumstances and population affected. Plans will be communicated using the media, emergency notification program, email, emergency hotline and any other appropriate means. Reunification will be managed by the Operations Section based on the plan developed by Planning.

Programs that deal with minor children should develop specific reunification programs, as the conditions surrounding the release of minors bring additional challenges.

STUDENT HEALTH CENTER

During a threatened or actual emergency, the Student Health Center (SHC) will participate in response at a level that is commensurate with staffing and resource capabilities. It can be expected that Sacramento area hospital systems and both the campus and off campus 9-1-1 systems will be overwhelmed, and only persons with life-threatening situations will be considered for admission. This may leave the majority of ill or injured persons to be cared for by others, including the SHC on campus.

In case of disaster, SHC personnel should respond by either by evacuation or sheltering-in-place, until an all-clear has been received. The incident commander will make every attempt to contact the SHC and determine its operational status as soon as feasible following an incident. Once the SHC is determined to be viable, SHC staff can attend to ill and injured campus members.

Activation, Scheduling, & Patients

The decision to activate the student health center in response to an incident will be based on information received from field units, Sacramento State Police Department dispatch, and the Sacramento State Emergency Operations Center (EOC), in cooperation with the Director of the Health Center, or designee. The SHC can self-activate during a large scale campus-wide event, however, contact should be made with Sacramento State Police Department and/or the EOC as soon as practical.

It will be at the discretion of the SHC director to determine if clinic services will continue uninterrupted during a campus event. Student Health Center leadership will have the option of suspending non-emergency services, if warranted.

Emergency Activation of Student Health Center

Depending on the level of the incident, the SHC may need to create a space for telephone support or remote triage, for both walk-in clients and patients possibly transported from the field, as well as designate a space for non-urgent patients within the facility.

During an emergency, SHC staff will need to utilize in-stock medical supplies to care for patients, and submit requests for additional supplies to the Emergency Operations Center via the medical branch/medical counseling liaison in the EOC.

SHC operations during the duration of the emergency incident does not suspend the necessity for the documentation of all activities, specifically any care or treatment provided in the scope of the incident, including all discharges.

Student Health Center Training

Student Health Center employees who will be engaged in the treatment of patients during an emergency shall be trained in CPR/First Aid/AED, which are all requirements of their medical certification and employment. Additional campus-wide disaster preparedness training, as required for all employees, is also required.

Student Health Center Emergency Communications

During an emergency incident, the EOC Medical Branch Director is responsible for communications with the Student Health Center, and is responsible for coordinating an organized medical response to any incident impacting campus or the campus community. Specifically, these duties include:

- Coordinate disaster medical resources and mobilize as required.
- Monitor any campus triage teams deployed.
- Organize and administer patient transportation to medical facilities.

- Coordinate and arrange for any on-campus temporary morgue facilities.

CONTINUITY OF OPERATIONS AND ESSENTIAL CORE SERVICES

It is the intent of California State University, Sacramento to respond quickly and effectively to emergencies and disasters. Sacramento State has a Business Continuity Program and is currently in the process of developing a campus Business Continuity Plan. The plan also seeks to continue/preserve instruction to students, maintain essential services where feasible, and return to normal operations as quickly as possible. Decisions related to this goal will focus on the restoration and maintenance of essential services and systems.

ESSENTIAL CORE SERVICES AND SYSTEMS

Essential/core services and systems are defined as those necessary to (1) preserve lives (human and animal), (2) maintain the physical plant/infrastructure, (3) provide for campus safety and security, and (4) continue essential business services until an emergency has abated. In addition, essential/core services are those which must be carried out on a regular basis and where an interruption of such services cannot exceed 30 days.

Examples of essential/core services include, but are not limited to the following:

- Food/Dining services on or near the campus
- Potable water supplies for drinking and sanitation
- Sewer/wastewater systems for human health and sanitation
- Energy sources including electricity, natural gas, fuel for vehicles
- Availability of emergency medical care on/near campus
- Police patrol, emergency response, and dispatch services
- Emergency Fire/Rescue services
- Sound and effective Administrative, Housing, and Academic leadership
- Safe classroom/lecture/lab spaces for instruction
- Safe office/meeting spaces for administrative functions
- Faculty, lecturers, and administrative support for Academic Instruction
- Academic Information Technology Support, Academic Computing
- Disposal of waste, hazardous materials, and custodial cleaning of restrooms
- Engineering and maintenance functions for buildings, heating/ventilation maintenance for failures of electrical, mechanical and structural assets
- Workable communication systems within campus community
- Effective communication systems to CSU and students/families elsewhere
- Computer systems and programs for administrative functions
- Payroll services, revenue collection, accounts payable, financial reporting
- Financial aid services
- Maintaining academic and research facilities, equipment, supplies, lab animals, etc.

ADMINISTRATION, FINANCE, AND LOGISTICS

There are general support requirements for the availability of services and support for all types of emergencies, as well as general policies for managing resources. This section identifies administrative controls (e.g. budget and acquisition policies and procedures) and requirements that will be used to provide resource and expenditure accountability.

FINANCIAL TRACKING

All disaster or emergency related expenditures will be tracked for possible reimbursement or outside funding. Individual departments are responsible for tracking all costs related to emergency response including force account work, force account equipment, materials and supplies, and contract work. Units will submit a spreadsheet with all emergency related costs by type.

The Finance & Administration Section of the EOC will be responsible for collecting department expenditures and work orders, as well as tracking costs related to emergency expenditures. Incomplete information will be returned to the department for resubmittal.

Day-to-day (outside of EOC activation) financial tracking is managed by the Accounting and Budget Services.

EMERGENCY CHARGE ACCOUNTS

Procurement is responsible for purchasing supplies per University policy.

Generally, purchases are made by utilizing Purchase Order(s) or established through a Contract where an invoice is submitted and charged against the contact amount. Sacramento State maintains a procurement plan, which includes a list of all vendors, emergency operations procedures, and emergency PO numbers for specific types of purchases (e.g. water).

EXISTING CONTRACTS

Sacramento State maintains certain contracts to carry out day-to-day business. When possible and practical, these existing contracts should be used to obtain services and supplies needed during emergency preparedness, response, and recovery operations.

ESSENTIAL PERSONNEL & DISASTER PAY

California Labor Code §3211.92(b) identifies public agency employees as Disaster Service Workers.

Consequently, all on-duty University employees are expected to remain at work when an emergency occurs. Off-duty employees should report for work in accordance with University policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.

At the time of an emergency, all University employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the University President may suspend normal University business activities. The Human Resource branch in the Logistics Section will coordinate

recruiting, orienting, and assigning employees and volunteers to emergency tasks, as directed by the Emergency Manager.

In addition to being available for an emergency assignment, it is the responsibility of all staff to:

- Be familiar with the University emergency organization, concept of emergency operations and the procedures outlined in this EOP
- Be familiar with department emergency procedures
- Attend required emergency training and exercises
- Maintain proficiency in any special skills needed for emergency assignment

VITAL RECORDS

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

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

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Materials Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include individual personnel rosters, Emergency Operating Procedures, utility system maps, and the location of emergency supplies or equipment.
- Business continuity plans or standard operating procedures. Included in this group are financial records, payroll records, purchase orders, and departmental or campus-wide continuity plans.
- Education data records. Examples include faculty and staff research, journal articles, grant material, and examination grades.

Each department is responsible for designating a custodian for vital records and ensuring that vital record storage and preservation is accomplished. Vital storage methods that might be utilized include but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campus)

TRAINING AND EXERCISES

The Sacramento State Emergency Manager or others as directed by the Vice President of Administration, are directed to conduct regular training and exercises in accordance with this plan and other specific training as required for compliance with both SEMS and NIMS, along with coordinating;

scheduling and documenting training, exercises, and After-Action Reports. Such records shall be maintained in accordance with applicable Chancellor's Office directives and orders. Whenever feasible, the University will coordinate with neighboring municipalities, the county, and state and federal governments to participate in joint exercises. These exercises may consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

The objective of the Sacramento State Emergency Management Training Program is to train and educate students, campus personnel, emergency/disaster response personnel, and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations and are necessary to maintain the readiness of operational procedures. They provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster.

Training requirements and responsibilities are documented in Administrative Annex 1 – Campus Emergency Management Responsibilities and Administrative Annex 2 – BCFM Program.

EMERGENCY OPERATIONS PLAN DEVELOPMENT AND MAINTENANCE

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

The primary campus Emergency Manager has responsibility for maintenance of this Plan, and its review and modification.

As part of the annual update and review process, coordination with applicable campus stakeholders, campus auxiliaries is conducted to ensure review and input to pertinent sections of the EOP by campus and campus auxiliary personnel who have specialized knowledge of specific emergency response procedures, as well as the needs for specialized population.

On an annual basis, or more frequently as needed, the plan should be reviewed, updated, and distributed to the emergency management team members, and others as identified by the campus. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement by the campus President, Vice President for Administration and Business Affairs, Provost/Vice President for Academic Affairs, and the campus Chief of Police.

Specific responsibilities to maintain the plan include:

- Review of the plan with approval of necessary changes.
- Distribution and record of the plan.
- Assignment of personnel to fulfill roles & responsibilities of the plan.
- Exercising the plan annually, at minimum.
- Providing frequent training opportunities so that Sacramento State staff and students will know how to respond in emergency situations.

- Identify and maintain methods of how the university community and the public can be informed of public parts of the plan.

Any individual or department can forward any proposed changes to the plan to the University's Emergency Manager for consideration. This allows other departments and external support agencies with a vital interest in California State University (CSU), California State University, Sacramento, and/or the Emergency Operations Plan (EOP) to provide input to the document.

As part of the process to maintain and enhance consistency in all emergency planning and preparedness practices, when practical, the Emergency Operations Plan (EOP) plan review should be performed concurrently with review of other related University emergency plans and procedures.

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

CAMPUS EMERGENCY MANAGEMENT RESPONSIBILITIES

INTRODUCTION

California State University, Sacramento (Sacramento State) desires to safeguard the welfare of students, faculty, staff and visitors and to protect the University's essential functions of teaching, research and public service before, during and after emergencies.

PURPOSE

The purpose of this administrative annex is to establish the administrative policies and procedures necessary to locally implement Executive Order 1056 (EO 1056), the CSU system wide policy for Emergency Management and Chancellor's Office Memorandum RM-2018-1 (RM-2018-1).

ROLES AND RESPONSIBILITIES

In accordance EO 1056 and Chancellor's Office Memorandum RM-2018-1, the Vice President for Administration is designated as the campus Emergency Executive/Emergency Operations Executive, with overall responsibility for campus-wide emergency management planning and execution of the campus Emergency Operations Plan (EOP), to include all annexes, appendices, and attachments.

In this capacity, the Vice President for Administration shall have the responsibility and authority to fulfill all requirements established under EO 1056 in regards to:

- Appointments of appropriate personnel to the campus emergency team. Such appointments are at the discretion of the Vice President for Administration, and records of appointments shall be kept in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031. Campus emergency team appointments include, but are not limited to:
 - The primary, secondary, and tertiary campus Emergency Managers
 - All personnel assigned to the campus Emergency Operations Center (EOC)
- Establishing, maintaining, and equipping a functional campus EOC which is consistent with NIMS, SEMS, and ICS guidelines
- Development, maintenance and distribution of the campus EOP to include:
 - A minimum of one review and/or update per calendar year.
 - Distribution of the EOP to the campus emergency team, campus administrators, as well as local city/county agencies at least once per calendar year.
 - Documentation of review, update and distribution shall be signed and dated by a written acknowledgement attached to the master campus EOP.
- Training and communicating the campus EOP to the campus community and campus auxiliaries as well as:
 - The furnishing of campus EOP training of every employee within one year of employment
 - Conducting specialized training annually for employees designated either as building coordinator or building floor marshal, EOC member, or member of the campus emergency management team. Such training includes, but is not limited to, SEMS, NIMS and crisis response.
 - Ensuring that emergency management training records are kept in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031.

- Testing of simulated emergency incidents and emergency communications, including the testing of mutual aid and assistance agreements utilizing one of the following formats and varying the type of event according to the following timeframes:
 - Tabletop exercises involving at least one hazard event should be conducted at least once per year.
 - A drill involving a single emergency response function, a single agency involvement, or testing of a single component of the emergency response should be done at least once per year.
 - A functional exercise to apply policy and procedures, and emergency functions at least once every other year.
 - A full scale exercised that is conducted at least once every five years. Activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
 - Tabletop exercises, drills, functional exercises and full-scale exercises shall be conducted in accordance with the Federal Emergency Management Agency's (FEMA) Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- Development and maintenance of a roster of campus resources and contracts for materials and services that may be needed in an emergency situation.
 - The roster shall include equipment, emergency power, communications, food and water, satellite and other mobile phone numbers
 - The roster shall be updated at least annually, and shall have the date the roster was updated included on each roster.
 - Resources should be typed in accordance with NIMS guidelines to ensure compatibility of resources with other agencies. Resource typing includes its category, kind, and type.
- Providing the system wide Office of Risk Management at the Chancellor's Office a roster of emergency management team personnel essential to the operation of the campus emergency management programs at least once a year by December 1 or more frequently as needed. The roster shall include name, office and emergency telephone numbers, including satellite phone numbers.
- Ensuring the University participates in and supports the CSU system wide Emergency Coordinators working group.
- Ensuring that on an annual basis or more frequently as needed comprehensive emergency management activities are coordinated with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of the university. Evidence of such activities can be verified by meeting minutes, which should be kept for a minimum of two years.
- Ensuring emergency operation policies and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA) and other references listed in the references section below

CAMPUS EMERGENCY MANAGERS

The primary, secondary and tertiary Emergency Managers are appointed at the discretion of the Vice President of Administration and Business Affairs.

The primary emergency manager is tasked with the day-to-day responsibility for campus-wide emergency management planning and preparation, to ensure compliance with all state, federal, and California State University regulations in relation to emergency management. The primary emergency manager is also tasked with the execution of the campus emergency plan in the event of an emergency, as well as adherence and compliance with the roles and responsibilities section above.

The secondary and tertiary emergency managers function as backups to the primary emergency manager, and are activated in the event of an emergency and/or activation of the campus EOC when the primary emergency manager is unavailable.

UPDATE AND REVIEW OF THE CAMPUS EMERGENCY OPERATIONS PLAN

After each annual update, the EOP shall be reviewed by the primary emergency manager, with signed approval for all updates and changes given by the campus President, the Vice President of Administration, the Provost and Vice President for Academic Affairs, and the Chief of Police.

At the direction of the Vice President of Administration, supplemental review and input to pertinent sections of the EOP should be conducted by campus personnel who have specialized knowledge of specific emergency response procedures, as well as the needs for specialized population. Such personnel include, but are not limited to:

- Representatives from the Student Health Center
- Representatives from International Programs and Global Engagement
- Representatives from Services for Students with Disabilities
- Representatives from the Office of Equal Opportunity
- Representatives from campus auxiliaries, primarily University Enterprises, Inc., and Associated Students, Inc.

BUILDING COORDINATOR/FLOOR MARSHAL PROGRAM

The Building Coordinator/Floor Marshal (BCFM) Program is designed to provide for the safe and rapid evacuation of Sacramento buildings in the event of an emergency. Risk Management Services is tasked by the Vice President of Administration with overall responsibility for the BCFM program management and administration.

The BCFM program administration document, which outlines roles and responsibilities, training and evaluation requirements, building Emergency Action Plan requirements, and the program's integration with the campus' emergency operations plan is included as an annex to the overall campus EOP. As such, the BCFM administration is reviewed annually in conjunction with the campus EOP.

EMERGENCY PREPAREDNESS TRAINING AND ASSIGNMENT

The objective of the emergency preparedness training and exercise program is to train and educate students, campus personnel, emergency/disaster response personnel, and volunteers in the various aspects of emergency preparedness, response, and recovery.

Both training and exercises are important components to prepare personnel for managing disaster operations and are necessary to maintain the readiness of operational procedures. They provide

personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be use

The Sacramento State Emergency Manager and Risk Management Services are directed by the Vice President of Administration is responsible for conducting regular training and exercises in accordance with the campus Emergency Operations Plan and other specific training as required for compliance with both SEMS and NIMS, along with coordinating; scheduling and documenting training, exercises, and After-Action Reports.

Such training records shall be maintained in accordance with applicable Chancellor's Office directives and orders.

Chancellor's Office Executive Order 1056 requires four different tiers of training for campus employees:

Training of New Employees

Newly hired employees are required to complete emergency preparedness training along with training on the campus EOP within one year of employment. Training for newly hired employees should be completed as part of their new-hire orientation training requirements. The emergency preparedness training can be provided on-line or in-person by Risk Management Services or others as directed by the Vice President for Administration. The records for such training shall be maintained in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031.

Training of Building Coordinator and Floor Marshals

Specialized annual training is required for building coordinators and floor marshals assigned to the Building Coordinator and Floor Marshal (BCFM) Program. The BCFM training can be provided on-line or in-person by Risk Management Services or others as directed by the Vice President for Administration. The records for such training shall be maintained in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031.

Training and Assignment of Campus Emergency Operations Center Personnel

Specialized annual training is required for personnel assigned to serve as a member of the campus EOC. Such annual training shall be conducted as directed by the Sacramento State Emergency Manager or others as directed by the Vice President for Administration. The records for such training shall be maintained in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031.

Personnel appointed by the Vice President of Administration to serve as a member of the campus EOC shall be notified in writing, with the letters be maintained in accordance with the records retention guidelines in Chancellor's Office Executive Order 1031. Appointment letters shall indicate the following:

- The effective date of the appointment and/or revocation of the appointment
- The primary duties they will be assigned in the EOC after appointment
- Any supplemental training required to be completed as a result of their appointment.

Personnel appointed to the EOC shall complete the following FEMA training courses within six months of appointment:

- IS-100.c: Introduction to Incident Command System (ICS)
- IS-200.c: ICS 200 for Single Resource and Initial Action Incidents
- IS-700.b: Introduction to National Incident Management System (NIMS)
- IS-800.c: National Response Framework (NRF), An Introduction
- IS-2200: Basic Emergency Operations Center Functions
- G191: ICS/EOC Interface

DEPARTMENTAL AND INDIVIDUAL PREPAREDNESS TRAINING

The Sacramento State Emergency Manager, Risk Management Services, or others as directed by the Vice President of Administration will continually encourage the greater campus community to participate in online and/or classroom based emergency preparedness training and identify and provide information on training opportunities to the University community.

TRAINING AND EXERCISE DEFINITIONS

Regular exercises are required by both SEMS and NIMS. There are several forms of exercises:

- Tabletop - Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year.
- Drill - Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
- Functional Exercise - Policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, EOC is activated. Testing should be done every other year.
- Full scale Exercise - Takes place in real time, employees treat real people and use emergency equipment in the field, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces a high stress environment. Testing should be done every five years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
- Campus building evacuation drills - Conducted at least annually, or more frequently as needed.
- Fire Drills – Shall be conducted on buildings per state fire code regulations.

EMERGENCY OPERATIONS CENTER MULTI – YEAR TRAINING AND EXERCISE PLAN

Campus training will be conducted through various exercises throughout a given year in accordance with NIMS and the CSU Emergency Management Program – Executive Order 1056.

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>
Drill	Drill	Drill	Drill	Drill
Tabletop	Tabletop	Tabletop	Tabletop	Tabletop
Functional	Full-Scale	Functional		Functional

EMERGENCY MANAGEMENT/EMERGENCY OPERATIONS REFERENCES

The references listed below outline the

- 20 United States Code §1092(f), Higher Education Opportunity Act
- Code of Federal Regulations Title 28, Part 36, American Disabilities Act
- Code of Federal Regulations Title 29, Part 1910, Occupational Safety and Health Standards
- Department of Education, Action Guide for Emergency Management at Institutions of Higher Education
- Department of Education, The Handbook for Campus Safety and Security Reporting 2016 Edition
- Federal Emergency Management Agency, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
- National Fire Protection Association 1600, Standard on Disaster/Emergency Management and Business Continuity/ Continuity of Operations Programs
- California Government Code §8607
- California Government Code §13402 and §13403
- Chancellor's Office Executive Order 943, University Health Services
- Chancellor's Office Executive Order 1056, California State University Emergency Management Program
- Coded memorandum Human Resources 2004-10, Mutual Aid
- Coded memorandum Risk Management 2018-01, Emergency Management
- Technical memorandum Risk Management, CSU Campus Emergency Plan Topics
- Technical memorandum Risk Management, CSU Building Coordinator Program
- Sacramento State Emergency Operations Plan
- Sacramento State Emergency Response Manual

BUILDING EMERGENCY ACTION PLAN PROGRAM ANNEX

AUTHORITY AND OVERSIGHT

The Sacramento State Building Emergency Action Plan (BEAP) Program has been developed in accordance with the California Code of Regulations, Title 8, Section 3220 Emergency Action Plan and California State University Emergency Management Program – Executive Order 1056 (EO 1056). This plan covers those designated actions that must be taken to ensure safety from fire and other emergencies.

Risk Management provides oversight and maintains all records pertinent to the operation of the BEAP Program. All records are maintained in accordance with the records retention guidelines in Chancellor’s Office Executive Order 1031

The effectiveness of the campus BEAP Program is determined by the readiness of the Building Coordinator (BC) and Floor Marshal (FM) to assume responsibility for the safety and security of each building and its occupants. There shall be a minimum of one BC per building, but the number can be dependent on the size and function of the respective buildings.

A BC must be willing to assume responsibility for the building evacuation during actual emergency events as well as evacuation drills. Those individuals who volunteer must have both the willingness and the interest to serve effectively in this capacity.

BUILDING EMERGENCY ACTION PLAN (BEAP)

A Building Emergency Action Plan (BEAP) is a safety plan that faculty, staff, students, and guests need to follow in an event of an emergency. This plan is a supplement to the comprehensive Sacramento State Emergency Operations Plan (EOP). The emergency response information in a BEAP is provided with the understanding that not all situations in a critical incident can be predicted, and the BEAP is used to establish the minimum emergency preparedness procedures training for all personnel in a building.

The BC is responsible for updating his/her respective Building Emergency Action Plan, including maintaining current contact lists. Master copies are to be maintained in the respective buildings. A copy of the plan and updates must be submitted, on an annual basis, to Risk Management, who will provide a copy to the Emergency Manager for inclusion of the building BEAP as an annex to the overall campus emergency operations plan.

A standardized BEAP template is available from Risk Management to create and update individual building BEAPs.

Annually on the first Monday of August, all BCs and building representatives, including auxiliaries, will be notified via email and the Monday Morning Briefings, to review and update their BEAP. Plans shall include all individuals (students, guests and employees) with access and functional needs, updated contact list of building emergency team members, assembly area(s), and process and/or procedures for evacuating and sheltering in place. All plans shall be submitted to Risk Management by the first Monday of September. Risk Management will review and approve all plans and update the BC listing by the first Friday of October.

PURPOSE

The BEAP Program is designed to provide for the safe and rapid evacuation of Sacramento State buildings in the event of an emergency. The teams are organized at two levels: BCs and FM. The primary responsibility of the team is to facilitate the safe evacuation of their assigned building as dictated by the circumstances.

FIRE EVACUATION DRILLS

Fire evacuation drills shall be conducted no less than annually and shall include a volunteer individual with access or functional needs.

Access or functional needs may include a volunteer who is acting as if they require assistance to evacuate. Assistance may include utilizing an available evacu-trac chair, guiding the individual to the Area of Refuge, or assist with evacuating.

Buildings with extended hours of access shall conduct an evening fire evacuation drill on at least an annual basis during the semester. Building with extended after hours are identified by the Sacramento State Chief of Police. Library, AIRC, University Union, and Housing Residential Life are currently identified as building with extended hours of access.

All fire drills are scheduled by Risk Management with the BC or Property Manager. The date and time of the fire drill may or may not be publicly known. Full participation is expected which includes evacuation of all occupants and conducting roll call.

The following outlines the process from scheduling to conducting a fire evacuation drill.

Pre-steps

1. Scheduling
 - a. Risk Management contacts BC, to schedule fire drills.
 - i. BC shall schedule a pre-meeting with their FMs (FM) and other personnel in their emergency response team before the fire drill is conducted.
 - ii. Risk Management informs BC to ensure that their Building Emergency Action Plan (BEAP) is current.
 - b. Electrician
 - i. Forward schedule to the supervisor of the Electrical Shop.
 - c. Sacramento State Police Dispatch
 - i. Contact or forward schedule to dispatch to alert them of the fire drill.
 - d. Alarm Company/Facilities
 - i. Electricians to verify that alarm monitoring company or Facilities is aware of the fire drill.

During

1. Electrician activates the fire alarm.
2. Risk Management (RM) stands at a designated post and evaluates.
 - a. RM evaluation includes but is not limited to the following:
 - i. Date and time of building evacuation.

- ii. First sound of Fire Alarm.
- iii. First person to evacuate.
- iv. First sight of Building Emergency Team Member.
- v. Last person to evacuate.
- vi. Approximate number of evacuees.
- vii. Time of “All Clear” given.

Conclusion

1. All Clear
 - a. Check with to verify that all occupants are accounted for and cleared from the building.
 - b. Have electrician shut off the alarm.
 - c. Command Official (Fire, Police or RM Staff) to give the “All Clear” to BC for building reentry.
2. Follow up Report
 - a. RM staff to meet with BC and FM’s after Fire Drill to give a quick assessment of the Fire Drill and receive their feedback about how they performed during the evacuation.
 - b. RM to follow up with a written evaluation (memo) of the Fire Drill, with recommendations for improvement.
 - c. BC shall submit any updates on their BEAP no later than the end of business on the first Monday of September to RM.

TRAINING

Specialized annual training is required for BCs and FMs assigned to the BEAP Program. Such training includes, but is not limited to, SEMS, NIMS and crisis response. The Building Coordinator/Floor Marshal (BCFM) training can be on-line or in-person and, is provided by Risk Management, or others as directed by the Vice President for Administration.

SCOPE

The purpose of the campus BEAP/BCFM Program are:

1. **Assist** in the orderly evacuation of the building population from the structure when prompted by a drill or actual emergency situation.
2. **Account** for all persons in the building at the time of the evacuation.
3. **Secure** building entrances, direct personnel away from the building and deny re-entry until informed by authorities that it is safe to do so.
4. **Aid** in the movement of persons with disabilities, as required, to designated campus evacuation sites.
5. **Report** building and personnel status to the appropriate authority. Serve as the lead evacuation official and liaison for your building.

BUILDING COORDINATOR (BC)

BCs and their designees or alternates are Sacramento State employees who have either been appointed by their manager or have volunteered, with permission of their manager, to serve in this position. BCs are key campus personnel during building evacuations (either drill or actual emergency) and serve as the lead evacuation official. General roles and responsibilities are outlined below.

GENERAL RESPONSIBILITIES:

- Attend training sessions.
- Attend scheduled BC meetings to review procedures and duties.
- Conduct a minimum of quarterly meetings with the FMs in their building.
- Know the location of emergency pull alarms, fire extinguishers, emergency telephones, exits, evacuation sites and routes, alternative evacuation sites and routes, and hazardous materials in the building.
- Maintain emergency supplies (go bag) as needed for the building.
- At least annually, review emergency evacuation route maps for accuracy and ensure that they are properly displayed in the building.
- At least annually, review and update as needed, the Building Emergency Action Plan and submit it to Risk Management for review.
- Be aware of building occupants with mobility considerations; know where they are located, and what assistance they might require in the event of an emergency.
- Know the locations of areas of refuge (AOR) in the building.
- Know the location of building evacuation chairs and attend training on proper use and procedures.
- Coordinate building evacuation drills with the Risk Management office, including alerting building occupants to practice drills and the specific evacuation site for the building.
- Identify FMs, when necessary, to assist and assume responsibility of each floor.

SCENE MANAGEMENT:

In the event of an evacuation or containment of a building, the BC is expected to:

- **Alert** building occupants to evacuate the building as quickly and efficiently as possible and proceed to the pre-established evacuation site.
- **Assist** in the safe evacuation of people with access and functional needs where possible, including directing and/or assisting them to the nearest exit, evacuation chair, or area of rescue.
- **Document** and notify authorities of occupants sheltering in areas of rescue.
- **Verify** that the building has been checked for damages and location of injured or people with access and functional needs.
- **Communicate** to authorities with a basic damage assessment of the building and location of injured or people with access and functional needs.
- **Inform** authorities of the building situation assessment and/or any incident status changes.
- **Notify** FMs of the need to relocate to another evacuation site if necessary.
- **Provide** guidance to FMs in handling unique situations.
- **Ensure** buildings are checked and re-checked for occupants before declaring a building “clear” and evacuated.
- **Complete** the after-action report following the termination of the incident.

FLOOR MARSHALS (FM)

FMs and their alternates are Sacramento State employees who have either been appointed by their manager or have volunteered, with permission of their manager, to serve in this position.

FMs are responsible for assisting their respective peers in the performance of their assigned duties and in the development of evacuation and containment plans for the building in which they are assigned.

GENERAL RESPONSIBILITIES:

- Assist the BC and other FMs in the performance of their assigned duties.
- Attend meetings conducted by BC to review emergency procedures and duties.
- Know the location of emergency pull alarms, fire extinguishers, emergency telephones, exits, evacuation sites and routes, alternative evacuation sites and routes, and hazardous materials in the building.
- Be aware of building occupants with access and functional needs; know where they are located, and what assistance they might require in the event of an emergency.
- Identify the locations of areas of refuge (AOR) in the building.
- Know the location of building evacuation chairs and attend training on proper use and procedures.
- Coordinate with other FMs to avoid duplication of effort.
- Alert building occupants of practice drills and the specific evacuation site for their building.
- Prepare, by walking their primary and secondary evacuation routes at least quarterly to familiarize themselves with emergency exits and routes to the assembly area and report any new construction or other obstacles that may impede an orderly evacuation.

SCENE MANAGEMENT:

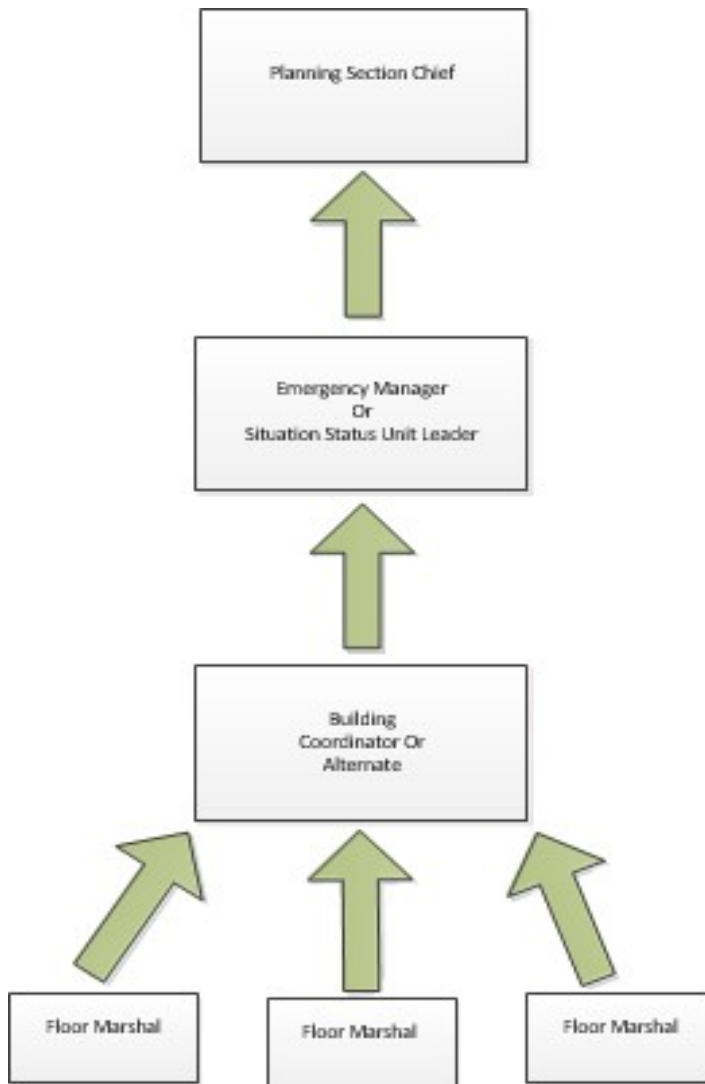
In the event of an evacuation or containment of the occupants of a building, the FM is expected to:

- Assist occupants in quickly proceeding to the assigned evacuation site or safe location during a shelter-in-place incident.
- Ensure buildings are checked and re-checked for occupants before declaring a building “clear” and evacuated.
- Notify the BC of occupants sheltering in areas of refuge.
- Certify their floor has been checked for damages.
- Provide their BC with a situation assessment of their floor and the location of injured or people with access and functional needs.

CHAIN OF COMMAND

Until Emergency Operations Center (EOC) activation, BCs will report to the Incident Commander, Emergency Manager or designee. Once the EOC is operational, BCs will report to the Situation Status Leader, who will provide status updates to the Planning Section Chief.

Building Coordinator Information Flow after EOC Activation



EMERGENCY OPERATIONS CENTER
PROCEDURES MANUAL

PURPOSE

The Sacramento State Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of a company, political subdivision or other organization.

Overall, the EOC is responsible for strategic direction and operational decisions and does not normally directly control field assets, instead leaving tactical decisions to lower commands. The common functions of EOCs is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

EOC LOCATION

The primary EOC is in Folsom Hall room 2015 and any open rooms as needed. This area of Folsom Hall is open office space used by the College of Nursing, and will be used by EOC members during times of activation or training ordered by the Emergency Executive, Chief of Police or authorized representative.

All EOC equipment is stored in Folsom Hall 2015 and is designed for rapid deployment and setup.

EOC ACTIVATION AND SETUP

The first EOC member arriving assumes the role of Emergency Manager in accordance with ICS principles and standards until relieved by higher authority, and are responsible for the initial activation of the EOC.

As part of the activation, the acting Emergency Manager will determine what EOC sections need to be activated for the incident, and if necessary, if the EOC needs to be relocated to either the Police Department or other location due to the nature of the incident.

Relocation is required due to loss of power to Folsom Hall, or if specific incident threats render building unsuitable, such as building damage, flooding or hazardous materials release. In the event that relocation is required, the primary relocation site is the Police Services Building.

The setup of the Emergency Operations Center generally will be assisted by the Police Department Community Service Specialists (CSS) who are on-duty at Folsom Hall or by Police Department Community Service Officers (CSOs).

However, in the event CSOs or CSSs are not available to assist, the following information will be necessary to setup and activate the EOC.

SETUP PROCEDURE

1. Upon notification of EOC activation all CSS'S on duty at Folsom Hall should respond to room 2016. If College of Nursing faculty or staff are present, the College of Nursing Dean's office will need to be contacted to relocate affected employees.

2. Begin the process of moving equipment from room 2015 into room 2016. This will include all telephones and computers, monitors and printer. Use the attached maps for computer and phone placement.
3. The EOC sign in sheet located on the last page of this document should be used to record all personnel who enter the EOC. A CSS should control access into the EOC and all personnel will be identified by an EOC ID card or Campus employee identification. All entry and exit from the EOC will be documented on this form until the EOC is deactivated and will become part of the event record.

CALL CENTER PHONE SETUP

The Emergency Operations Center has a pre-assigned call center telephone number for use in emergencies, to alleviate the call load on the Sacramento State Police Department dispatch center.

The call center number 916-CSU-HOTT (916-278-4688) can be activated at either the Folsom Hall EOC location, or the Public Safety Building, room 1014.

To activate the call center at either the Folsom Hall EOC, or at the Public Safety Building:

1. To login, lift the handset to get a dial tone and then enter the login code 10540009. When you code is entered correctly, there will be a confirmation tone (3 beeps).
2. Once logged in, the phone is in standby mode and not yet ready to receive calls. To receive calls, enter the in service code 10520009
3. Enter the auxiliary work code 10530009 when necessary to remain logged in, but not receive calls.
4. To log out of the call center, enter the logout code 10550009.

Police Department EOC:

The IP phones in PSB 1014 have preprogrammed buttons for login, auto-in, aux work and logout. You can use these buttons or dial the codes above. These are the extensions in PSB 1014:

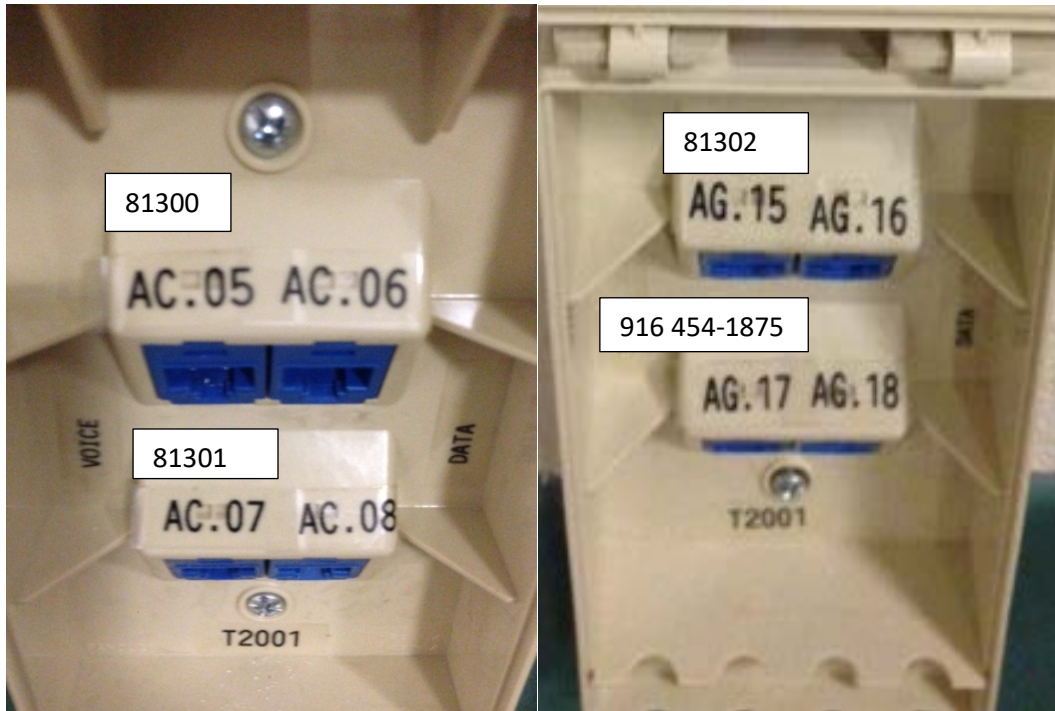
81309 81310 81311 81312 81313 81314 81315 81316

Folsom Hall EOC:

Extensions at Folsom Hall that are allowed to login to the EOC Call Center group:

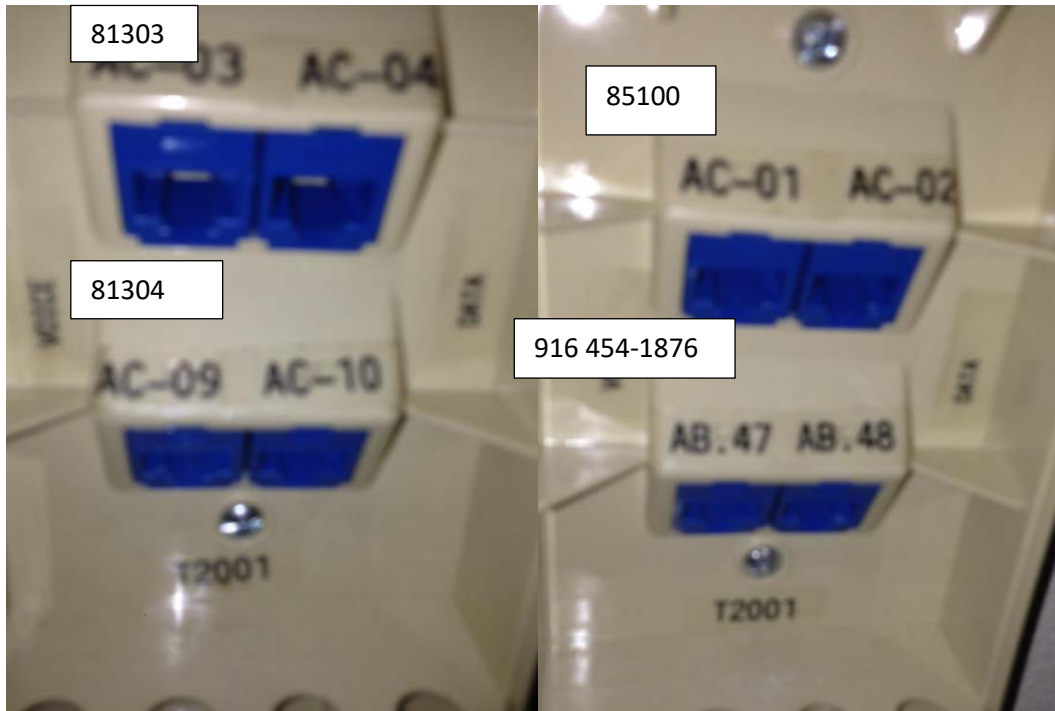
81300 81301 81302 81303 81304 81305 81306 81307 81308 85100
85101 85102 85103

The call center telephones at the Folsom Hall EOC need to be plugged into the following telephone jacks, based upon telephone/jack number:



Jacks on east pillar

Jacks on west Pillar





Telephone table



Phone line storage

INCIDENT COMMAND SYSTEM CHECKLISTS

INCIDENT COMMANDER CHECKLIST

The checklist below presents the minimum requirements for all Incident Commanders. Note that some activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain an incident briefing and Incident Briefing Form (ICS Form 201) from the prior Incident Commander.
<input type="checkbox"/>	Assess the incident situation.
<input type="checkbox"/>	Determine incident goals and strategic objectives.
<input type="checkbox"/>	Establish the immediate priorities.
<input type="checkbox"/>	Establish an Incident Command Post.
<input type="checkbox"/>	Conduct the initial briefing.
<input type="checkbox"/>	Activate elements of the Incident Command System, as required.
<input type="checkbox"/>	Brief the command staff and section chiefs.
<input type="checkbox"/>	Ensure that planning meetings are conducted.
<input type="checkbox"/>	Approve and authorize the implementation of the incident action plan.
<input type="checkbox"/>	Ensure that adequate safety measures are in place.
<input type="checkbox"/>	Determine information needs and inform command personnel.
<input type="checkbox"/>	Coordinate staff activity.
<input type="checkbox"/>	Coordinate with key people and officials.
<input type="checkbox"/>	Manage incident operations.
<input type="checkbox"/>	Approve requests for additional resources and requests for release of resources.
<input type="checkbox"/>	Approve the use of trainees at the incident.
<input type="checkbox"/>	Authorize release of information to the news media.
<input type="checkbox"/>	Ensure that the Incident Status Summary (ICS Form 209 or local form) is completed and forwarded to the dispatch center(s).
<input type="checkbox"/>	Approve a plan for demobilization.
<input type="checkbox"/>	Release resources and supplies.

INCIDENT COMMANDER RESPONSIBILITIES

The major responsibilities of the Incident Commander are listed below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Conduct Initial Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain and review the Incident Briefing Form (ICS Form 201 or local form) with the Incident Commander. <input type="checkbox"/> Meet with the prior Incident Commander (as appropriate) and selected staff available at that time. <input type="checkbox"/> Review and/or prepare plans for the use of on-scene and allocated resources scheduled to arrive before the next planning meeting.
Set Up Required Organization Elements	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm the dispatch and/or arrival of requested organizational elements. <input type="checkbox"/> Hold a briefing and assign work tasks to general and command staffs. This briefing should include: <ul style="list-style-type: none"> ◆ The contents of the Incident Briefing Form. ◆ A summary of the incident organization. ◆ A review of current incident activities. ◆ A summary of resources already dispatched. ◆ The time and location of the first planning meeting. ◆ Special instructions, including specific delegation of authority to carry out particular functions. <input type="checkbox"/> Reassign the prior Incident Commander to a position within the incident organization (as appropriate). <input type="checkbox"/> Request required additional resources through normal dispatch channels. <input type="checkbox"/> Notify the Resources Unit of the command and general staff organizational elements activated, including the name of the person assigned to each position.
Ensure Planning Meetings are Conducted	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule a meeting time and location. <input type="checkbox"/> Notify the attendees, including: <ul style="list-style-type: none"> ◆ Prior Incident Commander (required at first general planning meeting). ◆ Command and general staffs. ◆ Others as desired (e.g., communications, resources, and Situation Unit and Operations Branch Directors). <input type="checkbox"/> Develop the general objectives for the incident action plan. <input type="checkbox"/> Participate in the development of the incident action plan for the next operational period. <input type="checkbox"/> Participate in the preparation of logistics services and support requirements associated with the incident action plan (e.g., the communications plan). <input type="checkbox"/> Review safety considerations with the Safety Officer. <input type="checkbox"/> Summarize the decisions made about the: <ul style="list-style-type: none"> ◆ General strategy selected. ◆ Control objectives selected for the next operational period. ◆ Resources required. ◆ Service and support requirements.

RESPONSIBILITY	TASKS
Approve and Authorize Implementation of the Incident action plan	<p>Note: In some instances, these tasks may be done orally.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the incident action plan for completeness and accuracy. <input type="checkbox"/> Make any required changes and authorize the release of the plan.
Determine Information Needs from Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Identify any special information desired from each section chief. <input type="checkbox"/> Prepare information item lists for each section and command staff element (as appropriate). <input type="checkbox"/> Provide lists to appropriate personnel or facility. (Note: This may be done orally in some situations.)
Manage Incident Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Review information concerning significant changes in the status of the situation, predicted incident behavior, weather, or status of resources. <input type="checkbox"/> Review modification to the current incident action plan received from the Operations Section Chief. <input type="checkbox"/> Identify any major changes to incident operations which are required immediately.
Approve Requests for Additional Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Review requests for additional resources. <input type="checkbox"/> Determine the condition and advisability of activating out-of-service resources. <input type="checkbox"/> Have the Planning Section Chief provide a list of resources for reassignment if out-of-service resources are to be activated. Include the time needed, reporting location, and to whom to report. <input type="checkbox"/> To obtain additional resources from off the incident, direct the Logistics Section Chief to forward the request through normal channels.
Authorize Information Release	<ul style="list-style-type: none"> <input type="checkbox"/> Review materials submitted by the Information Officer for release to the news media. <input type="checkbox"/> Check information release policies and constraints with involved jurisdiction officials. <input type="checkbox"/> Authorize the release of the final copy.
Report Incident Status	<ul style="list-style-type: none"> <input type="checkbox"/> Have the Incident Status Summary Report (ICS Form 209 or local form) prepared. <input type="checkbox"/> Ensure that the incident status summary is submitted to local agency dispatch centers, as required.
Approve Demobilization Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Review recommendations for the release of resources and supplies from the Demobilization Unit. <input type="checkbox"/> Schedule a demobilization planning meeting. <input type="checkbox"/> Ensure that current and future resource and supply requirements have been closely estimated. <input type="checkbox"/> Establish general service and support requirements. <input type="checkbox"/> Modify specific work assignments for general and command staff, as required. <input type="checkbox"/> Summarize the actions to be taken. <input type="checkbox"/> Have the Planning Section Chief document the demobilization plan.

RESPONSIBILITY	TASKS
Coordinate Staff Activity	<ul style="list-style-type: none"> <input type="checkbox"/> Periodically check the progress on assigned tasks of Logistics, Planning, Operations, and Finance/Administration Sections, as well as command staff personnel. <input type="checkbox"/> Ensure that the general welfare and safety of personnel is adequate. <input type="checkbox"/> Notify the Resources Unit of changes to the command or general staff organization, including the name of the person assigned to each position.
Release Resources and Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> Review recommendations for any release of resources and supplies from the general staff. <input type="checkbox"/> Approve release recommendations. <input type="checkbox"/> Ensure that local agency dispatch centers are notified of the intended release. <input type="checkbox"/> Direct the Planning Section Chief to prepare an assignment list for the release of resources. <input type="checkbox"/> Direct the Logistics Section Chief to release supplies.

PUBLIC INFORMATION OFFICER CHECKLIST

The Public Information Officer, PIO, a member of the command staff, is responsible for the collection and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer reports to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Information Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contact the jurisdictional agency to coordinate public information activities. Establish a Joint Information Center (JIC), whenever possible. Determine from the Incident Commander if there are any limits on information release. Arrange for necessary work space, materials, telephones, and staffing. Obtain copies of the Incident Commander’s Situation Status Summary Report (ICS Form 209 or local form). Prepare an initial information summary as soon as possible after arrival. Observe constraints on the release of information imposed by the Incident Commander. Obtain approval for information release from the Incident Commander. Release news to the media and post information at the Incident Command Post and other appropriate location(s). Attend meetings between the media and incident personnel. Arrange for meetings between the media and incident personnel. Provide escort service to the media and VIPs. Provide protective clothing for the media and VIPs (as appropriate). Respond to special requests for information. Maintain the unit log (ICS Form 214 or local form).

PUBLIC INFORMATION OFFICER RESPONSIBILITIES AND TASKS

The major responsibilities of the Information Officer are listed below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Identify Information Officer Activities	<ul style="list-style-type: none"> <input type="checkbox"/> Contact the jurisdiction's responsible agency to determine what other external public information activities are being performed for this incident. <input type="checkbox"/> Establish the coordination of information acquisition and dissemination. <input type="checkbox"/> Compile the information, and maintain records.
Establish an Information Center as Required	<ul style="list-style-type: none"> <input type="checkbox"/> Establish an information center adjacent to the Incident Command Post area where it will not interfere with Incident Command Post activities. <input type="checkbox"/> Contact the Facilities Unit for any support required to set up the information center.
Prepare a Press Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain from the Incident Commander any constraints on the release of information. <input type="checkbox"/> Select the information to be released (e.g., the size of the incident, the agencies involved, etc.). <input type="checkbox"/> Prepare the material for release (obtained from the Incident Briefing [ICS Form 201 or local form], Situation Unit status reports, etc.). <input type="checkbox"/> Obtain the Incident Commander's approval for release. (Note: The Incident Commander may give blanket release authority.) <input type="checkbox"/> Release the information for distribution to the news media. <input type="checkbox"/> Release the information to press representatives at the joint information center (JIC). <input type="checkbox"/> Post a copy of all information summaries in the Incident Command Post area and at other appropriate incident locations (e.g., base, camps, etc.).
Collect and Assemble Incident Information	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the latest situation status and fire behavior prediction information from the appropriate Situation Unit Leader. <input type="checkbox"/> Observe incident operations. <input type="checkbox"/> Hold discussions with incident personnel. <input type="checkbox"/> Identify special event information (e.g., evacuations, injuries, etc.). <input type="checkbox"/> Contact external agencies for additional information. <input type="checkbox"/> Review the current incident action plan (ICS Form 202 or local form). <input type="checkbox"/> Repeat the above procedures as necessary to satisfy media needs.

RESPONSIBILITY	TASKS
<p>Provide Liaison between Media and Incident Personnel</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Receive requests from the media to meet with incident personnel and vice versa. <input type="checkbox"/> Identify the parties involved in the request (e.g., the Incident Commander for TV interviewers, etc.). <input type="checkbox"/> Determine if policies have been established to handle requests, and, if so, proceed accordingly. <input type="checkbox"/> Obtain any required permission to satisfy a request (i.e., the Incident Commander's). <input type="checkbox"/> Fulfill the request or advise the requesting party of the inability to do so, as the case may be. <input type="checkbox"/> Coordinate as necessary with the Incident Commander for news media flights into the incident area.
<p>Respond to Special Requests for Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Receive request for information. <input type="checkbox"/> Determine if the requested information is currently available, and, if so, provide it to the requesting party. <input type="checkbox"/> Determine if currently unavailable information can be reasonably obtained by contacting incident personnel. <input type="checkbox"/> Assemble the desired and/or available information, and provide it to the requesting party.
<p>Maintain the Unit Log</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Record the Information Officer's actions on the unit log (ICS Form 214 or local form). <input type="checkbox"/> Collect and transmit information summaries and unit logs to the Documentation Unit at the end of each operational period.

SAFETY OFFICER CHECKLIST

The Safety Officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan. The Safety Officer reports to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Safety Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain an incoming briefing from the Incident Commander. Identify hazardous situations associated with the incident. Participate in planning meetings. Review the incident action plan. Identify potentially unsafe situations. Exercise emergency authority to stop and prevent unsafe acts. Investigate accidents that have occurred within the incident area. Assign assistants as needed. Review and approve the medical plan (ICS Form 206 or local form). Maintain the unit log (ICS Form 214 or local form).

SAFETY OFFICER RESPONSIBILITIES AND TASKS

The major responsibilities of the Safety Officer are listed below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Obtain a Briefing from the Incident Commander	<ul style="list-style-type: none"> <input type="checkbox"/> Receive a briefing from the Incident Commander to obtain: <ul style="list-style-type: none"> ◆ Relieved Incident Commander’s Incident Briefing (ICS Form 201 or local form). ◆ Summary of the incident organization. ◆ Special instructions. <input type="checkbox"/> Obtain a copy of the incident action plan from the Incident Commander.
Identify Hazardous Situations Associated with the Incident Environment Prior to First Planning Meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Identify and resolve unsafe situations in the incident area (e.g., unsafe sleeping areas, absence of protective clothing etc.). <input type="checkbox"/> Compile and record hazardous and potentially hazardous situations for presentation at the planning meeting.
Attend the Planning Meeting to Advise on Safety Matters	<ul style="list-style-type: none"> <input type="checkbox"/> Review the suggested strategy and control operations as presented at the planning meeting. <input type="checkbox"/> Identify potentially hazardous situations associated with the proposed plans and/or strategies. <input type="checkbox"/> Advise the general staff of such situations.
Identify Potentially Unsafe Situations	<ul style="list-style-type: none"> <input type="checkbox"/> Review the incident action plan. <input type="checkbox"/> Receive reports from incident personnel concerning safety matters. <input type="checkbox"/> Review reports to identify hazardous environmental and operational situations. <input type="checkbox"/> Personally survey the incident environment and operations, as appropriate. <input type="checkbox"/> Obtain and review Situation Unit information to identify unsafe situations.
Advise Incident Personnel in Matters Affecting Personnel Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Identify potentially hazardous situations. (See previous tasks.) <input type="checkbox"/> Determine the appropriate actions to ensure personnel safety. <input type="checkbox"/> Coordinate with incident supervisory personnel, as required. <input type="checkbox"/> Advise incident personnel as to the appropriate action.
Exercise Emergency Authority to Prevent or Stop Unsafe Acts	<ul style="list-style-type: none"> <input type="checkbox"/> Identify potentially hazardous situations. (See previous tasks.) <input type="checkbox"/> Determine the severity of the situation. <input type="checkbox"/> Determine if the situation requires the use of emergency authority, and, if so, exercise that authority to prevent or stop the act. <input type="checkbox"/> Coordinate with the appropriate supervisory personnel.

RESPONSIBILITY	TASKS
<p>Investigate (or Coordinate Investigation of) Accidents that Occur within the Incident Area</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Receive notification of the accident. <input type="checkbox"/> Obtain information concerning the accident by: <ul style="list-style-type: none"> ◆ Interviewing personnel. ◆ Visiting the scene of the accident. ◆ Photographing the scene (if appropriate). ◆ Collecting evidence (if appropriate). ◆ Collecting reports prepared by involved personnel. <input type="checkbox"/> Reconstruct the accident events. <input type="checkbox"/> Identify the cause of the accident (if possible). <input type="checkbox"/> Recommend corrective action. <input type="checkbox"/> Prepare the accident report and submit it to the Incident Commander.
<p>Review the Medical Plan</p>	<p>Coordinate with the Medical Unit Leader on the preparation of the medical plan (ICS Form 206 or local form). Review the plan for completeness. Discuss areas of concern with the Medical Unit Leader and provide instructions for correction.</p>
<p>Maintain the Unit Log</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Record the Safety Officer’s actions on the unit log (ICS Form 214 or local form). <input type="checkbox"/> Collect and transmit required records and logs to the Documentation Unit at the end of each operational period.

LIAISON OFFICER CHECKLIST

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

Instructions: The checklist below presents the minimum requirements for Liaison Officers. Note that some items are one-time actions, while others are ongoing throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from Incident Commander. Provide a point of contact for assisting and/or coordinating with agency representatives. Identify representatives from each involved agency, including a communications link and his or her location. Keep agencies supporting the incident aware of incident status. Respond to requests from incident personnel for interorganizational contacts. Monitor incident operations to identify current or potential inter-organizational contacts. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources. Maintain the unit log (ICS Form 214 or local form).

LIAISON OFFICER RESPONSIBILITIES AND TASKS

The major responsibilities of the Liaison Officer are listed below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Obtain a Briefing	<p>Receive a briefing from the Incident Commander and obtain the:</p> <ul style="list-style-type: none"> Incident Briefing Report (ICS Form 201 or local form). Summary of the incident organization. Names of agencies currently involved in the incident. Special instructions from the Incident Commander. Obtain the incident action plan, when available.
Provide Point of Contact for Assisting and/or Cooperating Agencies	<ul style="list-style-type: none"> <input type="checkbox"/> Identify assisting and cooperating agencies from: <ul style="list-style-type: none"> ◆ The Incident Briefing Report (ICS Form 201 or local form). ◆ Local dispatchers. <input type="checkbox"/> Determine if assisting and cooperating agencies have assigned agency representatives. If so, obtain their names, locations, and communication channels by contacting: <ul style="list-style-type: none"> ◆ The agencies. ◆ The Incident Commander. ◆ The agencies' senior officers at the scene. <input type="checkbox"/> Receive requests for contacts between incident personnel and agency personnel. <input type="checkbox"/> Identify the appropriate personnel to contact (either incident or agency personnel). <input type="checkbox"/> Establish contact with the appropriate personnel. <input type="checkbox"/> Take the necessary action to satisfy requests. <input type="checkbox"/> Notify concerned personnel.
Identify Current or Potential Interagency Problems	<ul style="list-style-type: none"> <input type="checkbox"/> Receive complaints pertaining to matters such as a lack of logistics, inadequate communications, and personnel problems. <input type="checkbox"/> Personally observe incident operations to identify current or potential interagency problems. <input type="checkbox"/> Notify the appropriate personnel of current or potential problems.
Maintain the Unit Log	<ul style="list-style-type: none"> <input type="checkbox"/> Record key actions on the unit log (ICS Form 201 or local form). <input type="checkbox"/> Collect and transmit the required records and logs to the Documentation Unit at the end of each operational period.

AGENCY REPRESENTATIVE CHECKLIST

An Agency Representative is assigned to an incident from an assisting or cooperating agency with full authority to make decisions on all matters affecting that agency’s participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one Agency Representative from each agency assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Agency Representatives. Note that some of the activities are one-time actions, while others are ongoing throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Check in at the Incident Command Post. Complete the check-in list (ICS Form 211 or local form). Ensure that all agency resources have completed check-in.
<input type="checkbox"/>	Obtain a briefing from the Liaison Officer or Incident Commander.
<input type="checkbox"/>	Establish a working location. Advise agency personnel at the incident that the agency representative position has been filled.
<input type="checkbox"/>	Attend planning meetings, as required.
<input type="checkbox"/>	Provide input on the use of agency resources if no resource technical specialists are assigned.
<input type="checkbox"/>	Cooperate fully with the Incident Commander and general staff on the agency’s involvement at the incident.
<input type="checkbox"/>	Oversee the well-being and safety of agency personnel assigned to the incident.
<input type="checkbox"/>	Advise the Liaison Officer of any special agency needs or requirements.
<input type="checkbox"/>	Determine if any special reports or documents are required.
<input type="checkbox"/>	Report to agency dispatch or headquarters on a prearranged schedule.
<input type="checkbox"/>	Ensure that all agency personnel and/or equipment are properly accounted for and released prior to your departure.
<input type="checkbox"/>	Ensure that all required agency forms, reports, and documents are complete prior to your departure.
<input type="checkbox"/>	Hold a debriefing session with the Liaison Officer or Incident Commander prior to departure.

PLANNING / INTELLIGENCE SECTION CHIEF CHECKLIST

The Planning / Intelligence Section Chief, a member of the Incident Commander’s general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to:

- ◆ Gather Intelligence to understand the current situation.
- ◆ Predict the probable course of incident events.
- ◆ Prepare alternative strategies and future planning for the incident.

The Planning / Intelligence Section Chief reports directly to the Incident Commander. The Planning / Intelligence Section Chief may have a deputy. The deputy’s responsibilities will be as delegated by the Planning / Intelligence Section Chief. Unit functions may be combined if workload permits.

Instructions: The checklist below presents the minimum requirements for Planning / Intelligence Section Chiefs. Note that some activities are one-time actions, while others are ongoing and repetitive throughout the incident.

<i>COMPLETED</i>	<i>TASKS</i>
<i>NOT APPLICABLE</i>	
<input type="checkbox"/>	Obtain a briefing from the Incident Commander.
<input type="checkbox"/>	Activate Planning / Intelligence Section units.
<input type="checkbox"/>	Collect and process situation information about the incident.
<input type="checkbox"/>	Reassign initial response personnel to incident positions, as appropriate.
<input type="checkbox"/>	Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident action plan.
<input type="checkbox"/>	Notify the Resources Unit of the Planning Section units which have been activated, including the names and locations of assigned personnel.
<input type="checkbox"/>	Establish a weather data collection system, when necessary.
<input type="checkbox"/>	Supervise the preparation of the Incident action plan (see planning process checklist).
<input type="checkbox"/>	Assemble information on alternative strategies.
<input type="checkbox"/>	Assemble and disassemble strike teams not assigned to operations.
<input type="checkbox"/>	Identify the need for use of specialized resource(s).
<input type="checkbox"/>	Perform operational planning for the Planning Section.
<input type="checkbox"/>	Provide periodic predictions on incident potential.
<input type="checkbox"/>	Compile and display the staff incident status summary information.
<input type="checkbox"/>	Advise the general staff of any significant changes in incident status.
<input type="checkbox"/>	Provide the incident traffic plan.
<input type="checkbox"/>	If requested, assemble and disassemble strike teams and task forces not assigned to operations.
<input type="checkbox"/>	Supervise the Planning Section units.
<input type="checkbox"/>	Prepare and distribute the Incident Commander’s orders.
<input type="checkbox"/>	Instruct the Planning Section units on how to distribute incident information.
<input type="checkbox"/>	Ensure that normal agency information collection and reporting requirements are being met.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/>	Oversee preparation of incident demobilization plan. Prepare recommendations for the release of resources (to be submitted to the Incident Commander).

PLANNING / INTELLIGENCE SECTION CHIEF RESPONSIBILITIES

The major responsibilities of the Planning / Intelligence section chief are stated below. Following each responsibility are procedures for implementing the activity.

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<ul style="list-style-type: none"> <input type="checkbox"/> Receive briefing from the Incident Commander and obtain: <ul style="list-style-type: none"> ◆ Incident Commander's Incident Briefing (ICS Form 201 or local form). ◆ Summary of resources dispatched to the incident. ◆ Initial restrictions concerning work activities.
Activate Planning Section Units	<ul style="list-style-type: none"> <input type="checkbox"/> Determine from the Incident Commander's briefing what Planning / Intelligence Section personnel have been dispatched. <input type="checkbox"/> Confirm dispatch of Planning / Intelligence Section personnel. <input type="checkbox"/> Plan preliminary organization of Planning / Intelligence Section. <input type="checkbox"/> Identify units to be activated. <input type="checkbox"/> Estimate personnel required. <input type="checkbox"/> Compare preliminary plan with personnel dispatched, as appropriate. <input type="checkbox"/> Establish time intervals at which data are to be supplied by Planning Section units. <input type="checkbox"/> Assign work locations and work tasks to Planning / Intelligence Section personnel. <input type="checkbox"/> Request additional personnel as required. <input type="checkbox"/> Notify Resources Unit of Section units activated, including names and locations of assigned personnel.
Reassign Initial Personnel to Incident Positions	<ul style="list-style-type: none"> <input type="checkbox"/> Review the situation to identify the need for personnel familiar with the incident area. <input type="checkbox"/> Identify personnel who are most familiar with the incident area. <input type="checkbox"/> Arrange for reassignment of these personnel to incident positions. <input type="checkbox"/> Ensure adequate Section personnel are available to complete the Operational Planning Worksheet (ICS Form 215 or local form).

RESPONSIBILITY	TASKS
<p>Supervise Preparation of Incident Action Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish information requirements and reporting schedules for all ICS organizational elements to use in preparing the incident action plan and attachments. <input type="checkbox"/> Present general incident control objectives, including alternatives. <input type="checkbox"/> Participate in a discussion of specific operations being considered, and provide detailed information concerning: <ul style="list-style-type: none"> ◆ Resource availability. ◆ Situation status. ◆ Situation predictions. ◆ Weather. ◆ Communication capabilities. ◆ Environmental impact and cost of resources use information. <input type="checkbox"/> Participate in selection of operational objectives for the next operational period. <input type="checkbox"/> Assemble appropriate material for inclusion in the incident action plan. <input type="checkbox"/> Ensure that all operations support and service needs are coordinated with the Logistics Section prior to release of the incident action plan. <input type="checkbox"/> Document and distribute the incident action plan to the Incident Commander, section chiefs, branch directors, unit leaders, division/group supervisors, incident command staff, and strike team/task force leaders. <input type="checkbox"/> Receive notification of incident action plan changes from the Operations Section Chief. <input type="checkbox"/> Distribute incident action plan changes to recipients of the plan. <p>Note: The Section Chief may include in the meeting those Planning / Intelligence Section technical specialists deemed necessary.</p>
<p>Assemble Information on Alternative Strategies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the current situation status, resource status, weather, and prediction reports for the current incident status. <input type="checkbox"/> Develop alternative strategies using technical specialists and operations personnel, as appropriate. <input type="checkbox"/> Identify resources required to implement the alternative operational objectives. <input type="checkbox"/> Contact the involved agency dispatch center to identify resource availability for the incident. <input type="checkbox"/> Document alternatives for presentation to the Incident Commander and his or her staff.

RESPONSIBILITY	TASKS
Assemble Strike Teams/Task Forces not Assigned to Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Prior to each planning meeting, identify individual resources not assigned to the Operations Section. <input type="checkbox"/> Periodically review operations activity to determine the need to assemble additional strike teams/task forces from individual resources. <input type="checkbox"/> Determine strike teams/task forces to be assembled by type, location, and strike team leader. <input type="checkbox"/> Request the Resources Unit to select specific resources to assign to each strike team/task force and assign a designator. <input type="checkbox"/> Request the Resources Unit to notify strike team/task force leaders and resources to assemble into assigned strike teams/task forces by preparing a list of assignments and submitting the assignment list to the communications center for assignment. <p>Note: The specifications for each kind/type of strike team/task force must be followed and all units must have a common communications link. If needed, arrange for additional radios through the Communications Unit.</p>
Disassembling Strike Teams	<p>Note: Strike teams are not disassembled unless there is a need for a specific resource or fewer resources than in a strike team and/or it would be inappropriate to use a full strike team. When strike teams are disassembled at the incident, the individual units must be identified and carried by the resources unit.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disassemble strike teams (or task forces) for demobilization. <input type="checkbox"/> Reassemble strike teams that have been disassembled for purposes other than demobilization at the earliest possible time. <input type="checkbox"/> Review alternative operational objectives to determine the need for the use of individual resources versus task forces. <input type="checkbox"/> Identify individual resources and strike teams that are not assigned to the Operations Section (including their leaders). <input type="checkbox"/> Determine if there is an adequate number of individual resources to meet the needs of the incident. <input type="checkbox"/> Determine the strike teams that can be disassembled. <input type="checkbox"/> Request the Resources Unit to prepare reassignment of strike team leaders to manage task forces. <input type="checkbox"/> Request the Resources Unit to reassign resources by designating resources to a specific mission or to other units in staging areas, the base, or camps. <input type="checkbox"/> Request the Resources Unit to notify strike team/task force leaders of disassembly and reassignment of resources (as required).

RESPONSIBILITY	TASKS
Identify Need for use of Specialized Resources	<ul style="list-style-type: none"> <input type="checkbox"/> As part of the planning function, identify the need for technical specialists. <input type="checkbox"/> Request personnel with required special knowledge/ experience to be assigned to the Planning / Intelligence Section. <p>Note: Some specialists may be assigned temporarily or for a short duration.</p>
Perform Operational Planning for Planning Section	<ul style="list-style-type: none"> <input type="checkbox"/> Review the incident action plan with the Planning / Intelligence Section Chief. <input type="checkbox"/> Plan the organization of the Planning / Intelligence Section by identifying units to be activated and estimating the number of personnel required. <input type="checkbox"/> Request needed additional personnel from the Resources Unit. <input type="checkbox"/> If personnel are not available from the Resources Unit, request them directly from the Logistics Section Chief. <input type="checkbox"/> Give specific work tasks including work locations to the Planning / Intelligence Section staff.
Provide Periodic Predictions on Incident Potential	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the latest incident prediction information and incident action plan. <input type="checkbox"/> Obtain the current situation status summary from the Situation Unit. <input type="checkbox"/> Identify risks and possible hazards. <input type="checkbox"/> Estimate work accomplishment for the prediction period. <input type="checkbox"/> Document predictions on the course of the incident. <input type="checkbox"/> Present predictions at the planning meeting and display in the Incident Command Post area. <input type="checkbox"/> Repeat procedures at the intervals specified by the Incident Commander or upon occurrence of significant events. <input type="checkbox"/> If the prediction indicates a significant change in the course of the incident, immediately notify the Incident Commander and the Operations Section Chief.
Compile and Display Incident Status Information	<ul style="list-style-type: none"> <input type="checkbox"/> Display incident status summary information at a common location in the Incident Command Post area, including multiple overlays, if needed. <input type="checkbox"/> Receive information from the Situation Unit, Resources Unit, and the incident prediction and review information for completeness. Specify location and method of display. <input type="checkbox"/> Ensure that all reports are displayed. <input type="checkbox"/> Repeat these procedures at intervals specified by the Incident Commander or upon occurrence of significant events.

RESPONSIBILITY	TASKS
Advise General Staff of any Significant Changes in Incident Status	<ul style="list-style-type: none"> <input type="checkbox"/> Reported significant changes in incident status to the general staff immediately. <input type="checkbox"/> Receive requests for incident status information from the general staff. <input type="checkbox"/> Obtain incident status information from appropriate sources. <input type="checkbox"/> Assemble and summarize the requested information in an appropriate form. <input type="checkbox"/> Supply the information to the general staff.
Prepare and Provide Incident Traffic Plan	<p>Note: The traffic plan will include the following information:</p> <ul style="list-style-type: none"> ◆ Specified routes to reporting locations for resources dispatched to the incident. ◆ Specified routes inside general incident area. ◆ Traffic flow inside ICS facilities. <p>To prepare the traffic plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review control operations to determine the locations of planned operations activities and the locations of all incident facilities. <input type="checkbox"/> Review the information obtained from the Situation Unit and/or agency dispatch center(s) to determine existing roadways and their characteristics and capabilities. <input type="checkbox"/> Establish traffic routing factors and coordinate traffic flow plans with appropriate agency representatives. <input type="checkbox"/> Document the traffic plan and attach in to the incident action plan. <input type="checkbox"/> Ensure that Ground Support Unit receives a copy of the traffic plan.
Supervise Planning / Intelligence Section Units	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain communications with Planning / Intelligence Section personnel. <input type="checkbox"/> Coordinate the activities of all Planning / Intelligence Section units. <input type="checkbox"/> Ensure the general safety and welfare of Planning / Intelligence Section personnel.
Prepare and Distribute Incident Commander's Orders	<ul style="list-style-type: none"> <input type="checkbox"/> Identify orders being issued in the name of the Incident Commander. <input type="checkbox"/> Document all formal operational orders given by the Incident Commander. <input type="checkbox"/> Identify the organizational elements responsible for executing the orders. <input type="checkbox"/> Distribute the orders in accordance with local policy.
Instruct Planning / Intelligence Section Units on Distribution of Incident Information	<ul style="list-style-type: none"> <input type="checkbox"/> Contact section chiefs and command staff to determine major information categories they want to receive automatically from the Planning / Intelligence Section. <input type="checkbox"/> Consolidate the information and prepare a list for each unit.

RESPONSIBILITY	TASKS
Prepare Recommendations for Release of Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the number of out-of-service resources and/or individuals by reviewing the current resource status information. <input type="checkbox"/> Review the latest situation status and incident prediction information. <input type="checkbox"/> Estimate current and future requirements for resources. <input type="checkbox"/> Identify and list any potentially surplus resources. <input type="checkbox"/> Review the surplus resource list with Operations Section personnel and the Logistics Section Chief. <input type="checkbox"/> Modify the surplus resource list as necessary. <input type="checkbox"/> Upon approval of the Operations Section Chief and the Logistics Chief, present the list of resources recommended for release to the Incident Commander. <input type="checkbox"/> Document the approved demobilization plan. <input type="checkbox"/> Prepare an assignment list specifying resources to be released and submit it to the Logistics Section Chief for notification of the involved resources. <input type="checkbox"/> Distribute the demobilization plan to the general staff, incident command staff, and agency dispatch centers.
Submit Documentation to Documentation Unit	<ul style="list-style-type: none"> <input type="checkbox"/> Submit all documentation to Documentation Unit at the end of each operational period.

SITUATION UNIT LEADER CHECKLIST

The Situation Unit is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis, and display of that information for use by ICS personnel.

Instructions: The checklist below presents the minimum requirements for Situation Unit Leaders. Note that some items are one-time actions, while others are ongoing and repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Report to and receive a briefing and special instructions from the person in charge of planning / Intelligence activities when you arrive.
<input type="checkbox"/>	Prepare and maintain the Incident Command Post display.
<input type="checkbox"/>	Assign duties to situation status personnel.
<input type="checkbox"/>	Confirm the dispatch and estimated time of arrival of requested Situation Unit personnel and request additional personnel (or release excess personnel).
<input type="checkbox"/>	Collect all incident-related data at the earliest possible opportunity, and continue to do so throughout incident.
<input type="checkbox"/>	Post data on unit work displays and Incident Command Post displays at scheduled intervals or as requested by command post personnel.
<input type="checkbox"/>	Participate in incident planning meetings, as required by the Incident Commander.
<input type="checkbox"/>	Develop and implement accountability, safety and security measures for personnel and resources.
<input type="checkbox"/>	Prepare the Incident Summary Form (ICS Form 209 or local form) before each planning meeting.
<input type="checkbox"/>	Provide photographic services and maps, as necessary.
<input type="checkbox"/>	Provide resources and situation status information in response to specific requests.
<input type="checkbox"/>	Maintain the Situation Unit records.
<input type="checkbox"/>	Receive the order to demobilize the Situation Unit.
<input type="checkbox"/>	Dismantle the Situation Unit displays and place them in storage.
<input type="checkbox"/>	List the expendable supplies that need replenishing and file the list with the Supply Unit.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

RESOURCES UNIT LEADER CHECKLIST

The Resources Unit is primarily responsible for:

- ◆ Seeing that incident resources are properly checked in.
- ◆ The preparation and processing of resource status change information.
- ◆ The preparation and maintenance of displays, charts, and lists which reflect the current status and location of operational resources, transportation, and support vehicles.
- ◆ Maintaining a file or check-in list of resources assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Resources Unit Leaders. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED NOT APPLICABLE</i>	<i>TASKS</i>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Report to and obtain a briefing and special instructions from the Planning / Intelligence Section Chief. Establish check-in procedures at specified incident locations. Using the Incident Briefing Form (ICS Form 201 or local form), prepare and maintain the Incident Command Post display (organizational chart and resource allocation and deployment sections). Assign duties to resource unit personnel. Confirm the dispatch of and estimated time of arrival for ordered Resources Unit personnel. (Request additional personnel or release excess personnel.) Establish contacts with incident facilities by telephone or through the communications center, and begin maintenance of resource status. Participate in Planning Section meetings, as required by the Planning Section Chief. Gather, post, and maintain incident resource status. Gather, post, and maintain resources status of transportation and support vehicles and personnel. Maintain a master list of all resources checked at the incident. Prepare the organization Assignment List (ICS Form 203 or local form) and Organization Chart (ICS Form 204 or local form).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Prepare the appropriate parts of Division Assignment Lists (ICS Form 204 or local form). Provide resource summary information to the Situation Unit, as requested. Receive the order to demobilize the Resources Unit. List the expendable supplies that need replenishing and file with the Supply Unit Leader. Maintain the unit log (ICS Form 214 or local form).

DOCUMENTATION UNIT LEADER CHECKLIST

The Documentation Unit is responsible for:

- ◆ Maintaining accurate and complete incident files.
- ◆ Providing duplication service to incident personnel.
- ◆ Pack and store incident files for legal, analytical, and historical purposes.

Instructions: The checklist below presents the minimum requirements for Documentation Unit Leaders. Note that some activities are one-time actions, while others are ongoing throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Planning / Intelligence Section Chief.
<input type="checkbox"/>	Establish a work area.
<input type="checkbox"/>	Establish and organize incident files.
<input type="checkbox"/>	Establish a duplication service and respond to requests.
<input type="checkbox"/>	Retain and file duplicate copies of official forms and reports.
<input type="checkbox"/>	Accept and file reports and forms submitted by ICS units.
<input type="checkbox"/>	Check on the accuracy and completeness of records submitted for files.
<input type="checkbox"/>	Correct errors or omissions by contacting the appropriate ICS units.
<input type="checkbox"/>	Provide duplicates of forms and reports to authorized requestors.
<input type="checkbox"/>	Prepare incident documentation for the Planning Section Chief when requested.
<input type="checkbox"/>	Maintain, retain, and store incident files for after incident use.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

DEMOBILIZATION UNIT LEADER CHECKLIST

The demobilization of the resources and personnel from a major incident is a team effort involving all elements of the incident command organization. The Demobilization Unit develops the demobilization plan and coordinates and supports the implementation of that plan throughout the incident command organization. Several units of the incident command organization—primarily in logistics—are responsible for assisting in the demobilization effort. These units also should participate in the preparation of the plan.

The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting sections and/or units in ensuring that an orderly, safe, and cost-effective movement of personnel and equipment is accomplished from the incident.

Individual agencies and/or contractors may have additional specific procedures to follow in the process of incident demobilization.

Instructions: The checklist below presents the minimum requirements for Demobilization Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Follow ICS general instructions.
<input type="checkbox"/>	Obtain a briefing from the Planning / Intelligence Section Chief.
<input type="checkbox"/>	Review the incident resource records (ICS Forms 201, 211, 219 or local forms) to determine the probable size of the demobilization effort.
<input type="checkbox"/>	Assess and fill unit needs for additional personnel, workspace, and supplies.
<input type="checkbox"/>	Obtain objectives, priorities, and constraints on demobilization from the Planning Section Chief, agency representatives, and contractors, as applicable.
<input type="checkbox"/>	Meet with agency representatives to determine: <ul style="list-style-type: none"> ◆ Personnel rest and safety issues. ◆ Coordination procedure with cooperating and/or assisting agencies.
<input type="checkbox"/>	Be aware of ongoing Operations Section resource needs.
<input type="checkbox"/>	Obtain identification and description of surplus resources and probable release times.
<input type="checkbox"/>	Coordinate with the Planning / Intelligence Section to arrange shifts to assure priority resources are available for release.
<input type="checkbox"/>	Develop release procedures in coordination with other sections and/or units and agency dispatch center(s).
<input type="checkbox"/>	Coordinate with sections and/or units to determine their capabilities to support the demobilization effort.
<input type="checkbox"/>	Establish a communications link with appropriate off-incident facilities.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> 	<p>Prepare the demobilization plan, including following sections:</p> <ul style="list-style-type: none"> ◆ <i>General</i> – Discussion of the demobilization procedure. ◆ <i>Responsibilities</i> – Specific implementation responsibility and activity. ◆ <i>Release Priority</i> – Take into account the assisting agency requirements and kinds and types of resources. ◆ <i>Release Procedures</i> – Detailed steps and processes to be followed. ◆ <i>Travel Restrictions</i> – Restrictions and instructions for travel. <p><input type="checkbox"/> Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.</p> <p><input type="checkbox"/> Obtain approval of the demobilization plan.</p> <p><input type="checkbox"/> Distribute the plan to each section and processing point (on-and off-incident).</p> <p><input type="checkbox"/> Ensure that all sections and/or units understand their responsibilities within the demobilization plan.</p> <p><input type="checkbox"/> Ensure that all personnel receive a critical incident stress debriefing.</p> <p><input type="checkbox"/> Coordinate and closely supervise the demobilization process.</p> <p><input type="checkbox"/> Brief the Planning / Intelligence Section Chief on the progress of demobilization.</p> <p><input type="checkbox"/> Complete all records prior to departure.</p> <p><input type="checkbox"/> Maintain the unit log (ICS Form 214 or local form).</p>

OPERATIONS SECTION CHIEF CHECKLIST

The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan. The Operations Section Chief also assists in the formulation of the incident action plan and directs its execution. The Operations Section Chief also directs the formulation and execution of subordinate unit operational plans and requests or releases resources and recommends these to the incident commander. He or she also makes expedient changes to the incident action plan (as necessary) and reports such to the Incident Commander.

The Operations Section Chief reports directly to the Incident Commander. The Operations Section Chief may have a deputy. The deputy’s responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period.

Instructions: The checklist below presents the minimum requirements for Operations Section Chiefs. Note that some activities are one-time actions, while others are ongoing throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Incident Commander. Develop the operations portion of the incident action plan. Brief and assign operations personnel in accordance with the incident action plan. Supervise operations. Establish staging areas. Determine need and request additional resources. Review the suggested list of resources to be released and initiate recommendations for the release of resources. Assemble and disassemble strike teams assigned to the Operations Section. Report information about activities, events, and occurrences to the Incident Commander.

OPERATIONS SECTION CHIEF RESPONSIBILITIES AND TASKS

The major responsibilities of the Operations Section Chief are stated below. Following each are tasks for implementing the activity.

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<ul style="list-style-type: none"> <input type="checkbox"/> Receive briefing from Incident Commander and obtain: ◆ Incident Briefing (ICS Form 201 or local form). ◆ Summary of resources dispatched to the incident. ◆ Initial instructions concerning work activities.
Develop Operations Portion of Incident Action Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss incident situation with immediate subordinates and obtain control actions planned for each operational period. <input type="checkbox"/> Review control operations based on information provided by the Planning Section relating to: <ul style="list-style-type: none"> ◆ Resource availability. ◆ Situation status. ◆ Fire behavior prediction. ◆ Weather. ◆ Communications capability. ◆ Environmental impact and cost/resources use information. <input type="checkbox"/> Develop planned control operations for each division/group. <input type="checkbox"/> Make resource assignments for each division/group in conjunction with the Resources Unit.
Brief Operations Personnel on Incident Action Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Contact the Resources Unit to identify branch directors and division/group supervisors who have been dispatched to the incident. <input type="checkbox"/> Conduct a briefing meeting for branch directors and division/group supervisors on the incident action plan and attachments. <input type="checkbox"/> Make sure subordinates have the incident action plan. <input type="checkbox"/> Establish reporting requirements concerning execution of the operations portion of the incident action plan. <input type="checkbox"/> Provide additional information as requested by subordinates.

RESPONSIBILITY	TASKS
Supervise Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Receive information routinely or as requested about operations activities from Situation Unit field observers and operations personnel. <input type="checkbox"/> Determine the adequacy of operations progress by: <ul style="list-style-type: none"> ◆ Approving changes to incident action plan as necessary. ◆ Providing information on the above changes to the Incident Commander and Planning Section Chief. <input type="checkbox"/> Implement necessary changes in operations. <input type="checkbox"/> Handle unresolved problems within the Operations Section. <input type="checkbox"/> Provide for the general welfare and safety of operations personnel.
Establish and Maintain Staging Areas	<ul style="list-style-type: none"> <input type="checkbox"/> Identify appropriate location(s) for staging area(s). <input type="checkbox"/> Identify expected number and type of resources to be assembled in each area. <input type="checkbox"/> Identify anticipated duration for use of each area. <input type="checkbox"/> Determine if there is any need for temporary assignment of logistics service and support to staging areas. <input type="checkbox"/> Make arrangements for temporary logistics, if required, by notifying the Logistics Section Chief. <input type="checkbox"/> Assign a Staging Area Manager to each staging area, as appropriate.
Determine Need for Additional Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the progress of operations by obtaining the latest situation report, and the latest fire behavior prediction, and receive and evaluate reports from operations personnel. <input type="checkbox"/> Determine the reason(s) for inadequacies in operations, if they exist. <input type="checkbox"/> Request any additional required resources from the Resources Unit and provide the type and quantity, time and location of need, and supervisor and communications channel to use.
Review Suggested List of Resources to be Released	<ul style="list-style-type: none"> <input type="checkbox"/> Review the list of potential resources to be released provided by the Planning Section Chief. <input type="checkbox"/> Evaluate the adequacy of operations by reviewing the latest situation status information, the latest fire behavior prediction information, and reports from field personnel. <input type="checkbox"/> Estimate current and future resource requirements. <input type="checkbox"/> Submit a list of resource requirements to the Resource Unit.
Assemble Strike Team from Resources Assigned to Operations Section	<ul style="list-style-type: none"> <input type="checkbox"/> Periodically review operations control activity to determine need for assembling strike teams from individual resources. <input type="checkbox"/> Determine strike teams to be assembled by type, location, and strike team leader.

RESPONSIBILITY	TASKS
	<ul style="list-style-type: none"> <input type="checkbox"/> Select specific resources to assign to each strike team. <input type="checkbox"/> Notify strike team leaders and resources to assemble into assigned strike teams by preparing a list of assignments and submitting the list to Resources Unit which will assign strike team identification numbers and change the status of the assigned resources. <p>Note: The specifications for each type of strike team must be followed, and all units within a strike team must have a common communications link.</p>
Disassemble Strike Teams Assigned to Operations Section	<p>Note: Strike teams are not disassembled unless there is a need for a specific resource or a need for fewer resources than in a strike team. When strike teams are disassembled at the incident, the individual units are identified and status maintained by the Resources Unit. A strike team assembled at the incident may be disassembled for demobilization. Strike teams disassembled for purposes other than demobilization will reassemble at the earliest possible time.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review alternative control actions to determine anticipated need for types of resources other than strike teams such as single resources and task forces. <input type="checkbox"/> Review resource status. <input type="checkbox"/> Determine if there are an adequate number of single resources to fill needs at the incident. <input type="checkbox"/> Determine strike teams to be disassembled. <input type="checkbox"/> Reassign or release strike team leader. <input type="checkbox"/> Reassign resources to specific missions as applicable. <input type="checkbox"/> Notify strike team leaders of disassembly and reassignment of single resources within their strike teams by: <ul style="list-style-type: none"> ◆ Preparing a list of assignments. ◆ Submitting the list to the communications center for transmitting assignments. ◆ Submitting the list to the Resources Unit for changes to status of resources.
Initiate Recommendation for Release of Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Designate resources recommended for release by type, quantity, location, and time. <input type="checkbox"/> Present recommendations to the Incident Commander with supporting information.
Report Special Incidents/Accidents	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain information about special events, personal observations, and operations personnel from subordinates. This information should include the nature of the event, location, magnitude, personnel involved, initial action(s) taken, and appropriate subsequent action(s). <input type="checkbox"/> Request needed assistance. <input type="checkbox"/> Submit the report to the Incident Commander.

RESPONSIBILITY	TASKS
	<input type="checkbox"/> Maintain the unit log (ICS Form 214 or local form) and give it to the Documentation Unit at the end of each operational period.

STAGING AREA MANAGER CHECKLIST

The Staging Area Manager is responsible for overseeing the staging area. The Staging Area Manager reports to the Operations Section Chief.

Instructions: The Staging Area Manager will accomplish the following checklist of activities. Note that some activities are one-time only actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Operations Section Chief. Proceed to a staging area. Establish a staging area layout. Determine any support needs for equipment, feeding, sanitation, and security. Establish check-in procedures, as appropriate. Determine required resource reserve levels from the Operations Section Chief or Incident Commander. Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums. Post areas for identification and traffic control. Request maintenance service for equipment at staging areas, as appropriate. Respond to request for resource assignments. Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area. Report resource status changes as required. Maintain the staging area in orderly condition. Demobilize the staging area in accordance with the incident demobilization plan. Maintain the unit log (ICS Form 214 or local form).

BRANCH DIRECTOR (OPERATIONS SECTION) CHECKLIST

The Operations Branch Director is responsible for the implementation of the incident action plan within the branch. This includes the direction and execution of branch planning for the assignment of resources within the branch. Branch directors will be activated only when and as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Operations Section Chief. The deputy, if activated, must serve in the same operational period as the director. The Operations Branch Director reports to the Operations Section Chief.

Instructions: The checklist below presents the minimum requirements for Operations Branch Directors. Note that some activities are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Operations Section Chief. Develop with subordinates alternatives for branch control operations. Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies. Attend planning meetings at the request of the Operations Section Chief. Review the Division/Group Assignment List (ICS Form 204 or local form) for divisions/groups within the branch. Modify lists based on the effectiveness of current operations. Assign specific work tasks to division/group supervisors. Resolve logistics problems reported by subordinates. Report to the Operations Section Chief when: <ul style="list-style-type: none"> ◆ The incident action plan must be modified. ◆ Additional resources are needed. ◆ Surplus resources are available. ◆ Hazardous situations or significant events occur. Approve accident and medical reports originating with the branch. Maintain the unit log (ICS Form 214 or local form).

DIVISION/GROUP SUPERVISOR (OPERATIONS SECTION) CHECKLIST

Divisions divide an incident into natural separations where resources can be effectively managed under span-of-control guidelines. Examples of divisions are floors of a building or segments of a line. Groups are functional and describe activity. Examples of groups are ventilation, salvage, or secondary line construction.

The Division or Group Supervisor is responsible for:

- ◆ The implementation of the assigned portion of the incident action plan.
- ◆ The assignment of resources within the division or group.
- ◆ Reporting on the progress of control operations.
- ◆ The status of resources within the division or group.

The Division/Group Supervisor reports to the Branch Director or, in the event that Branch Directors are not activated, to the Operations Section Chief.

Instructions: The checklist below presents the minimum requirements for Division or Group Supervisors. Note that some activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED NOT APPLICABLE</i>	<i>TASKS</i>
<input type="checkbox"/>	Obtain a briefing from a Branch Director or the Operations Section Chief.
<input type="checkbox"/>	Implement the incident action plan for the division or group.
<input type="checkbox"/>	Provide the incident action plan to Strike Team Leaders, when available.
<input type="checkbox"/>	Identify the resources assigned to the division or group.
<input type="checkbox"/>	Review the division or group assignments and incident activities with subordinates and assign tasks.
<input type="checkbox"/>	Ensure that the Communications and/or Resources Unit are advised of all changes in status of resources assigned to the division or group.
<input type="checkbox"/>	Coordinate activities with the adjacent division or group.
<input type="checkbox"/>	Monitor and inspect progress and make changes as necessary.
<input type="checkbox"/>	Determine the need for assistance on assigned tasks.
<input type="checkbox"/>	Submit situation and resource status information to the Branch Director or Operations Section Chief.
<input type="checkbox"/>	Report special occurrences or events (e.g., accidents, sickness, hazardous situations, etc.) to the immediate supervisor.
<input type="checkbox"/>	Resolve logistics problems within the division or group.
<input type="checkbox"/>	Ensure that assigned personnel and equipment get to and from their assignments in a timely and orderly manner.
<input type="checkbox"/>	Participate in the development of branch plans for the next operational period.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

STRIKE TEAM/TASK FORCE LEADER CHECKLIST

The Strike Team or Task Force Leader is responsible for performing operations assigned to a strike team or task force. The leader reports work progress, resource status, and other important information to a division supervisor and maintains work records on assigned personnel. The Strike Team/Task Force Leader reports to a Division/Group Supervisor.

Instructions: The checklist below presents the minimum requirements for Strike Team or Task Force Leaders. Note that some activities are one-time actions, while others are ongoing and repetitive throughout the incident.

COMPLETED/N OT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the division or group supervisor.
<input type="checkbox"/>	Review strike team or task force assignments with subordinates and assign tasks.
<input type="checkbox"/>	Travel to and from active assignment area with assigned resources.
<input type="checkbox"/>	Monitor work progress and make changes when necessary.
<input type="checkbox"/>	Determine the need for assistance on assigned tasks.
<input type="checkbox"/>	Coordinate activities with adjacent strike teams or task forces and single resources.
<input type="checkbox"/>	Submit situation and resource status information to the division or group supervisor.
<input type="checkbox"/>	Retain control of assigned resources while in available or out-of-service status.
<input type="checkbox"/>	Report special events.
<input type="checkbox"/>	Request service and/or support.
<input type="checkbox"/>	Report status and location changes.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

LOGISTICS SECTION CHIEF CHECKLIST

The Logistics Section Chief, a member of the general staff, is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the branches and units within the Logistics Section.

Instructions: The checklist below presents the minimum requirements for Logistics Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED/N OT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Incident Commander.
<input type="checkbox"/>	Plan the organization of the Logistics Section.
<input type="checkbox"/>	Assign work locations and preliminary work tasks to section personnel.
<input type="checkbox"/>	Notify the Resources Unit of the Logistics Section units which have been activated, including the names and locations of assigned personnel.
<input type="checkbox"/>	Assemble and brief unit leaders and branch directors.
<input type="checkbox"/>	Participate in the preparation of the incident action plan.
<input type="checkbox"/>	Identify the service and support requirements for planned and expected operations.
<input type="checkbox"/>	Provide input to and review the communications, medical, and traffic plans.
<input type="checkbox"/>	Coordinate and process requests for additional resources.
<input type="checkbox"/>	Review the incident action plan, and estimate section needs for the next operational period.
<input type="checkbox"/>	Ensure that the incident communications plan is prepared.
<input type="checkbox"/>	Advise on current service and support capabilities.
<input type="checkbox"/>	Prepare the service and support elements of the incident action plan.
<input type="checkbox"/>	Estimate future service and support requirements.
<input type="checkbox"/>	Receive the demobilization plan from the Planning Section.
<input type="checkbox"/>	Recommend the release of unit resources in conformity with the demobilization plan.
<input type="checkbox"/>	Ensure the general welfare and safety of Logistics Section personnel.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

LOGISTICS SECTION CHIEF RESPONSIBILITIES AND TASKS

The major responsibilities of the Logistics Section Chief are stated below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<ul style="list-style-type: none"> <input type="checkbox"/> Receive an incident briefing, summary of resources dispatched to the incident, and initial instructions concerning work activities. <input type="checkbox"/> Obtain a copy of the incident action plan, if available.
Activate Logistics Section Units	<ul style="list-style-type: none"> <input type="checkbox"/> Determine from the incident briefing what Logistics Section personnel have been ordered. <input type="checkbox"/> Confirm order of appropriate Logistics Section personnel. <input type="checkbox"/> Plan preliminary organization of the Logistics Section. <input type="checkbox"/> Compare the preliminary incident action plan with personnel ordered, as appropriate. <input type="checkbox"/> Identify additional personnel needed. <input type="checkbox"/> Request additional personnel. <input type="checkbox"/> Assign work locations and work tasks to logistics section personnel. <input type="checkbox"/> Notify the Resources Unit of Logistics Section units activated, including names and locations of assigned personnel.
Organize Logistics Section	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm arrival of dispatched Logistics Section personnel. <input type="checkbox"/> Assemble and brief Logistics Section personnel. <input type="checkbox"/> Review initial operations of Logistics Section with section personnel. <input type="checkbox"/> Give instructions for initial operations to section personnel.
Assist in Preparation of the Incident Action Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Attend planning meeting. <input type="checkbox"/> Review suggested strategy and operations for next operational period. <input type="checkbox"/> Advise on current service and support capabilities. <input type="checkbox"/> Estimate logistic capabilities with current capabilities. <input type="checkbox"/> Compare required capabilities with current capabilities. <input type="checkbox"/> Determine additional service and support requirements corresponding to the incident action plan. <input type="checkbox"/> Prepare service and support elements of the incident action plan. <input type="checkbox"/> Identify potential future control operations so as to anticipate logistics requirements.
Request Additional Incident Resources	Note: The Logistics Section Chief performs this function only if the Incident Commander has delegated the corresponding authority.

RESPONSIBILITY	TASKS
Perform Operational Planning for Logistics Section	<ul style="list-style-type: none"> <input type="checkbox"/> Receive requests for resources to be ordered from outside of the incident from members of the general staff or the Resources Unit. <input type="checkbox"/> Coordinate requests for additional resources so as to eliminate duplicate requests. <input type="checkbox"/> Submit the request through the communications center for additional resources from outside the incident. The request goes through normal channels and includes a confirmation/denial of request and ETAs.
Update Logistics Section Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the incident action plan from the Planning Section Chief and review with section personnel as appropriate. <input type="checkbox"/> Identify service and support requirements for planned and expected incident operations. <input type="checkbox"/> Plan organization of the Logistics Section. <input type="checkbox"/> Compare organization plan requirements with dispatched personnel. <input type="checkbox"/> Identify needed or surplus personnel. <input type="checkbox"/> Notify the Resources Unit of names of personnel available for assignment or reassignment. <input type="checkbox"/> Notify personnel being reassigned. <input type="checkbox"/> Request additional personnel needed. <input type="checkbox"/> Request additional support from the Incident Commander if personnel are not available from incident sources. <input type="checkbox"/> Notify the Resources Unit of resources assigned by Logistics Section for support and service needs. <input type="checkbox"/> Assign work locations and specific work tasks to section personnel.

RESPONSIBILITY	TASKS
Direct Operations of Organizational Elements	<ul style="list-style-type: none"> <input type="checkbox"/> Receive reports of significant events. <input type="checkbox"/> Periodically check work progress on assigned tasks of support and service branches and units, as appropriate. <input type="checkbox"/> Coordinate and supervise activities of Logistics Section units. <input type="checkbox"/> Ensure general welfare and safety of logistics personnel. <input type="checkbox"/> Provide input to and review communications, medical, and traffic plans.
Recommend Release of Resources/Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> List resources/supplies recommended for release by type, quantity, location, and time. <input type="checkbox"/> Present recommendations to the Planning Section Chief. <input type="checkbox"/> Coordinate with the Demobilization Unit on the demobilization plan.
Maintain Logs and Records	<ul style="list-style-type: none"> <input type="checkbox"/> Record Logistics Section activities on the unit log (ICS Form 214 or local form). <input type="checkbox"/> Maintain agency records and reports. <input type="checkbox"/> Provide unit logs to the Documentation Unit at the end of each operational period.

LOGISTICS SUPPORT BRANCH DIRECTOR CHECKLIST

The Support Branch Director is responsible for the management of all support activities at the incident.

The Support Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief. The Support Branch Director reports to the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Support Branch Directors. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain working materials from the logistics kit. Identify the Support Branch personnel dispatched to the incident. Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director. Prepare the initial organization and assignments for the initial support operations. Assemble and brief Support Branch personnel. Determine if assigned branch resources are sufficient. Monitor the work progress of units, and keep the Logistics Section Chief informed of activities. Resolve problems associated with requests from the Operations Section. Maintain the unit log (ICS Form 214 or local form).

GROUND SUPPORT UNIT LEADER CHECKLIST

The Ground Support Unit Leader is primarily responsible for:

- ◆ Providing for the transportation of personnel, supplies, food, and equipment.
- ◆ Providing for the fueling, service, maintenance, and repair of vehicles and other ground support equipment.
- ◆ Collecting and recording information about the use of rental equipment and services initiated and requested.
- ◆ Implementing the traffic plan for the incident.

Instructions: The checklist below presents the minimum requirements for Ground Support Unit Leaders. Note that some activities are one-time actions and others are ongoing or repetitive throughout the incident.

<i>COMPLETED NOT APPLICABLE</i>	<i>TASKS</i>
<input type="checkbox"/>	Obtain a briefing from the Support Branch Director or Logistics Section Chief.
<input type="checkbox"/>	Participate in Support Branch and/or Logistics Section planning activities.
<input type="checkbox"/>	Implement the traffic plan developed by the Planning Section.
<input type="checkbox"/>	Support out-of-service resources.
<input type="checkbox"/>	Notify the Resources Unit of all status changes on support and transportation vehicles.
<input type="checkbox"/>	Arrange for and activate the fueling, maintenance, and repair of ground resources.
<input type="checkbox"/>	Maintain an inventory of support and transportation vehicles (ICS Form 218 or local form).
<input type="checkbox"/>	Provide transportation services.
<input type="checkbox"/>	Collect information on rented equipment.
<input type="checkbox"/>	Requisition maintenance and repair supplies (e.g., fuel and spare parts).
<input type="checkbox"/>	Maintain incident roads.
<input type="checkbox"/>	Submit reports to the Support Branch Director as directed.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

FOOD UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Food Unit Leader is responsible for determining feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas.

The Food Unit Leader reports to the Service Branch Director (if activated) or the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Food Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Service Branch Director or Logistics Section Chief.
<input type="checkbox"/>	Determine the location of the working assignment and the number of personnel assigned to the base and camps.
<input type="checkbox"/>	Determine the method of feeding the best fits each situation.
<input type="checkbox"/>	Obtain the necessary equipment and supplies to operate the food service facilities at the base and camps.
<input type="checkbox"/>	Ensure that sufficient potable water is available to meet all incident needs.
<input type="checkbox"/>	Set up food unit equipment.
<input type="checkbox"/>	Prepare menus to ensure incident personnel of well-balanced meals.
<input type="checkbox"/>	Ensure that all appropriate health and safety measures are taken.
<input type="checkbox"/>	Supervise cooks and other Food Unit personnel.
<input type="checkbox"/>	Keep an inventory of food on hand, and check in food orders.
<input type="checkbox"/>	Provide the Supply Unit Leader with food supply orders.
<input type="checkbox"/>	Demobilize the Food Unit in accordance with the incident demobilization plan.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

COMMUNICATIONS UNIT LEADER CHECKLIST

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities. These include:

- ◆ Installing and testing of communications equipment.
- ◆ Supervision of the incident communications center.
- ◆ Distribution of communications equipment to incident personnel.
- ◆ Maintenance and repair of communications equipment.

Instructions: The checklist below presents the minimum requirements for Communications Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Service Branch Director or Logistics Section Chief.
<input type="checkbox"/>	Determine the Communications Unit personnel needs.
<input type="checkbox"/>	Advise on the communications capabilities and/or limitations during preparation of the incident action plan.
<input type="checkbox"/>	Prepare and implement the incident radio communications plan (ICS Form 205).
<input type="checkbox"/>	Ensure that the incident communications center and message center is established.
<input type="checkbox"/>	Set up the telephone and public address system.
<input type="checkbox"/>	Establish appropriate communications distribution and/or maintenance locations within the base and camp(s).
<input type="checkbox"/>	Ensure that communications systems are installed and tested.
<input type="checkbox"/>	Ensure that an equipment accountability system is established.
<input type="checkbox"/>	Ensure that personal portable radio equipment from cache(s) is distributed per radio plan.
<input type="checkbox"/>	Provide technical information as required on: <ul style="list-style-type: none"> ◆ Adequacy of communications systems currently in operation. ◆ Geographic limitations on communications systems. ◆ Equipment capabilities. ◆ Amount and types of equipment available. ◆ Anticipated problems in the use of communications equipment.
<input type="checkbox"/>	Supervise Communications Unit activities.
<input type="checkbox"/>	Maintain records on all communications equipment as appropriate.
<input type="checkbox"/>	Ensure that all equipment is tested and repaired.
<input type="checkbox"/>	Recover equipment from relieved or released units.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

LOGISTICS SERVICE BRANCH DIRECTOR CHECKLIST

The Service Branch Director is responsible for the management of all service activities at the incident. The Service Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief. The Service Branch Director reports to the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Service Branch Directors. Note that some items are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain working materials from the logistics kit. Determine the level of service required to support operations. Confirm the dispatch of branch personnel. Participate in the planning meetings of Logistics Section personnel. Review the incident action plan. Organize and prepare assignments for Service Branch personnel. Coordinate the activities of branch units. Inform the Logistics Section Chief of branch activities. Resolve Service Branch problems. Maintain the unit log (ICS Form 214 or local form).

MEDICAL UNIT LEADER CHECKLIST

The Medical Unit Leader is primarily responsible for the development of the medical emergency plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The Medical Unit may also assist operations in supplying medical care and assistance to civilian casualties at the incident. The Medical Unit Leader reports to the Service Branch Director. The Medical Unit Leader may require the services of a Welfare Officer to assist in resolving personal matters or to support the general well-being of personnel assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Medical Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Service Branch Director or Logistics Section Chief. Participate in Logistics Section and/or Service Branch planning activities. Determine the level of emergency medical activities performed prior to activation of Medical Unit. Activate the Medical Unit. Prepare the medical emergency plan (ICS Form 206 or local form). Prepare procedures for a major medical emergency. Declare a major medical emergency, as appropriate. Respond to requests for medical aid. Respond to requests for medical transportation. Respond to requests for medical supplies. Prepare medical reports. Submit the reports, as directed. Maintain the unit log (ICS Form 214 or local form).

FACILITIES UNIT LEADER CHECKLIST

The Facilities Unit Leader is primarily responsible for the activation of incident facilities (i.e., the base, camp(s), and Incident Incident Command Post). The unit provides sleeping and sanitation facilities for incident personnel, and manages base and camp operations. Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance. The Facilities Unit Leader reports to the Support Branch Director. Close liaison must be maintained with the Food Unit Leader, who is responsible for providing food for all incident facilities.

Instructions: The checklist below presents the minimum requirements for Facilities Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED</i> <i>NOT APPLICABLE</i>	<i>TASKS</i>
<input type="checkbox"/>	Receive the incident action plan.
<input type="checkbox"/>	Participate in Logistics Section and/or Support Branch planning activities.
<input type="checkbox"/>	Determine the requirement for each facility to be established.
<input type="checkbox"/>	Prepare layouts of incident facilities.
<input type="checkbox"/>	Notify unit leaders of facility layouts.
<input type="checkbox"/>	Activate incident facilities.
<input type="checkbox"/>	Obtain personnel to operate facilities.
<input type="checkbox"/>	Provide sleeping facilities.
<input type="checkbox"/>	Provide security services.
<input type="checkbox"/>	Provide facility maintenance services (sanitation, lighting, clean up, etc.).
<input type="checkbox"/>	Supervise out-of-service resources and unassigned personnel.
<input type="checkbox"/>	Demobilize base and camp facilities.
<input type="checkbox"/>	Maintain the Facilities Unit records.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 of local form).

SUPPLY UNIT LEADER CHECKLIST

The Supply Unit Leader is primarily responsible for:

- ◆ Ordering personnel.
- ◆ Ordering, receiving, and storing all supplies for the incident.
- ◆ Maintaining an inventory of supplies.
- ◆ Servicing non-expendable supplies and equipment.

The major functions of the unit are grouped into the ordering of equipment and supplies and the receiving and/or distribution of equipment, other than primary supplies. The Supply Unit Leader reports to the Support Branch Director.

Instructions: The checklist below presents the minimum requirements for Supply Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Support Branch Director or Logistics Section Chief.
<input type="checkbox"/>	Participate in the Logistics Section and/or Support Branch planning activities.
<input type="checkbox"/>	Provide kits to Planning, Logistics, and Finance/Administration Sections.
<input type="checkbox"/>	Determine the type and amount of supplies en-route.
<input type="checkbox"/>	Arrange for receiving ordered supplies.
<input type="checkbox"/>	Review the incident action plan for information on operations of the Supply Unit.
<input type="checkbox"/>	Develop and implement safety and security requirements.
<input type="checkbox"/>	Order, receive, distribute, and store supplies and equipment.
<input type="checkbox"/>	Receive and respond to requests for personnel, supplies, and equipment.
<input type="checkbox"/>	Maintain an inventory of supplies and equipment.
<input type="checkbox"/>	Service reusable equipment.
<input type="checkbox"/>	Demobilize the Supply Unit.
<input type="checkbox"/>	Submit reports to the Support Branch Director.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

The Finance/Administration Section Chief, a member of the general staff, is responsible to organize and operate the Finance/Administration Section within the guidelines, policy, and constraints established by the Incident Commander and the responsible agency. The Finance/Administration Section Chief participates in the development of the incident action plan and activates and supervises the units within the section.

The finance/administration function within the Incident Command System is heavily tied to agency-specific policies and procedures. The Finance/Administration Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms. The Finance/Administration Section Chief reports directly to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Finance/Administration Section Chiefs. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Incident Commander.
<input type="checkbox"/>	Manage all financial aspects of an incident.
<input type="checkbox"/>	Provide financial and cost analysis information as requested.
<input type="checkbox"/>	Attend a briefing with the responsible agency to gather information.
<input type="checkbox"/>	Attend a planning meeting to gather information on overall strategy.
<input type="checkbox"/>	Identify and order supply and support needs for the Finance/Administration Section.
<input type="checkbox"/>	Develop an operations plan for the finance/administration function at the incident.
<input type="checkbox"/>	Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
<input type="checkbox"/>	Determine the need for a commissary operation.
<input type="checkbox"/>	Inform the Incident Commander and general staff when the section is fully operational.
<input type="checkbox"/>	Meet with assisting and cooperating agency representatives, as required.
<input type="checkbox"/>	Provide input in all planning sessions on finance matters.
<input type="checkbox"/>	Maintain daily contact with agency/ies' administrative headquarters on finance matters.
<input type="checkbox"/>	Ensure that all personnel time records are transmitted to home agencies according to policy.
<input type="checkbox"/>	Participate in all demobilization planning.
<input type="checkbox"/>	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
<input type="checkbox"/>	Brief agency administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

FINANCE/ADMINISTRATION SECTION CHIEF RESPONSIBILITIES AND TASKS

The major responsibilities of the Finance/Administration Section Chief are stated below. Following each are tasks for implementing the responsibility.

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<input type="checkbox"/> Obtain an Incident Briefing and a copy of the incident action plan, if available.
Attend Briefing With Responsible Agency to Gather Information	Note: This briefing may be held at an off-incident location prior to arrival at the incident. The purpose of the briefing is to obtain financial information and administrative guidelines and constraints.
Attend Planning Meeting	<input type="checkbox"/> Gather information on overall strategy and resource use planning.
Identify and Order Supply and Support Needs for Finance Section	<input type="checkbox"/> Arrange for personnel to support Finance Section's unit-level operations. <input type="checkbox"/> Arrange for equipment facilities and supplies necessary to support finance operation.
Develop an Operating Plan for Finance Function	<input type="checkbox"/> Consider the size and complexity of incident. <input type="checkbox"/> Consider the role of the Finance Section in serving/assisting other agencies on incident. <input type="checkbox"/> Consider guidelines and policy established by agency. <input type="checkbox"/> Consider personnel assignments, work loads, and welfare.
Meet with Assisting and Cooperating Agency Representatives as Required	<input type="checkbox"/> Establish contact with the Liaison Officer. <input type="checkbox"/> Obtain list of assisting and cooperating agencies supporting incident. <input type="checkbox"/> Ensure that the Liaison Officer is advised as to the Finance Section operation.
Provide Input in All Planning Sessions on Finance Matters	<input type="checkbox"/> Provide cost analysis data on control operations as required. <input type="checkbox"/> Provide financial summary information as required.
Participate in All Demobilization Planning	<input type="checkbox"/> Provide input to demobilization planning. <input type="checkbox"/> Ensure that all required documentation is available at time of demobilization.
Ensure that All Documents are Prepared and Completed	<input type="checkbox"/> Maintain required agency records and reports. <input type="checkbox"/> Transfer fiscal documents from incident to responsible agency.

TIME UNIT LEADER CHECKLIST

The Time Unit is responsible for establishing files, collecting employee time reports, and providing a commissary operation to meet incident needs. The Time Unit Leader reports directly to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Time Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Finance/Administration Section Chief. Determine the incident requirements for the time-recording function. Establish contact with appropriate agency personnel and/or representatives. Organize and establish the Time Unit. Establish unit objectives, make assignments, and evaluate performance. Ensure that daily personnel time recording documents are prepared and compliance to time policy is met. Establish a commissary operation as required. Submit cost-estimate data forms to the Cost Unit, as required. Provide for record security. Ensure that all records are current or complete prior to demobilization. Release time reports from assisting agencies to the respective agency representatives prior to demobilization. Brief the Finance/Administration Section Chief on current problems, recommendations, outstanding issues and follow-up requirements. Maintain the unit log (ICS Form 214 or local form).

COST UNIT LEADER CHECKLIST

The Cost Unit Leader is responsible to prepare summaries of actual and estimated incident costs. The unit also prepares information on costs of resource use and provides cost effectiveness recommendations. The Cost Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Cost Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Obtain a briefing from the Finance/Administration Section Chief. Coordinate with agency headquarters on cost-reporting procedures. Ensure that all equipment and/or personnel requiring payment are identified. Obtain and record all cost data. Prepare incident cost summaries. Prepare resource-use cost estimates for planning. Make recommendations for cost savings to the Finance/Administration Section Chief. Maintain cumulative incident cost records. Ensure that all cost documents are accurately prepared. Complete all records prior to demobilization. Provide reports to the Finance/Administration Section Chief. Maintain the unit log (ICS Form 214 or local form).

COMPENSATION / CLAIMS UNIT LEADER CHECKLIST

Compensation for injury and claims are handled together within one unit in ICS.

The Compensation/Claims Unit is responsible for:

- ◆ The prompt preparation and processing of all forms required in the event of injury or death to any person.
- ◆ Gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the agency. The Compensation/Claims Unit Leader must have firsthand knowledge of all required agency procedures on claims handling.

The unit leader and assigned specialist must work in close coordination with the Medical Unit, Safety Officer, and Agency Representatives. The Compensation/Claims Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Compensation/Claims Unit Leaders. Note that some activities may be one-time actions, and others are ongoing or repetitive for the duration of an incident.

COMPLETED NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Finance/Administration Section Chief.
<input type="checkbox"/>	Establish contact with the Safety Officer and Liaison Officer or Agency Representatives if no Liaison Officer is assigned.
<input type="checkbox"/>	Determine the need for injury and claims specialists and order personnel if needed.
<input type="checkbox"/>	Determine with the Medical Unit if the injury took place in a work area, whenever feasible.
<input type="checkbox"/>	Obtain a copy of the incident medical plan.
<input type="checkbox"/>	Ensure that injury and claims specialists have adequate work space and supplies.
<input type="checkbox"/>	Brief compensation or claims specialists on incident activity.
<input type="checkbox"/>	Coordinate with the Procurement Unit on procedures for handling claims.
<input type="checkbox"/>	Periodically review all logs and forms produced by compensation/claims specialists to ensure that: <ul style="list-style-type: none"> ◆ Work is complete. ◆ Entries are accurate and timely. ◆ Work is in compliance with agency requirements and policies.
<input type="checkbox"/>	Keep the Finance/Administration Section Chief briefed on unit status and activity.
<input type="checkbox"/>	Obtain the demobilization plan and ensure that injury and claims specialists are adequately briefed on the demobilization plan.
<input type="checkbox"/>	Ensure that all injury and claims logs and forms are up to date and routed to the proper agency for post-incident processing prior to demobilization.
<input type="checkbox"/>	Demobilize the unit in accordance with the demobilization plan.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214).

PROCUREMENT UNIT LEADER CHECKLIST

The Procurement Unit Leader is responsible to develop a procurement plan for the incident and to perform equipment time recording. The Procurement Unit Leader will ensure that goods and services are procured to meet the needs of the incident within his or her authority and the constraints of the Finance/Administration Section and the jurisdictional agency.

The Procurement Unit will work closely with the Supply Unit, which will implement the procurement plan and perform all incident ordering. The Procurement Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Procurement Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED NOT APPLICABLE</i>	<i>TASKS</i>
<input type="checkbox"/>	Obtain a briefing from the Finance/Administration Section Chief.
<input type="checkbox"/>	Contact the appropriate unit leaders about incident needs and any special procedures.
<input type="checkbox"/>	Coordinate with the local jurisdiction on plans and supply sources.
<input type="checkbox"/>	Obtain the incident procurement plan.
<input type="checkbox"/>	Prepare and sign contracts and land use agreements, as needed.
<input type="checkbox"/>	Draft memorandums of understanding.
<input type="checkbox"/>	Establish contracts with supply vendors, as required.
<input type="checkbox"/>	Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
<input type="checkbox"/>	Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
<input type="checkbox"/>	Interpret contracts and/or agreements and resolve claims or disputes within delegated authority limits.
<input type="checkbox"/>	Coordinate with the Compensation/Claims Unit on procedures for handling claims.
<input type="checkbox"/>	Finalize all agreements and contracts.
<input type="checkbox"/>	Coordinate the use of funds, as required.
<input type="checkbox"/>	Organize and direct the equipment time-recording function.
<input type="checkbox"/>	Complete final processing and send documents for payment.
<input type="checkbox"/>	Coordinate the cost data in contracts with the Cost Unit Leader.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

ROSTER OF RESOURCES

PURPOSE

The campus, in accordance with Chancellor’s Office Executive Order 1056, is required to develop a roster of campus resources, contracts, and agreements for materials and services that may be needed in an emergency situation, including emergency response equipment, emergency power, communications equipment, care & shelter equipment, food and water.

The roster should be updated at least annually or as needed, and the document should be dated with its most recent revision. The roster of resources is limited to resources needed to operate a fully staffed EOC for 72 hours.

Additional resources include campus resources, or those provided by a campus auxiliary organization, a vendor, or local government, based on the needs of the campus.

Contracts and available campus equipment are attached to this annex, and are updated at least annually in accordance with Chancellor’s Office Executive Order 1056, and campus policy/procedure.

ANNEX 1: HAZARD AND RISK ASSESSMENT

ABOUT

The Sacramento State campus, situated within both the City of Sacramento and Sacramento County, faces a variety of hazards.

The campus developed this plan on the basis of hazard and vulnerability findings that are identified in the Sacramento County Multi-Hazard Mitigation Plan, with possible campus-specific threats added.

The analysis of these threats included both natural and technological hazards that could affect the campus. The hazards and threats that have the potential to impact the campus include, but are not limited to:

• Hazardous Materials Incident	• Utility Failure	• IT System Failure
• Severe Weather & Flooding	• Active Shooter	• Pandemic
• Building Flood	• Structure Fire	• Earthquake

Further details regarding the potential impact of the identified hazards can be found in the Sacramento County Multi-Hazard Mitigation Plan. As many of these hazards may result in large scale impacts to the campus, as well as to the city and county of Sacramento, multi-agency and multi-jurisdiction coordination will be necessary for effective response operations.

In analyzing the named threats from the Sacramento County Multi-Hazard Mitigation Plan, the following definitions were used for risk and severity assessment:

RISK DEFINITIONS

Low Risk: Unlikely to occur and/or has never occurred on campus before.

Medium Risk: Possible but not probable, moderate probability of occurrence.

High Risk: Likely to occur, probability of occurrence is high.

SEVERITY DEFINITIONS

Insignificant Severity: Minor Problem handled by daily operational procedures

Minor Severity: Partial EOC activation, minimal incident management required

Critical Severity: Significant amount of time/resources required, injuries or damage possible

Catastrophic Severity: Full EOC Activation with complete incident management team, injuries and damage may be severe

HAZARD AND RISK ASSESSMENT EVENTS

Event	Probability	Severity	Associated Risk(s)
Hazardous Materials Incident	High	Critical	<ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure
Utility Failure	High	Minor – Critical	<ul style="list-style-type: none"> • Critical infrastructure damage • Extended campus closure
IT System Failure	Medium	Minor – Critical	<ul style="list-style-type: none"> • Critical infrastructure damage • Extended campus closure
Severe Weather & Flooding	Medium	Minor -Critical	<ul style="list-style-type: none"> • Higher likelihood of on-campus impact due to debris and wind • Higher than average temperatures • Ingress and egress to buildings • Injuries
Active Shooter	Medium	Catastrophic	<ul style="list-style-type: none"> • Damage to campus infrastructure • Injury and/or fatalities • Campus Evacuation • Critical infrastructure damage • Extended campus closure
Pandemic	Medium	Minor – Critical	<ul style="list-style-type: none"> • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure
Building Flood	Medium	Minor – Critical	<ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure
Structure Fire	Medium	Minor – Critical	<ul style="list-style-type: none"> • Damage to campus • Extended campus closure • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure
Earthquake	Low	Minor – Critical	<ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure

HAZARDOUS MATERIALS ANNEX

HAZARDOUS MATERIALS INCIDENTS

A release of hazardous materials has the potential for adverse impacts upon human health, the environment and property, depending upon the type, location, and quantity of material released.

ANALYSIS

All chemical, biological, and radioactive materials normally stored and properly handled pose little threat to the Sacramento State community. During times of natural or unnatural disasters, these materials are a concern to the University community and emergency personnel who may respond to the affected area.

Life Safety and containment of the substance are first priority in this type of hazard and immediate action taken may determine the outcome of the entire situation. Decisions to choose the right plan of action may be based on other circumstances that may have caused the spill, such as: earthquakes, fire, explosion, aircraft accident, flood, sabotage or vehicular accident. Therefore, the course of action may have to concurrently consider another incident that initially caused the spill.

An accidental release of hazardous materials on campus could pose a threat to individuals on campus and others in the immediate vicinity. Petroleum fuel used for campus vehicles and heating and propane tanks outside of the Boiler Plant and Health Center are the most critical types of substance in large quantities of hazardous material on or transported through the campus.

The report of any suspected spill, reaction, release or condition involving hazardous chemicals or biological agents will be considered factual, by responding personnel, rather than a possibility.

PREPARATION AND MITIGATION

Environmental Health & Safety manages the campus Hazardous Materials management and emergency response plan. EH&S oversees proper employee training, care and maintenance of hazardous materials and emergency response procedures with the goal of preventing hazardous materials incidents and mitigating the impact of any incidents.

Locations of all known hazardous materials should be compiled in manner that is accessible to University Police, Facilities Services, Emergency Services, and the Emergency Operations Center.

RESPONSE CONSIDERATIONS

INITIAL REPORTING

A HazMat incident should be reported to University Police and Environmental Health and Safety immediately. The following information will be obtained to effectively respond:

- Location of the incident
- Type of incident (spill, leak, fire, explosion, etc.)
- General description of the hazardous material (caustic, poison, flammable liquid or gas, biological agent, etc.; if unknown, the DOT label number or NFPA number)

- Best direction of approach by emergency response units taking into account wind direction, blocked streets, and access (if known by the caller)
- Estimate of immediate needs for ambulances and fire services

POLICE DISPATCHER

Upon receiving the report of a hazardous material incident the Dispatcher will immediately notify:

- University Police personnel
- Environmental Health and Safety personnel
- REDCOM
- University Police will be responsible for establishing an initial safe perimeter to the incident and will remain in control of the scene until relieved by fire and/or County of Sonoma Hazardous Materials response personnel.

OPERATIONAL RESPONSE

University Police shall respond, facilitate evacuation, if appropriate, and establish a safe perimeter. Rancho Adobe Fire and the County of Sonoma will generally act as the primary response unit to reports of major hazardous materials incidents on the SSU campus.

UTILITY FAILURE

SITUATION

Although the reliability of utility delivery systems is very high, system failures do occur occasionally. The number of failures is unpredictable, and the duration of a power outage may range from less than a minute to more than a day. The campus community must be aware of the possibility and know what to do should this happen. Information regarding the power failure and the possibility of campus closure will be communicated via emergency notification systems.

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time and University services. Faculty members and supervisors shall establish and announce a plan as to where to go should a blackout occur. In the event of a power failure, please follow the guidelines listed below.

UTILITY FAILURE ACTIONS

The following procedures should be followed in preparation for a utility failure. It should be noted that the university will remain open during a short-term utility failure. Long term utility failures will be managed on a case by case basis.

- Faculty should include, in their class syllabus, instructions to students regarding utility failures.
- If there are no immediate safety concerns in the classroom, faculty can remain in the classroom and continue the class session
- During daylight hours, if the utility failure affects lighting, and there is insufficient light in the classroom or work area, proceed to a naturally lighted area. Faculty, staff and students should return to their work/classroom area when the event is over.
- If hours of darkness, if the utility failure affects lighting, wait 10-15 minutes to see if power is restored. If power is not restored, follow the evacuation procedures as described below.

UTILITY FAILURE EVACUATION PROCEDURES

- Turn off or unplug electronic equipment and appliances that were in use (computers, air conditioners, portable heaters) and turn off most lights; this will help prevent electrical overload when power returns.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so.
- Use clear safe escape routes and exits and proceed to safe assembly locations as identified in the applicable Building Evacuation Plan sections.
- Assist persons requiring evacuation assistance to designated areas for evacuation assistance.
- Do not return to evacuated buildings until directed to do so by authorities.

IT SYSTEM FAILURE

IT SYSTEM FAILURE

Electronic communication and network access has become a vital utility service over the past decade. The failure of network connectivity would impact the ability to send and receive electronic communications, some telephonic communications, use networked hardware and software, access cloud storage, and utilize countless other contemporary business tools.

Analysis

Sacramento State uses a multitude of network dependent systems for voice communication, document storage, system administration, data security, and electronic communication.

The University endeavors to address the most critical documents and systems with duplication, redundancy, or other means to ensure availability in the event of an emergency or failure of the network. These efforts, and the plan to restore systems, is outlined in the Information Technology Disaster Recovery Plan.

The loss of network and communication systems can be caused by other emergencies or can constitute an emergency due to the loss of critical systems that present life safety issues, threaten the continuity of critical services, or constitute potential lapses in mission-based service delivery. This may include all systems that require LDAP sign in, functionality of the campus fire and intrusion alarm systems, ability to use voice communications systems and 911 emergency communication.

Communication failures can also be caused by malice based actions, including ransomware or significant infection of computer systems that corrupts or interferes with communication or access.

Preparation and Mitigation

While Information Technology (IT) is responsible for the management of the Disaster Recovery Plan, all campus departments are responsible for ensuring access to documents that allow them to implement their continuity plan and to provide emergency response and recovery capabilities.

IT and Facilities Services are charged with the protection of any infrastructure, equipment, or systems that service the campus network and ability to communicate using electronic means. Whenever possible, systems should be set up with tools that address vulnerability. For example, systems that require electricity should be serviced with generators or uninterruptable power supplies (UPS). Critical systems should have redundancy in the event of single points of failure or warning systems that alert staff to potential issues.

Employees should be aware of any critical documents or systems that can only be access through campus servers or through systems that use single sign-on (LDAP). A failure of the authentication system could significantly disrupt campus operations unless such documents or systems can be accessed through other means or have alternate business processes to accommodate for the lack of access.

Response Considerations

In the event of a failure to a communication system that leads to a campus emergency, it will be critical to identify the impacted systems and functions to understand the extent of the emergency and which business functions are impacted.

Systems that impact the following should be considered in the order below:

- Life Safety – Fire alarms, law enforcement communications, Student Health Center systems
- Emergency Response – Systems that support information needed to facilitate the emergency response
- Data Security – Systems that hold Level I Data (Visit the Information Security webpage more information on Level I Data)
- Student Care – Systems or information that supports the direct provision of care to students
- Facility Protection – Systems or information that allows for the protection or restoration of buildings
- Academic and Instruction – Systems that are necessary for the delivery of academic and instructional activities

If the failure is caused by malicious intent, law enforcement (local or federal) should be engaged as soon as the cause is known so that a coordinated investigation and response can be made.

Upon any significant failure of communication systems, the activation of the University and department Continuity of Operations Plans should be evaluated.

SEVERE WEATHER/FLOODING

SEVERE WEATHER & ENVIRONMENTAL FLOOD

Sacramento County has notably mild weather. That condition, however, leaves the surrounding area and the University especially vulnerable to extreme weather when it does occur since there are inadequate infrastructure and community preparedness to overcome significant events.

Winter storms in California can be intense and long lasting. Flash floods, mudslides, high coastal surf, coastal erosion, stream and creek flooding, lightning storms, snowstorms, and avalanches have all occurred in the state.

ANALYSIS

The most common and likely type of extreme weather is strong winter storms. Storms can bring heavy amounts of rain over the short and long term and cause severe standing water, small stream and creek flash flooding, river flooding, damage associated with high winds, landslides, road damage and closures, and utility outages. Winter storms may cause extended power outages and road closures throughout the County, which may affect the ability of students, faculty and staff to get to campus.

The campus has a number of locations on campus, both inside and outside buildings, which have experienced flooding in the past. Areas that are located on downslopes or below ground are especially vulnerable. Areas that have previously flooded, loading docks and buildings with rooms below ground should be carefully monitored.

Flood in this area is usually caused by saturation of the ground following sustained periods of heavy rain. During times of ground saturation, it is not uncommon for the water level to exceed the depth of culverts that direct storm drain water from around campus into the American River. When that occurs, the water is pushed backwards towards the storm drains, which prohibits surface water from draining and pushes drainage water onto streets, walkways, and parking lots. Minor failures of this system can cause nuisance flooding that restricts movement on campus roadways and parking lots. More significant failures require the closure of campus roads and may flood parking lots.

The National Weather Service has developed common terminology to be used to define specific weather conditions and terminology to define the potential effect that weather may have. Key personnel should be familiar with these terms and be prepared to respond to those which represent the greatest risk to the

Flash Flood	A flood caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through river beds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall. They can also occur even if no rain has fallen, for instance after a levee or dam has failed, or after a sudden release of water by a debris or ice jam.
Flash Flood Watch	A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued

	when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
Flash Flood Warning	A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.
Urban & Small Stream Advisory	Flooding of small streams, streets and low-lying areas, such as railroad underpasses and urban storm drains is occurring.
Light Rain	< 0.10" Rain/Hour
Moderate Rain	0.10 – 0.30" Rain/Hour
Heavy Rain	> 0.30" Rain/Hour
Light Winds	1 – 12 MPH
Moderate Winds	13 – 31 MPH
Strong Winds	32 – 54 MPH
Severe Winds	55 + MPH

PREPARATION AND MITIGATION

Emergency Services and Facilities Services regularly monitor weather conditions so that preparations can be made in advance of large storms. Both issues surrounding flooding and wind events must be considered.

Despite frequent “Flash Flood Warnings” on campus, “flash” floods come with warning in this region. A “Flash Flood” is defined as a “sudden local flood, typically due to heavy rain.” Heavy rain is reliably forecast in this climate and can be monitored. The Flood/Severe Weather Hazard-Specific Checklist should be reviewed prior to each flood season and prior to any forecast major rain event by those departments with direct responsibility over flood response to ensure their preparations are in place and they are prepared to respond. Consideration of those conditions that can accompany floods should also be considered, most specifically utility outages.

Upon report of forecasted storms, Facilities Services staff will inspect and clear storm drains, prepare and place sandbags and perform any other maintenance tasks that could mitigate the effect of a major storm.

There are a number of large trees on campus that could be felled during a significant wind event. Throughout the year, Facilities Services should be aware of trees that are more likely to sustain damage during wind storms. Trees that are in poor condition should be removed and large trees should be properly maintained to reduce the risk of injury or property damage.

Due to frequency of weather-related floods and the ability to directly mitigate some effects, preparedness for the flood season, which is generally considered to be December to April, is critical. The

campus participates in regional flood planning efforts to the extent possible and holds an annual meeting of stakeholders annually to review the flood response plan and make preparations for potential flood. These stakeholders include employees in Facilities Services, Housing, the University Library (due to its specific flood risk), Academic Affairs, Human Resources, University Police, and Transportation & Parking Services (TAPS). Preparations include identification of high risk areas, potential mitigating clean up (drains, gutters, and creek), campus communication, response protocols, and contingency plans for campus closure.

Facilities Services, University Police, and Emergency Services work together to identify spaces on campus that have been most prone to weather-related flooding in prior incidents and make plans to mitigate flooding, both short and long term. Short term measures may include sandbags and proactive drain and gutter cleaning. Areas that suffer repeated flooding or those that house sensitive University materials or are critical to University operations should be considered for long-term mitigation. The University will consider FEMA Hazard Mitigation Grant Program funding as appropriate and available.

RESPONSE CONSIDERATIONS

For flood conditions where there is not an immediate life safety threat, the Hazard-Specific Checklist will be followed to the extent possible to ensure campus occupants and facilities are protected and flood-related issues are identified and mitigated.

If campus roads, parking lots, or buildings become flooded or inaccessible due to flood waters or wind damage, they may be closed. Police Services and Facilities Services will work with Academic Affairs if closures are necessary in instructional areas.

Conditions on campus may be hazardous and may lead to a campus closure of varying degrees (see Campus Closure). Employees are required to comply with campus closures due to hazardous conditions. Except for law enforcement and authorized administrators, employees should not self-respond to campus during campus closures to respond to the flood conditions.

If class cancellations or employee evacuations are necessary, the University President will be notified and the EOC may be activated. Human Resources will be contacted prior to any non-life safety communication about building or campus closures affecting employees.

Extended utility outages may require campus closure. Refer to the section on Significant Utility Outages for more information on evacuation of campus due to power outage.

Although rare, lightning storms are possible in the region. If lightning storms are predicted or actively occurring, the campus community, including guests attending events, should be advised to seek cover until the threat is over.

Lightening sparked fires are possible during and following lightning storms and appropriate precautions should be taken to mitigate the risk of injury and property damage from fire. Athletics will maintain separate procedures in compliance with NCAA lightening procedures.

While it is a priority to keep the residential community open and allow residents to remain on campus, that will be done only when it is safe to do so and when future evacuation can be facilitated in a manner that protects residential students, staff, and first responders.

When conditions do not permit University staff to respond during floods, University Police will consider use of outside agency trained personnel only when necessary to respond to life safety or critical facility protection issues on campus. Otherwise, if campus is vacant, University Police will take reasonable actions to protect campus facilities and restrict access to campus until the hazardous condition is resolved.

Flood conditions require additional considerations for persons with disabilities and access and functional needs since mobility devices, elevators, and accessible transportation may be unavailable or may not function as needed during heavy flooding. Departments that work with individuals that may need additional assistance or accommodation, especially in student housing, should consider such contingencies in advance and work with students, faculty, and staff prior to emergencies.

ACTIVE SHOOTER

ACTIVE SHOOTER

An active shooter is a person who appears to be actively engaged in fatally wounding and/or injuring people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

ANALYSIS

Active shooter incidents can happen at any time, although most incidents nationally have occurred during times when campuses are heavily populated. Shooters may target any area of campus, including administrative offices, classrooms, residential communities or outdoor areas of campus.

PREPARATION AND MITIGATION

Training with faculty, staff, students and police are the first line of defense against active shooter incidents. The CSU has produced a video entitled “CSU Active Shooter Safety Training” that encourages people to be mentally prepared for an active shooter incident and reviews the options available during an incident. Viewers are encouraged to evacuate, if possible, hide, or if necessary, take action against the shooter. The video can be found in both English and Spanish languages on the University’s Active Shooter Response website at <https://www.csus.edu/campus-safety/police-department/safety-training/>.

Police personnel receive regular training on how to respond to and neutralize active shooter incidents. These trainings involve officers from multiple jurisdictions, as responses will eventually involve officers from many agencies.

Emergency notification is a critical piece of the response to an active shooter incident. Currently, the campus utilizes text messaging, email, web site messages, emergency hotline and public address systems to notify campus constituents about emergencies on campus. As buildings are constructed and improved, consideration for centralized public address systems and other security measures should be considered.

RESPONSE CONSIDERATIONS

Upon report of an active shooter on campus, specific directions will generally not be immediately available from police. Campus occupants will need to decide what action to take on their own. Occupants can evacuate or secure shelter in place, depending on their proximity to the shooter and their own comfort level. The University recommends the “Run, Hide, Fight” response tactic that is recommended by the Department of Homeland Security and will train that approach to all adults.

Police will respond to reports of active shooters based on their training. An EOC will be activated in the event of any active shooter incident on campus. The EOC will not be activated and members not to report until the incident is resolved and stable.

Active shooter incidents on campus present different challenges for campus facilities that house minor children, including the ASI Children’s Center and any other children’s camps. The Sacramento City Unified School District program on campus, and other programs must have systems in place for

response and reunification of minors and parents. Emergency Services will work with these departments on these specific plans to ensure the safety of minor program participants in the event of an active shooter incident.

PANDEMIC

INTRODUCTION

Although the exact cause and origin of an epidemic or pandemic may not be anticipated or even able to be traced, planning for such an event is important in the response and attempt to control communicable disease. Title 17 of the California Code of Regulations, Section 2500, Reportable Diseases and Conditions, currently identifies 85 communicable diseases that every health care provider must report to the Health Officer at the Sacramento County Department of Health Services. In addition, there are 3 non-communicable diseases or conditions and several locally reportable diseases that health care providers are required to report.

The severity of a pandemic cannot be predicted, but modeling suggests that the impact on the United States could be substantial. In the absence of any control measures (vaccines or anti-viral drug therapies), it is estimated that a “medium level” pandemic in the U.S. could cause 89,000 – 207,000 deaths, 314,000-734,000 hospitalizations, 1-42 million outpatient visits, and another 20-47 million people being sick. Between 15% and 35% of the U.S. population could be effected by influenza pandemic. The economic impact could range between \$71 and \$167 billion.

ANALYSIS

The Sacramento County Health Department and the U.S. Department of Health and Human Services (DHHS) have indicated that the population that may be hardest hit by the pandemic would be young children, young adults and the elderly. This would greatly impact our student population as well as the Children’s School and Technology High School.

Some of the assumptions outlined by the U.S. Department of Health and Human Services (DHHS) that relate to our campus are:

- Absenteeism may reach 40% during the peak of the outbreak. Other public health measures like closing schools and quarantining household contacts will likely increase rates of absenteeism.
- On average, infected persons will transmit the infection to two other people.
- In an infected community, a pandemic outbreak will last about 6-8 weeks.

Considering the impact of a major flu pandemic, a study from the University Risk Management Insurance Association (URMIA) predicted that a medium sized college or university of 10,000 students and employees would have between 2000 and 4000 persons infected and 150 deaths.

PREPARATION AND MITIGATION

Once Student Health Center or other doctors and nurses who provide health care services to students are aware of any case, or suspected case, of the diseases or conditions on the list must report such information to the local health officer. The Director of the Student Health Center is required by Title 17, Section 2500(c) to follow responsible administrative procedures to assure that reports are made to the County Health Officer as described in guidelines.

Reporting procedures include:

- Reporting immediately by telephone specific communicable diseases listed by regulations, including: rabies, meningococcal infections, and Hantavirus infections.

- Reporting immediately by telephone when two or more cases of food-borne disease from separate households are suspected to have the same source of illness
- Reporting by FAX, telephone, or mail within one working day of identification of reportable communicable diseases listed, including tuberculosis, trichinosis, water-associated disease, hepatitis A, and meningitis.

The University should keep a significant supply of face shields and antibacterial hand sanitizer on supply, as a significant pandemic or epidemic are likely to affect the surrounding area and make the acquisition of those supplies challenging.

RESPONSE CONSIDERATIONS

The County Health Officer will provide University health care providers with specific guidelines to respond to reportable diseases, including response required by campus administration. The Health Officer may also issue legal orders for vaccination, restriction of movement and/or travel, sanitation measures and other requirements, which must be followed.

Risk Management, University Police, and additional health care and emergency response personnel will assist students and employees in responding to such an emergency including providing measures to prevent the spread of the disease, quarantine, or restricted use of part or all of University facilities during the emergency.

Requests for aid from State, municipal or private emergency services may be required through the Sacramento County Operational Area Emergency Operations Center, in accordance with established procedures and requirements of SEMS. If an epidemic is reported throughout the County, our requests for assistance may be of a low priority to the external agencies, and University emergency capabilities must be maximized. It is the practice of the County to prioritize higher risk facilities, including hospitals, nursing homes, and child care facilities.

Operations at this time will include but not be limited to:

- an increase in staff, particularly those with medical training
- additional sanitation measures
- emergency food, care and shelter services
- emergency medical supplies and equipment
- emergency procurement
- provisions for an emergency expenditure of funds

Based on information from the County Health Officer, the EOC Policy Group make decisions regarding University operations and all or part of the EOC may be activated.

BUILDING FLOOD

SITUATION

Inundation of water into a building can occur for a host of reasons and will usually have a significant impact on the operations of that building. Generally, building floods are caused by mechanical failures of domestic, recycled, or wastewater systems, activation of fire suppression systems, or by intrusion of water from outside the building into the building. Water may accumulate outside buildings due to failure of exterior water systems or due to extreme weather or flooding events. Floods from weather related events are covered in “Floods and Extreme Weather.”

ANALYSIS

While most flooding is caused by high amounts of rain causing failure in the storm drain system, flooding caused by conditions not related to weather could be attributed to domestic, recycled, or wastewater system failures.

Since all buildings have at least two of these systems, all buildings could realize the effects of system failures leading to flooding. All water systems possess the potential to significantly damage buildings and contents. However, recycled and wastewater present additional challenges due to the hazardous materials present in the water.

While regular maintenance and inspection of these lines should mitigate most risk of system failure, uncontrollable circumstances, including earthquakes, could cause failure. Most buildings at Sacramento State have fire sprinkler systems that aim to stop fire by inundating the affected area with water. These systems may be fueled by recycled or domestic water. While these system are generally very successful in reducing the impact of fire on the building, water damage is inevitable.

PREPAREDNESS AND MITIGATION

Maintenance and monitoring of water systems is the first and most effective way to mitigate the possibility of equipment failure. Facilities should also take reasonable steps to safeguard the physical systems to reduce the risk of failure and consider alarm systems that alert University personnel to a suspected water equipment failure so that a failing system can be turned off and the impact of flooding can be mitigated as much as possible.

Departments should consider materials in spaces that are protected with fire sprinkler systems and take reasonable steps to protect them from water damage.

The California State University maintains a contract with a company that specializes in water damage restoration.

RESPONSE CONSIDERATIONS

Once water begins to breach a building, evacuation should be ordered until the cause of the breach, the flow rate, and condition of the water can be assessed. If the conditions allow for safe occupancy, limited staff may be permitted back into a building to safeguard critical equipment, materials, and systems. If the building flood is occurring after business hours and department personnel who generally control that space are not present, the department leadership or the Building Coordinator should be contacted

by University Police or Facilities Services, depending upon how the incident is being managed. The Building Coordinator is then responsible for department notifications, identification of critical department materials that should be considered for removal, identification of hazardous materials in the space, and any subsequent notifications..

Efforts will be made to remove any standing water from buildings as soon as possible. Departments with materials that are sensitive to water should have plans in place to identify books that warrant restoration and preservation and how that will be accomplished.

Buildings that have had significant water damage will not be reopened to the public until they have been fully inspected to ensure structural integrity, electrical safety, and are free from hazardous materials.

Facilities Services and Environmental Health & Safety are responsible for ensuring inspection and certification of spaces by qualified individuals.

STRUCTURE FIRE

STRUCTURE FIRE

Any incident of a fire occurring on the Sonoma State University campus will involve, at minimum, University Police, Facilities Services, and one or more local Fire Departments. A fire in any University building or facility may result in the loss of life or injuries, damage to physical structures, release of chemicals or biological hazards, and damage or loss of personal property, University records, or research. Therefore, any suspected fire, smell of smoke, or visible manifestation of a fire must be considered as a working fire and treated by responding personnel as factual circumstance rather than as a possibility.

ANALYSIS

All campus buildings could be affected by a building fire since the cause of building fire can vary greatly. Fires can be caused by electric malfunction, human error, malicious intent, maintenance or construction accidents, lightning, or a host of other causes. The most common causes are human error and equipment or system malfunctions.

PREPARATION AND MITIGATION

While fire suppression is the responsibility of the fire department, the University has a number of responsibilities to prepare for and mitigate the impact of a fire.

At Sacramento State, building engineers are responsible for the care and maintenance of systems designed to identify potential fires, alert building occupants of fire, and to suppress fire in buildings. All systems are maintained and tested in compliance with the California Fire Code.

Facilities Services is responsible for ensuring compliance with regulations for fire control systems including fire extinguishers, fire alarms, fire hydrants, and carbon monoxide and smoke detectors. Environmental Health & Safety follows requirements for the safe storage and maintenance of hazardous materials.

The University maintains and enforces additional regulations to help reduce the risk of fire. Open flame, including candles and incense, are prohibited in all campus buildings without expressed consent of the State Fire Marshal's Office and with appropriate mitigation measures in place. Maintenance workers who work with equipment and materials that are more likely to cause accidental fire are trained in the use of fire extinguishers and fire safety. Despite these efforts, fire is considered one of the most likely emergencies for the University to experience.

All University employees have a responsibility to ensure that escape routes, including stairwells, emergency exit doors, and corridors remain clear so that building occupants can evacuate quickly in the event of a fire. Minor obstructions should be cleared immediately. Significant obstructions should be reported to Facilities Services immediately for removal and/or mitigation.

Building Coordinators and Floor Marshals are responsible for encouraging employees who may have disabilities or access and functional needs to work with the department, Disabled Student Services or Employee ADA Services, and/or the Office of Emergency Services on individual plans to facilitate

evacuation during fires. Employees and students are encouraged to self-report and request assistance since such needs cannot be identified visually.

RESPONSE CONSIDERATIONS

In any situation where a fire is known to exist or if a fire is suspected, the following steps must be taken:

- If an employee, student or guest discovers a fire and a fire extinguisher is available, the extinguisher can be used if someone in the area is comfortable and willing to attempt. All other persons should immediately evacuate the area. (Please note: Even if the fire can be put out using an extinguisher, all fires must be reported to University Police.)
- From on campus phones, dial 9-1-1 and report the situation directly to University Police and state the following:
 - Your name, location, and the reason you suspect (or know) a fire to exist
 - Whether or not you know of people injured or trapped in the building or people who need assistance evacuating
 - Whether or not you know of chemical, biological, or radioactive hazards in the building

Police Dispatcher

- Upon report of a Fire, the dispatcher immediately:
 - Notifies Police and Facilities Services field units
 - Contacts Sacramento City Fire to dispatch fire and/or medical response personnel
 - Follow Major Incident Notification procedures of University Police

Operational Response

Once a fire is known to be occurring, or once a fire alarm is sounding in a building, assigned Floor Marshals will:

- If there is known fire and no alarm sounding, activate pull stations immediately
- Call out and request all persons in the area to evacuate the building
- If possible, take the emergency equipment assigned to the area
- Assist other persons in evacuation, as appropriate
- Once evacuated, do not let non-emergency responders back into the building until the “All Clear” is given by an authorized emergency responder
- Assist persons not assigned to a marshal area, as appropriate

In addition to building Floor Marshals, Building Coordinators will:

- Take roll of assigned employees
- Communicate with department leadership about the emergency and impact on department operations
- Communicate with EOC or Emergency Services about critical department activities that may be impacted by the emergency.

Upon report of a fire, University Police and Facilities Services personnel will:

- Immediately respond to the reported site, perform an analysis of the hazard and communicate any vital information through the dispatcher to the Fire Department.
- Assist in evacuation of the facility

- Direct trained staff members in the building who will guide the evacuation process and provide information at the safe zone as to missing and injured persons or specific information about the incident
- Environmental Health and Safety will provide advice and direction regarding response to potential chemical, biological, or radioactive hazards
- Facilities Services personnel will provide information about the mechanical structure of the building, the fire alarm system, and any available University resources that may be useful

The specific information about the incident will determine the necessity for activation of the Emergency Operations Center by the Emergency Executive or his/her designee or the Emergency Manager.

EARTHQUAKE

SITUATION

The Sacramento region has an unusually low earthquake risk, compared with locations elsewhere in the state, in particular, the San Francisco Bay area and Southern California. Maps and hazard forecasts by the U.S. Geological Survey and California Department of Conservation provide a good look at the greater Sacramento area's fortunate seismological position.

However, a major (6.8 magnitude or higher) earthquake on the Bay Area's Hayward Fault would likely shake buildings, causing a wide ranging array of damage to buildings, as well as corresponding hazards and potential injury to citizens

Sacramento State encourages all students, faculty and staff to be informed by participating in the annual Great Shakeout Earthquake Drill and practicing Drop, Cover, and Hold On. The University provides Emergency Specific Response Guides located on the university Emergency website which provides additional guides, publications and classroom preparedness procedures.

DURING AN EARTHQUAKE

- Remember to **DROP, COVER, AND HOLD ON**
 - DROP under a desk, table, doorways and similar places, or up against a wall.
 - COVER the back of your neck with your hands.
 - HOLD ON to the object. If it moves, move with it; stay put until the shaking stops.
- Stay in the building.
 - DO NOT immediately evacuate during an earthquake.
- Keep away from overhead fixtures, hanging plants, windows, filing cabinets, bookcases, and other furniture.
- Assist any person with physical disabilities in the area and find a safe place for them.
- Keep calm! When the shaking stops, check yourself for injuries, and assist others if it is safe to do so.

AFTER AN EARTHQUAKE

- Check for injuries. If qualified, give first aid; otherwise, seek help.
- Check for safety hazards: fire, electrical, gas leaks, water supply, etc. Coordinate with your supervisor and begin turning off all potentially hazardous equipment such as gas and electric appliances.
- Do not use telephones, including cellular/mobile phones, or roads unless necessary. keep them open for emergency use.
- Be prepared for aftershocks.
- Cooperate, keep informed and remain calm.
- DO NOT RETURN to a building unless told to do so by University Police,

IF AN EVACUATION IS ORDERED

- Use the nearest exit and go to your buildings evacuation site
- Check in at your evacuation site and wait for further instructions.

- Assist disabled persons in evacuating the building.
 - If they are unable to do so, then direct them to an area of refuge. Lock wheelchair brakes to minimize injuries. Be sure to notify the Building Marshal / Floor Marshal of their location, so that emergency personnel can extract them safely.
- Do not immediately leave campus.
- Beware of falling debris and electrical wires when exiting.
- Take precautions against additional aftershocks.
- Immediately follow all emergency instructions as given by police or emergency personnel.
- Do not re-enter any building until it is cleared by the Emergency Operation Center (EOC), University Police, Facilities Management Services, or other emergency personnel.

UNIVERSITY RESPONSE

1. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.
2. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.
3. In the event of major damage and injuries, the President or Executive Designee may elect to cancel classes, and close the campus with evacuation of students, faculty and non-essential staff. Students, faculty and staff will be notified by a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County authorities.
4. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.
5. When a major earthquake has occurred, the campus community will be alerted by the campus emergency notification system and social media to road conditions, potential hazards and public announcements.
6. Damage assessment teams will be designated through the CSU Seismic Review Board Emergency Response Protocol to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.
 - a. When an earthquake occurs, the Seismic Review Board Chair will contact the campus Executive Facility Officer for an initial damage assessment. If significant damage is reported or if there are other reasons to believe damage may have occurred, the Chair will travel to the campus as soon as practical.
 - i. Upon arrival at campus the Designated Building Official will confer with the Campus Deputy Building Official to provide an update to any initial structural safety evaluations made up to that time. Depending upon the severity of the event and based on such evaluations, each campus building will be reviewed and posted as follows:
 1. Lawful Occupancy Permitted (Green);

2. Restricted Use (Yellow), with the limitations on entry explicitly stated on the placard; or,
 3. Unsafe (Red).
- b. Where 'Restricted Use' or 'Unsafe' postings are made, the campus police shall restrict occupancy and entry to emergency response personnel and individuals specifically authorized by a CSU building official. This is to limit the risk to occupants until the risk is sufficiently reduce to allow placement of an "Occupancy Permitted" placard
 - c. Campus staff or administrators cannot overrule posted designations of "Restricted Use" or "Unsafe" established by the Designated Building Official or the CSU Chief Building Official. Determinations by the Designated Building Official or the CSU Chief Building Official take precedence over Campus Deputy Building Official determinations.
 - d. In addition to the Designated Building Official, the Seismic Peer Reviewer assigned to the campus can be expected to visit and work with the Designated Building Official in evaluating the condition of campus facilities.