



EMERGENCY OPERATIONS PLAN



California State University, Stanislaus
2010

PART I.

READINESS PLANS

PART II.

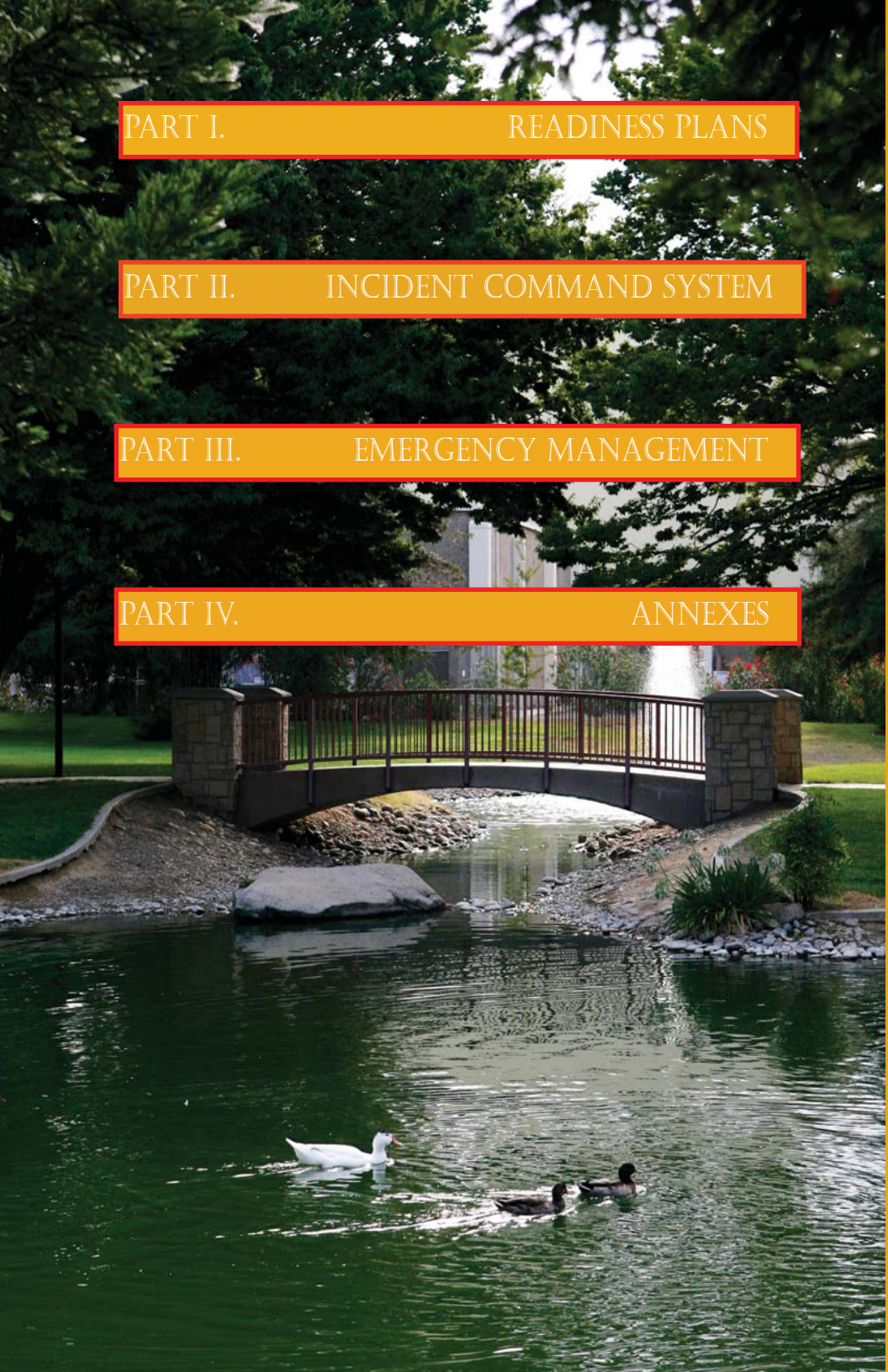
INCIDENT COMMAND SYSTEM

PART III.

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ANNEXES



Letter of Promulgation

California State University, Stanislaus
Emergency Operations Plan

May 2010
Steven Jaureguy
Director, University Police

This California State University, Stanislaus Emergency Operations Plan (EOP) describes the duties and responsibilities of designated individuals, departments, agencies, and volunteer organizations in the event of a disaster.

The plan directs individuals and organizations to provide guidance, relief and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of a disaster that might or has occurred at CSU Stanislaus.

The plan is written with explicit interest in the welfare and safety of the faculty, staff, students and visitors to the University. It provides the opportunity to be better prepared for and to quickly recover from disaster(s), thereby saving lives, resources and University assets. In accordance with Homeland Security Presidential Directive (HSPD) 5, all University agencies or departments have responsibilities delineated in this EOP will use the National Incident Management System (NIMS). NIMS allows and insures 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, its attachments, appendices, and annexes are adopted as policy. Each University administrator, department chair, director, and functional manager is directed to take necessary actions to implement it 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 Director of Emergency Management, functioning also as the University Chief of Police is designated as the responsible official to coordinate, imple

ment, and supervise emergency operations on behalf of the President, and other Administrative Officers of the University. The Director of Emergency Management is empowered to coordinate with other local, state, and federal emergency operations agencies in the event of disasters that may require implementation of this plan.

Plan Review

This sheet should be completed each time the Emergency Operations Plan is reviewed and/or modified. A University Police Designee is responsible to review and update this plan annually, or more frequently as needed per Executive Order 1013.

Date Created: September, 1996
Date of Annual Review: June, 2010
Reviewed by: Amy Thomas, Assistant Director of
Safety and Risk Management
Signature of Responsible Manager: Steve Jaureguy, Chief of Police
*(signed copy on file at University Police
Department)*

List Changes Since Last Review:

1. Addition of SUAM 2148, 19CCR 3.09
2. Addition of reference and applicability of plan to satellite campus in Stockton throughout document
3. Part I Local Emergency Alert System (EAS) Broadcast Radio Station Frequency Change
4. Part I change of State Office of Emergency Services (OEM) to CalEMA
5. Part I Roster of Resources noted
6. EOC Organizational Chart revision
7. Part III Emergency Evacuation Map updated
8. Part III Power/Utility Outage Procedure updated
9. Annex A update of Marshal/Monitor list
10. Annex B update of EOC Mutual Aid Agreement
11. Annex D & E revision of EOC staff checklists, addition of Liaison Officer, and Medical Services Branch Director checklists
12. Letter of Promulgation

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PART I.

READINESS PLANS



Part I: READINESS PLANS

Purpose

Various federal and state laws require the University to have an emergency plan. The plan is intended to protect lives and property, and to maintain an environment suitable for the orderly conduct of education.

Since an emergency may strike without warning, this plan is designed to be flexible and assists in answering three basic questions:

“What should I do?”

Part One describes the overall operational concepts relative to readiness for emergency response and recovery.

“How should I do it?”

Part Two describes the Incident Command System (ICS) under National Incident Management System/ Standardized Emergency Management System (NIMS/SEMS), which is the management system used to cope with an emergency.

“What should I know?”

Part Three describes general actions to manage emergency response situations. Additional information sources regarding emergency management are provided.

Scope

The Emergency Operations Plan applies to all California State University, Stanislaus personnel (faculty, staff and students) and all buildings, grounds and satellite properties owned, leased, and operated by the University. For example, this plan applies to the satellite campus in Stockton, CA.

Assumptions

The Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered by the University during a major emergency or disaster. The plan assumes that:

- An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.
- Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification to meet the requirements of the emergency or disaster.
- Disasters may affect widespread areas; therefore, city, county and federal emergency assistance may not be available for as long as 72 hours.

Priorities

The priorities of the plan are:

- To save human lives
- To protect property
- To provide for the needs of survivors
- To provide public information
- To restore essential services and instruction

Hazard Analysis

| HAZARD | LIKELIHOOD OF OCCURANCE | |
|---------------------------|-------------------------|----------|
| | LIKELY | UNLIKELY |
| Flash Flood | X | |
| Dam/Levee Failure | | X |
| Structural Collapse | X | |
| Major Fire | X | |
| Disease Outbreak | X | |
| Civil Disorder | X | |
| Train Accident | X | |
| Utility Failure | X | |
| Power Failure | X | |
| Telecomm Failure | X | |
| Extreme Weather | X | |
| Terrorist Threat | X | |
| Hazmat | X | |
| Earthquake | | X |
| Active Shooter | X | |
| Public Assembly Emergency | X | |
| Hostage Situation | X | |
| Workplace Violence | X | |
| IT Security Breach | X | |
| Air Crash | X | |

NOTE: A formal hazard analysis update will be conducted in the next eighteen months. Updated results will be described in future editions of the EOP.

Levels of Emergencies

The California Emergency Management Agency (CalEMA) has established three levels of emergency response, based on the severity of the event and the availability of local resources. Generally, response to a major emergency or disaster will progress from *local to regional to state to federal* involvement.

Campus Emergency (Level 1) - A Level 1 emergency is an event that occurs on the main campus or satellite properties and is managed from a command post at or near the scene. The event can be handled with existing University resources or limited outside agency assistance. A Level 1 emergency is usually a single or one-dimensional hazard of limited duration with little or no impact on University operations. The Emergency Operations Center (EOC) is not activated. All responders coordinate via established telephones, radio systems and dispatch centers. A campus state of emergency is generally not proclaimed.

Local Emergency (Level 2) - A Level 2 emergency is an event involving some or all of the University that cannot be handled with existing University resources and requires outside assistance (city and/or county). Level 2 emergencies are most likely multi-hazard situations. The Emergency Operations Center may or may not be activated. A campus state of emergency might be proclaimed.

State of Emergency (Level 3) - A Level 3 emergency is a catastrophic situation involving the entire campus and surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the University and local resources. Level 3 emergencies are multi-hazard, and outside help may not be available for a prolonged period of time. The Emergency Operations Center is activated. A campus state of emergency is proclaimed.

Phases of Emergency Management

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

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

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

Preparedness (Phase II)

Normal Operations – This Plan is considered to be in effect at all times to provide authorization to accomplish essential emergency preparedness activities. The preparedness phase involves activities undertaken in advance of an emergency in accordance with the Emergency Services Act and the State Emergency Plan. These activities will provide operational capabilities and improve effective response to disasters. Actions below are all examples of the planning activities conducted under this phase:

- Developing and revising disaster plans and hazard analyses
- Writing mutual aid operational plans
- Training response personnel, including the training and assignment of Student Health Center staff in disasters that may require additional EMS
- Improving public information and communications systems
- Conducting exercises to validate the planning process

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures and checklists for the support of the EOC. Elements of these procedures include:

- Provision to support, maintain, staff, direct and control University resources during the time of a major disaster.
- Specific emergency actions that will be assumed by staff and designated successors during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be deactivated.

- Current department personnel notification/recall rosters procedures and the means to implement. This should include a communication system to implement call-out rosters for personnel assigned to the EOC, support functions and field response team.
- Establishment of a system for communication to the EOC, UPD dispatch and Facilities Services dispatch/work order control center, and to manage organizational resources, response field personnel and maintain contact with the EOC during emergencies.
- Developing mutual aid and other support agreements with appropriate local and state agencies, vendors, and “sister” departments within the CSU system.
- Reporting of damage assessment information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations following disasters.
- Training of assigned response staff and campus volunteers to augment the performing of emergency functions.

Increased Readiness - California State University, Stanislaus will take appropriate action to increase readiness as a crisis begins to develop. Actions taken during the buildup of a crisis situation are designed to increase the university’s ability to respond effectively to a disaster. Departments should consider increasing their readiness for an emergency upon the issuance of a credible, long-term prediction or advisory that could impact the County or State, or a rapidly deteriorating international situation that could lead to a possible attack upon the United States. Actions to be accomplished during this phase include but are not limited to:

- Inspections of critical facilities
- Reviewing and updating emergency plans and Standard Operating Procedures
- Briefing President’s Executive Administration Group
- Updating resource lists
- Mobilizing resources
- Testing warning and communications systems
- Creating accurate, timely, emergency public information
- Recruiting of additional staff and Disaster Service Workers

Response (Phase III)

Pre-Impact - When the California State University, Stanislaus emergency management organization recognizes the likelihood of a pending disaster, actions will be taken to save lives and protect property first. The response phase is activated to coordinate emergency response activities.

The level of response necessary will be determined to meet the pending emergency. If the situation warrants, or upon notification from the Stanislaus County Office of Emergency Services, a full emergency will be declared.

Actions:

- Disseminating warning, emergency public information, and other advice and action instructions to the public
- Surveying and evaluating the emergency situation
- Marshaling, allocating, and positioning personnel and equipment
- Mobilizing necessary resources
- Activating the EOC using established guidelines
- Evacuating the campus community if necessary

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

Actions:

- Activating Incident Command Posts and the EOC
- Issuing emergency instructions to the campus community

Immediate Emergency - If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a California State University, Stanislaus emergency is declared, the City of Turlock will be notified and may be requested to proclaim a local emergency.

Actions:

- Conducting evacuation and/or rescue operations as required
- Issuing emergency instructions to the campus community

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

Actions:

- Providing for the care and treatment of casualties
- Collecting, identifying, and disposing of the dead
- Providing for the mass care (food, lodging, etc.) needs of displaced persons

Response Levels

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Part 2.

Level I Response Mode - Decentralized Coordination. This management mode is operative under normal conditions in which emergency situations are responded to by the usual management procedures and local resources are adequate. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished by the Communication Center.

Level II Response Mode - Centralized Coordination. This mode of operation is used for emergency responses that require several functional units within the plan to be activated. In these situations, key EOC personnel will meet in a central location to provide emergency coordination. Their activities include but are not limited to:

- Establishing a situation assessment function
- Establishing a public information function
- Determining resource requirements and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support emergency services

Level III Response Mode - Highest Interagency Coordination and Discretion.

This mode of operation will be utilized following a major disaster that would render it impossible for California State University, Stanislaus to effectively respond or function at either Level I or II. In this situation, the EOC will be activated and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.

Recovery (Phase IV)

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

As soon as practical following a major emergency, normal management of California State University, Stanislaus operations will be restored. Disaster

assistance for affected persons will be coordinated through joint State and Federal Disaster Assistance Centers in the local area.

If major damage has occurred, the recovery aspects of this plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts.

Actions:

- Implementing health and safety measures
- Protecting, controlling, and allocating vital resources
- Restoring or activating essential facilities and systems
- Enforcing police powers in controlling the locations
- Establishing access controls, erecting traffic barricades, etc.

Activation of the Plan

The Emergency Operations Plan is officially activated by order of the University President or designee. The plan will be activated to a level appropriate to the scope of the emergency, when:

- There is the existence or threatened existence of a **Level 1, 2, or 3** emergency that only affects the University.
or
- When Stanislaus County declares a **local emergency**.
or
- When the Governor has proclaimed a **state of emergency** in an area that includes California State University, Stanislaus.
or
- When the U.S. President declares a **national emergency** in an area that includes California State University, Stanislaus.

If the Emergency Operations Plan is activated and the local emergency or state of emergency has not been declared, then a campus state of emergency should be declared.

Chain of Succession

In the event that the President is not present or is disabled, the authority and responsibility to activate the Emergency Operations Plan shall follow this chain of succession:

Acting President

1. Provost/Vice President for Academic Affairs
2. Vice President for Student Affairs
3. Vice President for Business and Finance

4. Vice President for University Advancement
5. In the event that a Vice President is serving in an interim capacity, s/he shall be last in the “acting” rotation.
6. Emergency Operations Director/Chief of Police or Alternate EOC Director if aforementioned is not available.

Declaration of Campus State of Emergency

The declaration of a campus state of emergency is required when the University is the only political subdivision affected by an emergency or disaster. If Stanislaus or San Joaquin County declares a local emergency, then the Emergency Operations Plan can be activated without the University proclaiming a campus state of emergency.

A declaration of a campus state of emergency provides the University with the authority to:

- Receive mutual aid from the Stanislaus County Operational Area and the state
- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans and agreements
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements
- Requisition necessary personnel and material of any department or agency
- Issue orders and regulations necessary to provide for protection of life and property
- Issue orders and regulations imposing curfew
- Conduct emergency operations without facing liabilities for performance or failure of performance

The authority to proclaim a campus state of emergency resides with the President or designee.

Local Emergency:

A “Local Emergency” under the California Emergency Services Act is defined as the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county or city, which conditions are likely to be beyond the control or resources of that political subdivision. This designation is not intended to apply to a situation geographically confined to University property.

LOCAL EMERGENCY ALERT SYSTEM (EAS) BROADCAST RADIO

STATIONS:

| | |
|--|-----------------------|
| Stanislaus County Primary Alert Station (LP1) | KOSO 92.9 FM |
| San Joaquin County Primary Alert Station (LP1) | KFBK 92.5 FM, 1530 AM |
| (LP2) | KSTN 107.3 |

Mutual Aid

California State University, Stanislaus recognizes the Operational Area Concept under SEMS/NIMS and accepts that the Operational Area for the main campus in Turlock is Stanislaus County. For the satellite campus in Stockton, the Operational Area is San Joaquin County. Requests for mutual aid, when this plan is in effect, will be made through the county's Operational Area Coordinator.

Upon receiving mutual aid, the University is responsible for logistical support of reporting personnel.

Requests for and coordination of mutual aid support will normally be accomplished through established channels at the Stanislaus County Emergency Operations Center.

The request should specify, as applicable, the following information:

- Amount and type of resources needed
- Reporting time and location
- Personnel reporting hierarchal structure
- Access routes
- Estimated duration of operations

If it is determined that local, state or possible federal aid will be needed, a Campus Emergency will be proclaimed, a request will be made to the Stanislaus or San Joaquin County Unified Mutual Aid Office to proclaim a local emergency and request mutual aid. By agreement, a request will be made to the Operational Area Stanislaus (or San Joaquin) County Office of Emergency Services, which will submit the request to CalEMA. CalEMA will request the Governor to proclaim a State of Emergency. There are six (6) Mutual Aid Regions in the State of California. ***California State University, Stanislaus is located in Region Four (4).***

The University also recognizes the City of Turlock mutual aid agreement as another, and more immediate, source of mutual aid in the event of an emergency or disaster. See Annex B for a copy of the Mutual Aid Agreement with Stanislaus County.

Disaster Service Workers

All public employees are hereby declared to be disaster service workers, subject to such activities as may be assigned to them by their supervisor or by law.

Government Code, Chapter 8, Division 4 of Title 1, §3100-3101.
State Employees as Disaster Service Workers

§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.

§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 California Emergency Council. The term “public employees” includes all persons employed by the state or any city, county, state agency or public district, excluding aliens legally employed.

Emergency Management Training and Exercises

The main objective of the California State University, Stanislaus emergency management organization is efficient and timely response during emergencies. A good plan is a first step toward that objective. Planning alone will not guarantee preparedness. Training is essential to make emergency operations personnel ready to respond effectively. Emergency management training records are kept for a minimum of seven years.

In compliance with the CSU Executive Order No. 1013 (9/07), the University conducts the following levels of training:

- SEMS, NIMS, and ICS overview training of new staff within one-year of employment
- Specialized training annually for employees designated either as a Building Marshal/Monitor or EOC team member

One element of this training program will be emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities and systems used in emergency situations. These exercises are carried-out in several forms.

- **Tabletop Exercises** are an informal discussion of a 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 is done once a year.
- **Drills** are a single emergency response function, single agency involvement, and often have a field component such as evacuation from a building. Testing is done at least once a year.
- **Functional Exercises** are when policy and operations personnel practice emergency response with stressful and realistic simulations, take place in real time, emphasize emergency functions and the EOC is activated. Testing is done at least every other year.
- **Full Scale Exercises** are the most complex type of exercise, and the ultimate goal of the training program. This takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreement, tests several emergency functions, EOC is activated and produces high stress. Testing is done at least every seven years; however activation of the EOC in response to an actual emergency or disaster meets this testing requirement.

Campus Emergency Equipment

Certain extraordinary emergencies, such as a major earthquake with a local or regional impact, could require the campus emergency management operations to operate without outside assistance for a period of time (72 hours or greater).

The needs of the campus, in a sustained emergency situation, require that necessary equipment be in place and in operational order. Designated campus personnel have been issued procurement cards for use in the purchase of emergency equipment and supplies. Memorandums of Understanding (MOU) are in place with local vendors to provide access to additional needed resources.

A complete roster of emergency resources, supplies, and equipment is contained in the University Emergency Operations Center.

PART II. INCIDENT COMMAND SYSTEM



Part II: INCIDENT COMMAND SYSTEM (ICS under SEMS/NIMS)

Background

Under normal circumstances, each University department functions with its own organizational system, which work together adequately in minor emergencies. In a large-scale emergency or disaster, University departments must work smoothly with outside emergency agencies and each other. In these circumstances, different systems cause confusion, and one common system is needed.

Emergency agencies in the state of California use the Incident Command System (ICS) under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) to manage a disaster. Using a common system results in coordinated management and teamwork. The ICS has demonstrated its value in the history of emergency management. The system is based on simplicity, flexibility and sound management practices, as applied to a disaster environment.

Because the ICS works, the state has mandated that all counties, cities and special districts (including colleges and universities) use the ICS in a disaster where communication and coordination between outside agencies are necessary. **Failure to use SEMS and ICS will render the University ineligible for Federal Emergency Management Agency (FEMA) reimbursement funds.**

Position Descriptions

When a University emergency reaches proportions that **cannot be handled by routine measures**, the President or designee may activate the Emergency Operations Plan in accordance with SEMS. The ICS under SEMS is designed to be flexible and to accommodate situations of varying severity. The system is comprised of the following major components:

EXECUTIVE ADMINISTRATION GROUP

Location: MSR340, President's Conference Room or alternate

Emergency Operations Executive -Vice President, Business & Finance
Oversees emergency operations and serves as the link between the President and the Emergency Operations Center Manager.

- Approves policies regarding emergencies prior to an emergency
- Works through the President in approving and authorizing recovery operations within the context of the emergency
- Does not participate in operational aspects of an emergency response

The Executive Administration Group (Policy Group) is comprised of:

- The University President
- Vice Presidents of Academic Affairs, Business & Finance, Advancement and Student Affairs
- Chair of the Academic Senate
- Associated Student President
- Legal Advisor
- Public Information Officer (or Deputy PIO)

COMMAND STAFF

Emergency Operations Center Manager - *Chief of Police*

Responsible for overall management of emergency activities, including development, implementation and review of strategic decisions

Public Information Officer (PIO) - *Public Affairs Specialist*

Coordinates public communication of emergency activities in consultation with the campus Executive group (President and Vice Presidents)

Safety Officer - *Assistant Director of Safety & Risk Management*

Advises on all matters relative to the operational safety of incident personnel and ensures the coordination of safety issues across multi-agency efforts

EOC Coordinator – *Occupational Safety Specialist*

Coordinates the activation and facility support for the center and EOC staff

OPERATIONS SECTION

Operations Section Coordinator - *UPD Lieutenant or Sergeant*

Responsible for coordinating the activities of the Operations Section, including:

Law Enforcement – Provides support for field activities such as law enforcement, traffic control, evacuations, access to hazardous areas; coordinates with local fire and police agencies; supports rescue and first aid response

Fire Services - Provides support for field activities such as fire and search and rescue coordination; coordinates with local fire and police agencies; supports rescue and first aid response

Medical Services – Provides support for mass casualty field activity; coordination between temporary casualty care facilities and transportation of casualties; assigns Student Health Center staff for EMS in the absence of off campus mutual aid services

Facilities Operations (Public Works) – Provides support for facility related field activities such as repair and restoration of essential structures and utilities; and supports law enforcement and fire service personnel in access and perimeter control

PLANNING SECTION

Planning Section Coordinator – *University Compliance Officer, or Designee*

Responsible for coordinating the activities of the Planning Section, including:

EOC Message Center - Gathers information and produces situation status reports, damage assessment and weather predictions

Documentation – Maintains all event records, and assists with writing operational period action plans

LOGISTICS SECTION

Logistics Section Coordinator - *Associate Vice President, Facilities Services*

Responsible for coordinating the activities of the Logistics Section, including:

Facilities Maintenance – Provides logistical support for field activities related to the repair and restoration of essential structures and utilities, facility access and perimeter control

Supplies/Movement - Provides resources and support services for emergency operations

FINANCE ADMINISTRATION SECTION

Finance Administration Section Coordinator – *Associate Vice President of Financial Services*

Responsible for coordinating all Finance Section personnel, including:

Procurement/Contracts - Tracks expenses and prepares reports to local, state and federal authorities for documentation and potential reimbursement

Human Resources - Assigns staff in accordance with CSU and campus policy, tracks and records time expended by personnel

CAMPUS LIAISON SECTION

Liaison Officer – *Student Affairs Manager or Designee*

Responsible for coordinating campus emergency liaisons, as needed, including:

Housing Liaison - Communications link between the EOC and the Housing Staff, which provides food and emergency shelter to the campus community

Student Affairs Liaison - Communications link between the EOC and Student Affairs, which is responsible for vital communications between Students and their families and loved ones

Academic Affairs Liaison - Communications link between the EOC and Academic Affairs, which is responsible for restoring the academic process

Psychological Counseling Liaison - Communications link between the EOC and Psychological Counseling, arranges support for first responders and victims

SEMS Activation

The Standardized Emergency Management System (SEMS) can be activated in whole or in part, as the needs of the emergency dictate. The system is not dependent on any single person. While some SEMS positions have titles and/or persons associated with them, this does not mean that the position cannot be filled by someone else. Each position has an associated checklist that details what persons assigned to each position should do.

Emergency Operations Center

The Emergency Operations Center (EOC) acts as the focal point for all campus-related emergency activity.

EOC locations:

Primary EOC

Public Safety Building
Room 100N

Alternate EOC

City of Turlock EOC
900 N. Palm Avenue

If neither EOC location is usable, the EOC Director or designee will designate another location. See Annex B for City of Turlock mutual aid agreement information.

EOC Staff Call-In Procedures

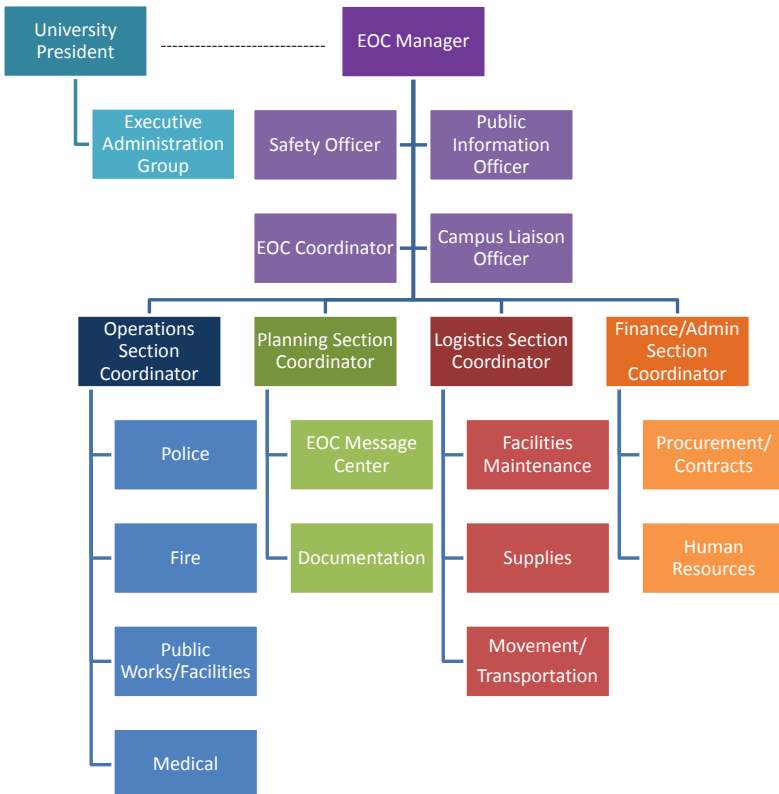
Determination of an actual emergency can be made by any one of the following sources: UPD Officer, UPD Official, Facilities Services Official, outside informational sources, others as deemed worthy and responsible.

During normal working hours an emergency situation will be analyzed and declared by the University Police Dept. and a call-in procedure initiated.

During off hours, the UPD Officer on-duty will make an initial determination of the seriousness of the incident based on the immediate information available. When time is critical, or when in doubt, the officer will activate the UPD Phone Tree in the following order: UPD Sergeant, UPD Lieutenant, UPD Chief and Assistant Director of Safety & Risk Management (as needed).

After contacting the first available individual listed above, the UPD Officer has no further phone tree contact responsibilities, unless directed to do so. The contacted UPD Official will establish further contacts as necessary up to total activation of the EOC.

Emergency Management Organizational Chart





PART III.

EMERGENCY MANAGEMENT

Part III: EMERGENCY MANAGEMENT

General Evacuation Procedures

The evacuation of University buildings at the Turlock campus may be required due to emergency situations occurring on or near the campus. Emergency evacuations are conducted in a systematic, controlled and planned manner.

Campus-Wide Evacuation – When it is necessary to completely evacuate the campus due to an emergency condition a controlled approach will be used. When campus buildings are deemed safe for occupancy, personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Gathering Area system will be used.

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

- The Chief of University Police or his/her representative of the need to evacuate.
- The University Communications Public Information Officer, or their representative, of the need for information broadcasts asking all persons to stay away from campus.

Localized Evacuation – In some situations, it may become necessary to evacuate one or more building on campus due to a localized emergency situation. When this occurs, the University Police will coordinate the evacuation with the Building Marshals and Monitors. The decision to evacuate will be based on the totality of the circumstances and, whenever possible, following consultation with the President and ranking Dean or Facility Manager. When evacuations are due to an overriding concern for public safety it may not be possible to make such consultations. In those instances, the appropriate Dean or Facility Manager will be notified of the evacuation as soon as is practical.

Special Needs Evacuation – Wheelchair users or other disabled persons should prepare for emergencies, in advance, by instructing a University official or employee. If assistance is not immediately available, the wheelchair users and/or other disabled person should stay visible in an exit corridor or on an outdoor landing/balcony. They should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle (provided free by the UPD) or have other means of attracting attention. Special evacuation chairs are available in multi-story buildings to evacuate a disabled person DOWN stairs.

Responsibilities

University Police (UPD) – Responsible for the overall campus evacuation procedure and serves as the focal point in any emergency for 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 Building Marshals. They will direct assistance in search and rescue of outside services as required.

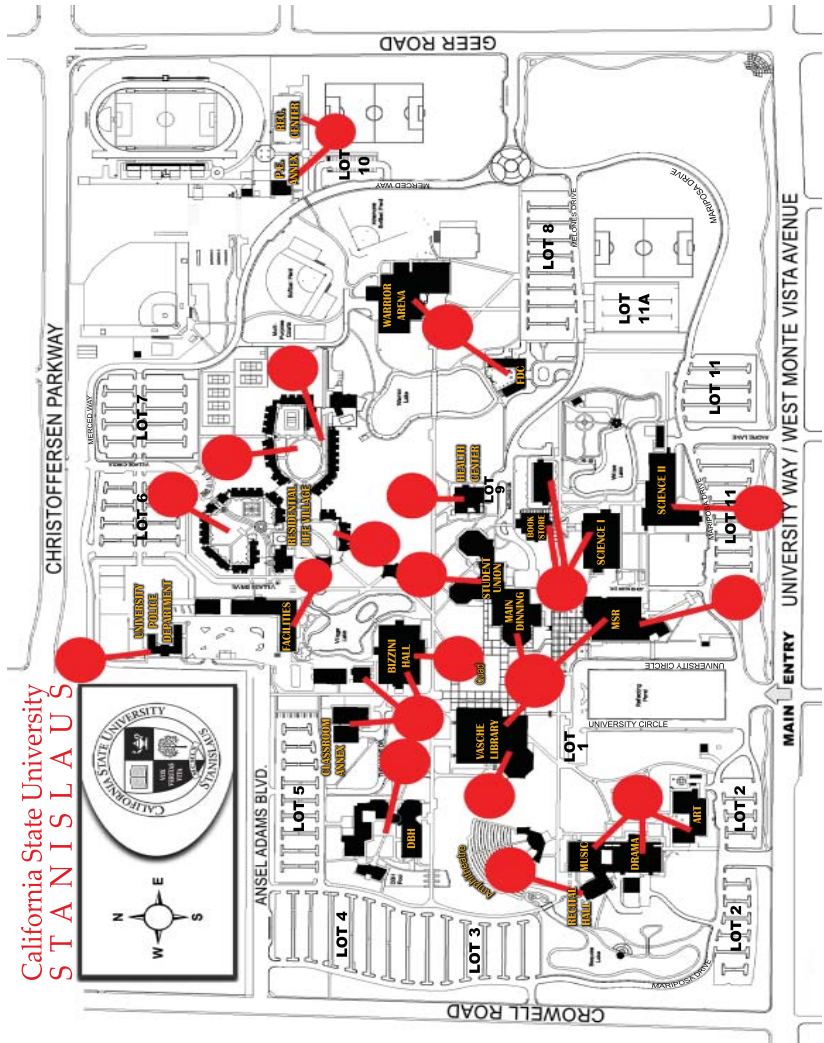
Facilities Services – May respond during an emergency situation and assist the UPD with security and communication at campus entry/exit points. Associates may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs, and provide ongoing support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

Building Marshals - These individuals are responsible for obtaining the evacuation status of their buildings in terms of assistance needed, building status, or any other critical informational needs. Building Marshals station themselves in pre-assigned Emergency Evacuation Gathering Areas to obtain information from their Evacuation Monitors. As soon as the status of their evacuation is known they forward this information to the University Police. Their primary responsibility is the evacuation of people from their buildings and the reporting of this information to the UPD. They are not responsible for active search and rescue or any form of building remediation. See Annex A for current Building Marshal Contact List.

Evacuation Monitors - These individuals are responsible for the timely and orderly evacuation of their buildings occupants. They direct occupants to the proper exit and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any assistance needs to the Building Marshal upon exiting. These individuals are not responsible for search and rescue or other related tasks, but serve to provide needed assistance information to their Building Marshals.

Emergency Evacuation Gathering Areas

- All buildings are equipped with an emergency radio and bullhorn; assigned to the Building Marshal.
- The UPD Communications Center and Turlock Police Communications monitor campus radio communications.
- The Emergency Radio Network, Direct Emergency Notification (DEN) system, telephone, email or word-of-mouth runner may be used to give emergency evacuation orders and other public information directives.
- During evening hours, faculty is instructed to act as building monitors and assist with evacuations.



Earthquakes

A *catastrophic* earthquake is unlikely to occur at our location, due to our distance from major earthquake fault lines. However, a major earthquake occurring in close proximity to the City of Turlock has the potential to result in numerous casualties, extensive property damage, fires, road closures, and the disruption of surface railway and transport systems. Communications and utilities, including water, waste treatment, power and gas may also be disrupted. Additionally, flooding due to dam failure as well as theft and looting constitute potential problems.

In spite of mutual aid, government and private sector studies indicate jurisdictions may have to rely on internal resources for a period of up to (72) hours.

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, classes may be canceled, and the campus closed and evacuated 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 communications system to road conditions, potential hazards and public announcements.
6. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

Fire

The California State University, Stanislaus campus is not located in an area considered to have a high fire risk. The fire danger at the University is anticipated to be a localized incident involving a single building or area.

Response:

1. The EOC will not normally be activated however, may be in the case of a major or multiple structure fire.
2. In coordination with the responding fire units, University police personnel will establish a perimeter to prevent entry to the scene, establish traffic and pedestrian control and assist in directing evacuees from the area.
3. If during business hours, injured may be transported to local hospitals or, as necessary, treated at the Student Health Center.
4. University police will restrict access to the fire scene until declared safe by the fire department and the University Construction Manager has determined that the affected facilities can be re-opened.

Flood

The source of potential flooding in the City can be traced to rainfall, snow-melt, or dam failure. Flooding of significant magnitude can be expected to result in individuals being isolated by flood waters, disruption of utilities, extensive property damage, disruption of transportation and communication systems and various health hazards associated with the contamination of drinking water and the disruption of sewage treatment facilities.

Response:

1. Since advanced warning of flooding conditions can generally be expected, the Emergency Operations Center will be activated, as needed to determine necessary actions.
2. When necessary, all students and non-essential employees will be released. If possible, prior to the release, freeway and street conditions, including safe exit routes, will be ascertained and announced to the University community by all available means, to include local media.
3. Facilities Services operations shutdown procedures will be followed in areas that may be affected by flood caused fires, explosions, or electrical hazards is of critical importance.

4. Once personnel safety and life saving issues have been addressed, attention should be immediately directed to minimizing property and equipment damage. When available and if time permits, sand bags will be used where feasible to protect against floodwaters.
5. When feasible, teams will be organized to re-locate vital equipment and records to unthreatened areas (on upper floors of buildings or off-campus).

If anticipated flooding is the result of the failure of Don Pedro Dam, the University would have a minimum five hours warning before floodwaters reach University property. Immediate notice to the University community would be implemented, followed by evacuation to the south and west by all means of transportation available.

Severe Weather

California State University, Stanislaus may be subjected to severe dust storms which usually occur during the fall and early winter months. These storms can cause disruption of transportation, communications and electrical power. The campus would not normally be severely impacted by a storm unless sufficiently strong winds caused utilities failures, downed trees and flying limbs, severe reduction in visibility, or dust overloads in building mechanical systems.

While the EOC would not normally be activated, the campus would be closed by administrative decision, and students, faculty and non-essential staff would be sent home. In the case of a severe storm causing significant damage to the University, the EOC would be activated. If required, the campus emergency communications system would be activated to notify the campus population of the closure directive.

Utility Failure

Should electrical power go out on campus whether unexpectedly or a scheduled energy blackout, the university will continue to operate as normally as circumstances allow. Employee safety is the top consideration. In the event of an extended outage, employees should follow the steps outlined in the Emergency Response Plan that follows.

Vice Presidents or designees will determine if and when employees in their units should leave their work areas. Each Vice President, in consultation with the President's Office, will identify authorized designees to assume this responsibility in their absence. As needed, employees should activate department emergency contact phone trees to share information. Building Marshals and Monitors will have radio communication with University Police and will relay information on the operational status of the campus.

Facilities Management staff, Campus Police, Building Marshal's and Monitors will assist with evacuation efforts, when required.

If the lights go out before normal business hours (< 8:00 AM)

- Employees should activate department emergency contact phone trees to share information.
- Students and employees should call 1-877-STAN-411 (877-782-6411) or check www.csustan.edu for updates.
- University Police and Facilities staff will coordinate the dissemination of emergency instructions.

If the lights go out during the day

- The campus emergency hotline: 1-877-STAN-411 (877-782-6411) will have recorded message(s) for updates on the situation.
- Employees should activate department emergency contact phone trees to share information.
- Employees will be expected to remain on campus, as long as conditions are safe. Supervisors may release staff from campus as appropriate.
- Course instructors will be the primary source of information for their students, and will determine if lighting is sufficient for instruction to continue or if class should be interrupted or dismissed.
- Faculty who dismiss their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans.
- The dining facility will be open for students and employees excused from their classrooms or work site until power is restored, and the group will be notified when power is restored. Because the cafeteria also is dependent upon electricity, food service will not be available. Status of the electrical blackout will be posted at one half hour increments (e.g. 11:00 a.m., 11:30a.m.) at the north and south entrances of the dining hall.
- Employees who leave their workspaces should take their personal items and lock the door behind them.
- Emergency corridor lighting in buildings will come on for a period of time and fire alarms should be operational.
- Building Monitors are to confirm that all elevators have been cleared, and will post "do not use" signage.
- If you are in an elevator during an outage use the emergency phone to notify University Police at extension 3114.
- Enclosed offices without lights should not be occupied. Where lighting is adequate employees will be expected to continue working.
- Campus telephones should not be used except in case of emergency.
- Cellular and pay telephones will operate normally.

- Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.
- Avoid opening refrigerators, freezers, or other environmental control rooms during the outage.
- Do not use candles for illumination. Use battery flashlights and lamps instead.
- Once power returns, all staff employees should report back to their area and faculty and students should report to their next scheduled class and resume normal operations.

If the lights go out after dark

- Students, faculty and staff are expected to leave campus if power stays off. Faculty who dismiss their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans.
- Course instructors will be the primary source of information for their students. The Facilities Services staff will coordinate with University Police to communicate with instructors regarding the operational status of the campus.
- University Police vehicles will operate with identifying lighting, if you need assistance flag down these vehicles.
- When leaving campus – walk with another individual or group whom you trust.
- Escort shuttles will be available for transportation and have two-way radio communications with University Police.
- The campus emergency telephone number 1-877-STAN-411 (877-782-6411) will carry a recorded message so that individuals can call for updates on the situation.

Hazardous Materials

Large-scale hazardous material releases either on campus, contiguous highways, or from local jurisdictional areas have the potential of causing serious injuries and fatalities, creating millions of dollars in property damage, and requiring major evacuations. Hazardous materials found on campus are generally in small quantities. An accidental release of such materials would normally pose a threat only to individuals in the immediate area. Such a release could be the result of fire, explosion, earthquake, aircraft accident, floods, or combinations of the above.

Response:

1. On-Campus Release

- a. An on-campus release is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area by appropriate routes.
- b. A perimeter will be established and sealed off by UPD to prevent entry to the hazardous area.
- c. The University Assistant Director of Safety & Risk Management will be notified, and if available, will be responsible for advising on further actions.
- d. Injured, exposed, or ill individuals will be decontaminated by the Turlock Fire Department Hazardous Materials Unit / EMS prior to transport to local hospitals or the Student Health Center as assessed by the EOC Medical Director.

2. Off-Campus Release

- a. A sudden release of hazardous materials may allow little time for an organized response. The appropriate action may be to “shelter in place,” or if appropriate and circumstances permit, university personnel may be directed to designated collection points/staging areas.
- b. Depending on the circumstances, evacuation may be the appropriate protective measure to take. Any evacuation will be coordinated with local jurisdictional authorities.
- c. The California State University, Stanislaus Emergency Operations Center Manager will instruct the university community to exit the campus through specific, and predetermined safe routes.
- d. Control of perimeter ingress / egress routes will be maintained by University Police following the evacuation to prevent unauthorized entry to University property.

A photograph of a tree-lined path leading to a building. The path is flanked by large, mature trees with dense green foliage. The ground is covered in grass and fallen leaves. In the distance, a white building with a grid-like facade is visible through the trees. The overall scene is bright and sunny, with dappled light on the ground.

PART IV.

ANNEXES

Annex A

| Building | Name | Emergency Radio | Location | Extension |
|--|---------------------|------------------------|-----------------|------------------|
| Art | | | | |
| | <i>Marshal</i> | | | |
| | Jon Kithcart | 800 MHz | A15 | 3438 |
| | <i>Monitor</i> | | | |
| | Christian Hali | | A27 | |
| Bizzini Hall/Classroom Building | | | | |
| | <i>Marshal</i> | | | |
| | Susan Helm-Lauber | 800 MHz | C101 | 3181 |
| | <i>Monitors</i> | | | |
| | Laura Riddell | | C132 | 3388 |
| | Sonya Hernandez | | C125 | 3749 |
| | Lisa Gray | | C123 | 3136 |
| | Wendy Olmstead | | C108A | 6648 |
| | Cathy Lanzon | | C118 | 3238 |
| | RayDelle Kistler | | C215 | 3127 |
| | Ilene Worthington | | C231 | 3878 |
| | Galdina Serrano | | C231 | 3387 |
| | Ashlea Eaton | | C213 | 3408 |
| Boiler Plant | | | | |
| | <i>Marshal</i> | | | |
| | Don Salvadori | | CY600 | 3211 |
| Demergasso-Bava Hall | | | | |
| | <i>Marshal</i> | | | |
| | Kathleen Hidalgo | 800 MHz | DBH348 | 3364 |
| | <i>Monitors</i> | | | |
| | Barbara Dimberg | | DBH122 | 3091 |
| | Lana Jones | | DBH125 | 3371 |
| | Christina Whitehead | | DBH260 | 3879 |
| | Cindy Olsen | | DBH202 | 3288 |
| | Stephanie Marson | 800 MHz | DBH301 | 3704 |
| | Shellie Machado | | DBH348 | 3364 |

| Building | Name | Emergency Radio | Location | Extension |
|---------------------------------------|---------------------|------------------------|-----------------|------------------|
| Drama/Music | | | | |
| | <i>Marshal</i> | | | |
| | Shannon Mitchell | 800 MHz | D50 | 3459 |
| | <i>Monitor</i> | | | |
| | Phillip Short | | M22A | 3184 |
| Educational Services/CDC | | | | |
| | <i>Marshal</i> | | | |
| | Chris Wallace | VHF | CDC | 3036 |
| Facilities Services/Corp Yard | | | | |
| | <i>Marshal</i> | | | |
| | Mike Bianco | VHF | CY600 | 3328 |
| | <i>Monitor</i> | | | |
| | Traci Bergmann | | CY600 | 6629 |
| Field House & Gym | | | | |
| | <i>Marshal</i> | | | |
| | Charlene Bargas | 800 MHz | G7 | 3016 |
| | <i>Alt. Marshal</i> | | | |
| | Melanie Johnson | | FH141 | 3325 |
| Health Center | | | | |
| | <i>Marshal</i> | | | |
| | Pat Clanton | 800 MHz | HC | 3396 |
| | <i>Monitors</i> | | | |
| | Karen Deleon | | HC | |
| | Marie Snoke | | HC | |
| | Becky Holly | | HC | |
| Innovative Center | | | | |
| | <i>Marshal</i> | | | |
| | Vacant | | | |
| JSR Faculty Development Center | | | | |
| | <i>Marshal</i> | | | |
| | Ximena Garcia | VHF | FDC101 | 3216 |

| Building | Name | Emergency Radio | Location | Extension |
|--------------------|------------------------|------------------------|-----------------|------------------|
| Bookstore | | | | |
| | <i>Marshal</i> | | | |
| | Amy Lewis | VHF | Bookstore | 3161 |
| Library | | | | |
| | <i>Marshal</i> | | | |
| | Deb Childers | 800 MHz | L253 | 6573 |
| | <i>Monitors</i> | | | |
| | Chris Wincentzen | 800 MHz | L130H | 3732 |
| | Charlene Brock | | L135F | 3709 |
| | Louisa Herrera | | L112 | 3642 |
| | James Koelewyn | | L150 | 3005 |
| | Tula Mattingly | | L195 | 3362 |
| | Monica Pope | | L175 | 6811 |
| | Priscilla Peters | | L210D | 3492 |
| | Rick Deitz | | L210E | 3605 |
| Main Dining | | | | |
| | <i>Marshal</i> | | | |
| | Campus Dining Services | VHF | | 3636 |
| | <i>Monitor</i> | | | |
| | Cheryl Berry | | Kitchen | 3634 |
| MSR | | | | |
| | <i>Marshal</i> | | | |
| | Ron Noble | 800 MHz | MSR340 | 3177 |
| | <i>Monitors</i> | | | |
| | Mike VonDohlen | | MSR010 | 3013 |
| | Frank Borrelli | | MSR010 | 3986 |
| | Tammy Giannini | | MSR180 | 6632 |
| | Lee Bettencourt | 800 MHz | MSR213A | 3159 |
| | Delfin Guillory | | MSR283 | 3978 |
| | Helena Orozco | | MSR230 | 3220 |
| | Justine Borba | | MSR300 | 3755 |

| Building | Name | Emergency Radio | Location | Extension |
|----------------------------------|---------------------|-----------------|----------|-----------|
| Naraghi Hall | | | | |
| | <i>Marshal</i> | | | |
| | Christi Jantz | 800 MHz | N261 | 6549 |
| | <i>Monitors</i> | | | |
| | Pat Martin | | N372 | 3468 |
| | Neil Jacklin | | N235A | 3486 |
| | Phil Rojas | VHF | N177 | 3580 |
| | Michele Gordon | | N306A | 6595 |
| | Dawn McCulley | | N164 | 3466 |
| | Jerry Wilkinson | | N102 | 3579 |
| | Jean Hazelwood | | N372 | 3153 |
| | Emy Barsley | | N259 | 3476 |
| PE Annex | | | | |
| | <i>Marshal</i> | | | |
| | Janice Herring | VHF | T105 | 3855 |
| | <i>Alt. Marshal</i> | | | |
| | Hung Tsai | | T111 | 3168 |
| Student Services Building | | | | |
| | <i>Marshal</i> | | | |
| | Vacant | | | |
| University Union | | | | |
| | <i>Marshal</i> | | | |
| | Melissa Goodman | 800 MHz | UU202F | 3191 |
| | <i>Monitors</i> | | | |
| | Melanie Lourenco | | UU202B | 3828 |
| | Bill Brosmer | | UU202C | 3829 |
| | Alissa Aragon | | UU103 | 3516 |
| | Cesar Rumayor | | UU106D | 3832 |
| | Byron Kamp | | UU202A | 3827 |
| | Cheryl Cone | | UU106 | 3772 |

| Building | Name | Emergency Radio | Location | Extension |
|------------------------|---------------------|-----------------|----------|-----------|
| Village Housing | | | | |
| | <i>Marshal</i> | | | |
| | Stefanie Baker | | RLV | 3675 |
| | <i>Alt. Marshal</i> | | | |
| | Andrea Martin | | RLV | 3675 |
| | <i>Monitors</i> | | | |
| | RA's as assigned | | | |

| Building | Name | Emergency Radio | Location | Extension |
|---|-----------------------------|-----------------|----------|-----------|
| Stockton Campus Acacia Court | | | | |
| | <i>Marshal</i> | | | |
| | Michael "Terry" Barnhart | | | 4403 |
| | <i>Monitors</i> | | | |
| | Betty Nunez | | | 4448 |
| | Steve Hamer | | | 4457 |
| | Michael Tablett | | | 4453 |
| | Securitas Security | | | 993-3469 |
| | Grupe - Chris Rasmussen | | | 403-7438 |

Annex B

**STANISLAUS COUNTY UNIFIED
MUTUAL AID AGREEMENT**

Fire Department Related Emergencies

In the event of a disaster requiring Fire Department assistance, CSU, Stanislaus is linked with the Turlock Fire Department for Mutual Aid Assistance as part of the Stanislaus County Unified Mutual Aid Agreement. Call 9-1-1 or (209) 668-1200.

Police Emergencies

In the event of a situation requiring additional police assistance, CSU, Stanislaus would contact the Stanislaus County Sheriff's Department. Call (209) 525-7000.

Emergency Operations Center (EOC)

In the event of a situation requiring the use of an alternate site for Emergency Operations, the University has a Memorandum of Understanding (MOU) with the City of Turlock for provision of an EOC site. The agreement states:

1. The CSU Stanislaus PD and the City of Turlock Emergency Operations Center will be able to maintain full operational status under emergency conditions.
2. Both parties will provide the EOC location and all supplies contained therein.
3. These services are to be provided without cost to either party and either party will arrange for physical replacement or will provide funding for replacement of used or damaged materials to the respective EOC's at current market value.
4. Both parties shall provide necessary access and facilities of the EOC to permit operations during a state of emergency.
5. CSU Stanislaus PD shall provide, in collaboration with the City of Turlock, Standard Operating Procedures pertaining to the occupancy and usage of the CSU Stanislaus EOC and City of Turlock EOC.
6. Both parties agree to defend and indemnify it's members, directors, officers and service providers against all claims for injury or damages arising from acts performed under the terms and/or provisions of California Government Code §825.

Annex C-1

HAZARDOUS MATERIALS EMERGENCY RESPONSE ACTIONS

Numerous state and federal regulations require an expedient and safe response to chemical releases. All major chemical emergencies should be reported immediately to the University Police by calling 9-1-1, from any campus phone. University Police staff will assume Unified Command until relieved by the Turlock Fire Department. Joint Incident Command is also an option depending upon the situation. University personnel should not exceed their level of skill and training.

Upon notification of a chemical release, police communications should:

1. Advise the responding officer of the hazardous condition.
2. If appropriate, advise the caller to activate the building fire alarm and to meet the officer outside, and upwind of the spill location.
3. If the report includes sight of flames, serious injury or human chemical contamination, request Fire Department Hazardous Materials Unit immediately.
4. Notify a police supervisor immediately.
5. Notify the Assistant Director of Safety & Risk Management.
6. Request the Fire Department Hazardous Materials Unit respond. Contact the Turlock Fire Department via Turlock Police Department at (209) 668-1200.

The responding officer should:

1. Approach the spill from upwind.
2. Provide emergency medical aid to victims only if it can be done without risking the responder's personal safety and/or contamination.
3. Establish a perimeter, isolate the area and prevent entry into the spill scene. (Use the Emergency Response Guide Book to set the evacuation perimeter.)
4. Detain knowledgeable individuals at the scene and obtain as much information as possible concerning the incident (Always document, as this may be crucial to receiving federal recovery funding.)

5. Notify communications of the Incident Command staging area for incoming fire and EMS units. (Safe distance upwind.)
6. If applicable, provide the Fire Department with building diagrams noting the locations of utility shut-offs.

The Assistant Director of Safety & Risk Management should:

1. Conduct a site hazard assessment to determine:
 - a. What material was spilled/released?
 - b. What quantity?
 - c. Hazards of the material (material safety data sheet reference).
 - d. The location of injured or contaminated individuals.
 - e. The need to shut down mechanical and electrical systems.
 - f. The potential for environmental contamination.
2. Determine if a Fire Department or clean up contractor response will be needed.
3. If time permits, relay hazard assessment information to communications for use by responding fire and EMS units.

If the Assistant Director of Safety & Risk Management is unavailable, the University police officer acting as the Incident Commander will assist the Fire Department with the hazard assessment.

The Fire Department will:

1. Assume Incident Command or Unified Command depending on the needs of the incident.
2. Identify hazards and mitigate immediate threats to life, the environment and property.
3. Remain on scene until they are satisfied that the clean up is proceeding in a safe and effective manner.

The Turlock Fire Department has trained personnel for initial response to hazardous materials releases. They are also able to obtain mutual aid assistance from the Stanislaus County's Department of Environmental Resources (DER) for larger releases. Stanislaus Co. phone is (209) 525-4150. California State University, Stanislaus is responsible for providing contract clean up services, not the Fire Department.

Campus Notifications

The Assistant Director of Safety & Risk Management is responsible for notifying appropriate University executives of hazardous materials incidents that involve major injuries, property damage, the need for contract remediation services or media involvement. Procurement should be advised of activation of contract services. The police Incident Commander will be responsible for making these notifications in the absence of the Assistant Director of Safety & Risk Management.

All employee injuries should be documented by departmental supervisory staff and UPD, and reported to Personnel Services on the Supervisory Report of Injury Forms. Accidents involving injuries to students or the public should be reported to UPD with reports forwarded to Safety & Risk Management.

Regulatory Notifications

Safety & Risk Management will make the required regulatory notifications. If unavailable, notifications will be made by a police supervisor. Failure to report major incidents can result in significant penalties. Required notifications should be made as soon as possible following initiation of the emergency response. All notifications must be documented.

Report hazardous materials releases equal to or in excess of 55 gallons of a liquid, 200 cubic feet of a gas or 500 pounds of a solid to the required regulatory agencies.

Contacts:

- Stanislaus County Department of Environmental Resources,
Hazardous Materials Division, (209) 525-6700
(209) 525-6727 (after hours)
- CalEMA: (800) 852-7550 or (916) 845-8911

Removal of Hazardous Wastes

In the event of a situation where hazardous waste either chemical or biological is generated the Turlock Fire Department will assist in it's containment and control, but will not remove this material from the campus.

The following companies will remove hazardous chemical and biological waste and need to be contacted directly for assistance:

North State Environmental
Office: (650) 588-2838

Belfor Property Restoration
24 hours: (877) 339-4301

Clean Harbors: 800-645-8265
CHEMTREC 24 hours: 800-424-9300

Annex C-2

HAZARDOUS MATERIALS ON-CAMPUS STORAGE

There are three main accumulation sites at California State University, Stanislaus.

1. Main Temporary Hazardous Waste Storage - located along the west edge of the Corporation Yard (north side of campus).
2. Satellite Temporary Hazardous Waste Storage - located on the first floor of Naraghi Science room N135 for use by the College of Natural Sciences (south central campus).

A map that shows the greatest known NFPA hazard levels for various buildings on campus is on file with the SRM office, the Stanislaus County Department of Environmental Resources, and Turlock Fire Services.

Annex D

EXECUTIVE EMERGENCY OPERATIONS STAFF CHECKLISTS

University President

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

- Report to the President’s Office Conference Room or alternate location if office is deemed unsafe.
- Obtain briefing of situation from Emergency Operations Executive. Assess the situation. Declare a campus emergency if the situation warrants. Consult with the Chancellor’s Office if feasible. Activate the Emergency Plan on the request of the Emergency Operations Executive or the senior University Police Officer on duty.
- Activate and consult with the Executive Administration Group (Vice Presidents, see page 14).
- Authorize protective or precautionary measures as appropriate to include:
 - Evacuation
 - Sheltering in Place
 - University closure
- Issue necessary public announcements and statements through the Public Information Officer.
- If University closure is directed, ensure that the following executives are notified:
 - Vice President, Academic Affairs
 - Vice President, Business and Administration
 - Vice President for Student Affairs
 - Vice President for University Advancement

EMERGENCY OPERATIONS EXECUTIVE (EOE)
Vice President for Administration and Business

Function: Advise the President, ensure that the emergency organization performs in accordance with established procedures, oversees the operation of the emergency plan and serves as the primary liaison between the President and the University EOC.

- Notify and brief the University President of the incident.
- Report to the President's Office.
- Obtain authorization from the President to activate the emergency plan. Consider a declaration of campus emergency, activation of the EOC (if not already activated), evacuation, sheltering in place, and/or campus closure.
- If not already activated, direct activation of EOC if required.
- Establish communication with University Police Communications Center and the EOC.
- Ensure that all emergency notifications have been made when feasible.
- Direct EOC Director to implement measures authorized by the President.
- Authorize emergency messages and dissemination of public information to the University community, through the PIO.
- Obtain situation reports and updates on the incident and on-going response from the EOC Director and brief the President and Executive Administration Group.
- In consultation with the President, establish priorities for emergency response.
- As appropriate, when the emergency is over or as the incident stabilizes, advise the EOC Director to demobilize unnecessary response sections and notify affected emergency organizations and the University community.

Annex E

EOC STAFF ACTIVATION CHECKLIST

All EOC Staff must read this checklist in addition to their specific unit list of actions.

ACTIVATION - UPON ARRIVAL TO THE EOC

- Check-In and sign the roster.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Open and maintain section logs.
- Determine if other section staff are at the EOC.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

OPERATIONAL PERIOD SHIFT CHANGE

- Ensure that all required forms or reports are complete prior to deactivation. When released, leave all forms and logs with Planning.
- When another person relieves you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.

DE-ACTIVATION/DEMOBILAZATION

- Obtain authorization from your Section Coordinator or the EOC Manager to deactivate.
- Ensure that open actions are handled or transferred to other Section staff as needed.
- Release subordinate staff when no longer required.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Clean up and refresh all supplies for your workstation.
- Be prepared to provide input to the after-action report.

ANNEX F

EOC COMMAND STAFF CHECKLISTS

EMERGENCY OPERATIONS CENTER MANAGER

University Police Chief

Function: Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall management responsibility for the coordination of the response efforts on the University. In consultation with the EOE (Emergency Operations Executive), assist in setting priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established. Keeps the EOE informed on all matters regarding the allocation of resources from outside of the jurisdictional area. Facilitate and then manage the transition into the Recovery Phase.

Activation:

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

Start-up Actions:

- Assign staff to initiate check-in procedures.
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that Section Coordinators are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that the management function is staffed as soon as possible at the level needed (Information, Liaison, etc.).
- Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Section activities.
 - Convene action planning meetings with the policy staff and section Coordinators.
 - Assess situation, define problems, set priorities, and establish strategic objections for response/recovery period.
 - Review and identify need for future staffing.
 - Once Action Plan is completed review, approve, implement and distribute.
 - Establish and implement briefing schedule for EOC staff.

- When appropriate, ensure that field agency representatives have been assigned to alternate facilities.
- Ensure that telephone and/or radio communications with other facilities are established and tested.
- Schedule the first planning meeting.
- If appropriate, confer with Operations Section Coordinator (If activated and assigned) and other general staff to determine what representation, if any, is needed at the EOC from other agencies.
- Determine need, and establish if necessary a deputy director position.
- Request additional personnel support as needed for the organization.

Operational Duties:

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Upon Declaration of a State of Campus Emergency, assure the following agencies are notified:
 - CSU Stanislaus Health Center
 - Emanuel Medical Center
 - City of Turlock EOC
 - County of Stanislaus EOC
 - County of San Joaquin EOC
 - State Warning Center
 - CSU Stanislaus Office of the President
- Monitor section activities to ensure that all appropriate actions are being taken.
- Establish operational schedules and, in consultation with the EOE, establish response priorities.
- Thoroughly brief all incoming EOC and Section personnel on the emergency.
- Provide periodic status updates to EOE as requested or required.
- When authorized by the EOE, direct and review media releases and conduct news briefings as appropriate.
- Hold action planning meetings with key staff (section and branch coordinators) as appropriate.
- Thoroughly brief relief upon shift change.

Deactivation / Demobilization:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Notify adjacent jurisdictions/agencies as necessary of planned time for deactivation.

- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the after action report.

SAFETY OFFICER **EH&S Officer or UPD Designee**

Function: The Safety Officer's responsibilities include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations. Only one Safety Officer will be assigned for each incident. Subordinate elements or personnel may be assigned by the Safety Officer as needed. Assistants may represent assisting agencies or jurisdictions.

Section Assignment: Management Group, reports to EOC Director

Start-Up:

- Report to the EOC Director and obtain a briefing on the situation.
- Review the organization in place and know where to go for information or support.
- If additional Unit staff are required, coordinate with the EOC Director on obtaining additional personnel.
- Open and maintain accurate and detailed logs on Unit activity.
- Insure sufficient Unit personnel or designees assigned to maintain an initial 24 hour operation.

Operational Duties:

- Identify hazardous situations associated with the incident.
- Establish reporting procedures with Sections to insure receipt of information regarding operational safety hazards from field teams.
- Review any operational action plans for safety implications.
- Contact established Incident Command Posts, advise on safety procedures in the field.
- Ensure that field teams identify and report any hazard and unsafe condition encountered in the performance of their duties.
- Exercise delegated emergency authority to stop and/or prevent unsafe acts.
- Periodically, or as requested, brief the EOC Director and Section Coordinators on operational safety issues.
- Coordinate the investigation of accidents that have occurred within the incident area.
- In consultation with the Medical Services Branch Director, review and approve the medical plan.
- Participate in the EOC Director's planning meetings.

- Provide for staff rest periods and relief.
- Thoroughly brief your relief at shift change time.

PUBLIC INFORMATION OFFICER (PIO)

University Public Information Officer

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

Section Assignment: Management Group, reports to EOC Director

Start-Up Actions:

- Report to the EOC Director and obtain a briefing on the situation.
- Set up Unit work area.
- Unit work area may be established in a separate area of the University Police building.
- Review organization in place and know where to go for information or support.
- In coordination with the EOE and EOC Director, clarify any questions you may have regarding your assignment.
- Insure sufficient Unit personnel are assigned to maintain an initial two-shift operation.

Operational Duties:

- Determine from EOC Director and EOE if there are any limits on information releases.
- Carefully coordinate media releases regarding law enforcement tactical or criminal information issues with the Operations Section Coordinator and EOC Director to insure Government Code mandates and restrictions are followed.
- Develop material for use in media briefings.
- Obtain EOC Director's and PIO's approval of media releases.
- Arrange for media briefing locations
- Notify media and conduct media briefings.
- Implement and maintain a comprehensive information program for the event.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- Arrange information briefings for the EOE.

- Clear all media releases with the EOC Manager.
- Manage field requests for media control and CSU Stanislaus spokespersons.
- Monitor all print and broadcast media.
- Monitor any inaccuracies that appear in print, radio, or television stories and respond as appropriate.
- Monitor all major critical or unfavorable media comments.
- Recommend procedures or measures to improve media relations.
- Develop status information for campus staff, faculty, and students and distribute through all available means.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Periodically, or as requested, provide media relations briefings to the EOC Director and EOE.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident response operations to assigned personnel.
- Thoroughly brief your relief at shift change time.

EOC COORDINATOR

Occupational Safety Specialist or UPD Designee

Function: Facilitate the overall functioning of the EOC. Assist and serve as an advisor to the EOC Manager and EOC Staff as needed. Communicate between Campus EOC and other agencies. Coordinate logistics of VIP and Visitor Orientations and Briefings.

Section Assignment: Management Group, reports to EOC Director

Start-up Actions:

- Report to the EOC Manager/Director.
- Ensure that the EOC is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- Review organization in place at the EOC. Know where to go for information or support.

Operational Duties:

- Participate in action planning sessions.
- Provide overall procedural guidance to EOC Staff as required.
- Provide general advice and guidance to the EOC Manager as required.
- In conjunction with the EOC Manager and PIO, provide orientation for VIP's and other visitors to the EOC.

- Establish contact with the City of Turlock and Stanislaus County EOCs.
- Establish and maintain a location for incoming agency representatives, providing EOC identification, workspace and support as needed.
- Ensure all required status reports are completed and sent to OES, as required.

Deactivation / Demobilization:

- Take inventory of all EOC support supplies.
- Support and coordinate the restocking and replenishment of all EOC materials used during the activation period (including food rations).

CAMPUS LIAISON OFFICER

Student Affairs Manager or UPD Designee

Function: The Campus Liaison Officer is the contact for campus departments that have a direct connection to the incident. This position is activated depending on the specific nature of the incident, and only as needed.

Section Assignment: Reports to EOC Director

Start-Up Actions:

- Report to the EOC Director and obtain a briefing on the situation.
- Open and maintain accurate and detailed logs on Unit activities.
- When appropriate, establish an initial 24 hour operation.

Operational Duties:

- Participate in action planning sessions.
- Be a contact point between EOC management and all essential University liaison groups.
- Under the direction of the EOC Manager and/or PIO, provide orientation for VIP's and other visitors to the EOC.
- Establish contact with essential university groups, as needed:
 - Housing Liaison
 - Student Affairs Liaison
 - Academic Affairs Liaison
 - Psychological Counseling Liaison
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Keep agencies that are supporting university response operations aware of incident status.

- Monitor incident response operations to identify current or potential inter-organizational problems.
- Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.
- Participate in EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Annex G

EOC GENERAL STAFF CHECKLISTS

OPERATIONS SECTION COORDINATOR

University Police Supervisor

Function: Ensure that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC. Ensure that operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Director on all matters pertaining to section activities.

Start-Up Action:

- Report to the EOC Director.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- Review organization in place at the EOC. Know where to go for information or support.
- Meet with the Communications Unit Coordinator (if unit established).
- Obtain briefing on on-site and external communications capabilities and restrictions.
- Establish operating procedure with Communications Unit for use of telephone and radio systems. Make priorities or special requests known.
- Attempt to determine ETA of requested staff who are not yet on site.
- Establish contact with adjacent EOCs. Determine status of Operations sections at other EOCs. Determine status of any requests for assistance.
- Meet with Planning Section Coordinator. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.
- When appropriate, ensure that agency representatives from your jurisdiction are in place or in route to other affected EOCs.
- Establish communications with Agency Representatives as soon as possible.

- Based on the situation as known or forecast, determine likely future Operation Section needs.
- Review responsibilities of all branches in section.
- Make a list of key issues currently facing your Section. Establish with assembled personnel action items to be accomplished within the next hour period.
- Activate organizational elements (Branches, Units) within the section as appropriate and needed.
- Determine need for representation or participation of outside mutual aid system resource representatives.
- Request additional personnel when appropriate to maintain a two shift EOC operation.
- Advise the EOC Director of Section status.

Operational Duties:

- Ensure that appropriate branches are staffed (using available personnel) and that arriving staff members are assigned where appropriate to direct and support all field operations.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks and develop backup planning.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Provide situation and resources information to the Planning Section on a periodic basis or as requested.
- Ensure that intelligence, situation, and resources information is provided to the Planning Section on a timely basis or as the situation requires.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administrations Section.
- Ensure that all resource needs are coordinated through the Logistics and Finance Section.
- Coordinate all media contacts with the EOC Director and PIO.
- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.
- Attend and participate in EOC Director's planning meetings.
- Work closely with Planning / Intelligence Section in the development of action plans.
- If activated, work closely with Branch Coordinators to insure Operations objectives are being addressed.

- Ensure all resource needs for your Section are coordinated through the Logistics Section.
- Ensure that intelligence information gathered by Operations is made available to the Planning/ Intelligence Section.
- Ensure all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- Notification of any emergency expenditures.
- Daily time sheets.
- Brief EOC Director on major problems that need or will require solutions.
- Confer with EOC Director regarding requests for Mutual Aid as well as for executive-level policy decisions that must be made in order to proceed with field operations.
- Brief Branch Coordinators periodically on any updated information received.
- Continuously share status information with other sections as appropriate.
- Brief your relief at shift change.
- Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

POLICE BRANCH DIRECTOR
UPD Sergeant

Function: Informs and advises the Operations Coordinator. Oversee Campus Patrol, Traffic Control, Fire/Search and Rescue Coordination, Perimeter Access Control, and Mutual Aid and Multi-Agency Law Response Coordination.

Section Assignment: Operations Section, reports to Operations Section Coordinator

Start-Up Actions:

- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Call out subordinate support staff as appropriate.
- Review the organization in place and know where to go for information or support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the

- first 72 hours of an incident.

Operational Duties:

- Make Contact with Police dispatch or for status of on-duty personnel.
- Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
- Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.
- Per established response priorities, or as needed, advise Police to assign officers to specific assignments, or to specific ICs for support/assignment.
- Determine if Mutual Aid for operations will be needed and coordinate with Logistics for meals and delivery.
- Advise Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.

FIRE BRANCH DIRECTOR
City of Turlock Fire Battalion Chief

Function: Informs and advises the Operations Coordinator. Oversee Field Incident Command, Fire/Search and Rescue Coordination, and Mutual Aid and Multi-Agency Response Coordination.

Section Assignment: Operations Section, reports to Operations Section Coordinator

Start – Up Actions:

- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Call out subordinate support staff as appropriate.
- Review the organization in place and know where to go for information or support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.

Operational Duties:

- Make Contact with Police dispatch for status of on-duty personnel.
- Establish radio contact with each Incident Commander in each ICP.
- Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
- Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.
- Determine if Mutual Aid for operations will be needed and coordinate through EOC Manager.
- Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.
- Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and Logistics for equipment acquisition, as needed.
- Advise Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.

FACILITIES/PUBLIC WORKS BRANCH DIRECTOR

Facilities Maintenance Manager

Function: Informs and advises the Operations Coordinator. Oversee Campus Utility Infrastructure, Emergency Generators, and Restoration of Services.

Section Assignment: Operations Section, reports to Operations Section Coordinator

Start – Up Actions:

- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Call out subordinate support staff as appropriate.
- Review the organization in place and know where to go for information or support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- Open and maintain accurate and detailed logs on your Branch’s activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.

Operational Duties:

- Establish contact with Facilities Management and receive the status of all on-duty personnel.
- Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
- Ensure that the EOC has all necessary utilities and is free of any utility hazards
- Identify all major areas of utility damage or non-service. Determine needs, estimated time for restoring services and estimated costs to repair, and forward this information to the Operations Section Coordinator and Planning Section Coordinator.
- Provide technical support to all EOC and field operations to ensure essential lifeline support services, including emergency power, water, and sanitation.
- Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.
- Give and receive updates about field assignments, resource availability, and incident status. Advise the EOC Police and Fire Branch when field teams controlled by you will be reporting to Incident Commanders.
- Coordinate with the Operations Section Coordinator to determine if Mutual Aid for Operations will be needed. If so, complete the Mutual Aid Worksheet and forward to the Operations Section Coordinator.
- Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.
- Assess equipment needs for field personnel and coordinate with Facilities Management, the Operations Section Coordinator, and Logistics for equipment acquisition, as needed.
- Coordinate with A&E Branch to accomplish all inspections and repairs.

MEDICAL SERVICES BRANCH DIRECTOR

Emergency Medical Services Designee

Function: Is responsible for directing the university's medical emergency response during critical incidents and major disasters. Is responsible for coordinating campus disaster medical operations with city and county agencies; coordinates the transportation of casualties to medical facilities and casualty collection points. The Student Health Center is the primary university unit for medical operations in the event disaster or critical incident needs exceed the immediate response capabilities of the

local EMS system.

Section Assignment: Operations Section, report to Operations Section Coordinator

Start-Up Actions:

- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Call out subordinate support staff as appropriate.
- Review the organization in place and know where to go for information or support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- If the Health Center is unavailable because of severe damage or hazards, advise the Operations Section Coordinator and EOC Manager to obtain an alternate location.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.

Operational Duties:

- In consultation with the EOC Manager and Operations Section Coordinator, assess the extent of university casualties and the resources needed to handle them.
- Organize and coordinate Emergency Medical Response Teams.
- Insure briefings of medical staff include:
 - Triage guidelines.
 - Arrest of severe bleeding.
 - Use of intravenous solutions.
 - Pain relief.
 - Tagging the injured.
 - Patient tracking.
 - Identification and handling of fatalities.
- Request through all Section Coordinators that field teams report persons needing medical assistance.
- Determine number and location of persons needing medical assistance.
- Response teams to respond to reports of injured persons.
- Insure updated status reports of injured and deceased are provided to the Personnel Branch Director.
- If there are insufficient university medical staff to adequately respond to the incident, request Mutual Aid support through the

- EOC and the Personnel Branch for volunteer assistance.
- Assign volunteer medical staff to aid locations or activities as needed.
- Periodically, or as requested, brief the EOC Manager and Operations Section Coordinator on the status of injured and dead, and the overall medical response.
- Determine ongoing emergency medical support needs and submit requests through the EOC, to include:
 - Medical supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations
 - Food and water supplies for patients and staff.
- Depending on the severity of the incident and resources available, establish a Casualty Collection Point (CCP).
- Insure that injured requiring supplemental treatment are taken to the CCP.
- When applicable, determine the following:
 - The number of injured, by triage category, and location.
 - The location and helicopter accessibility of CCPs on or near the university.
 - Surface roadway status information to determine accessibility to the university, and from the university to local medical facilities and CCPs.
- The medical resource needs of the university.
- The location and capabilities of operational medical facilities adjacent to the university.
- The status of personnel, facilities and services of local medical clinics.
- Maintain updated status reports on injured, dead and estimated long-range medical needs for provision to City/County authorities.
- Direct the activities of university medical and health personnel in assisting local responders on campus.
- Coordinate the university's disaster medical response and transport of casualties with the County Health Officer.
- In consultation with the Logistics Section, determine which on-campus facilities can be used for emergency aid locations.
- Establish liaison with local Red Cross representatives for additional resources as required.
- Establish temporary casualty care facilities and aid stations.
- Consider pre-disaster MOU's with the university Nursing Department for the use of nursing students as medical aid volunteers.
- Coordinate pre-disaster volunteer program with university

Personnel Services.

- Be prepared for requests from nearby areas for medical support.
- In coordination with the County Health authorities and the EOC Safety Officer, identify sanitation, potable water and other potential health hazards and initiate remedial actions as feasible.
- In incidents involving mass casualties where medical aid and transportation personnel are insufficient to treat or transport casualties immediately, injured must be triaged (prioritized) for treatment and transport.
- Triage procedures to be in accordance with established guidelines and those adopted by local jurisdictions.
- Insure accurate and detailed records, logs and tracking information are maintained on patients.
- As required, coordinate with the County Coroner's Office and County Health Officer for the establishment of temporary morgue facilities.
 - Temporary morgue facilities should be established away from the triage area.

Deactivation / Demobilization:

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

PLANNING SECTION COORDINATOR
Campus Compliance Officer

Function: The Planning/Intelligence Section collects, evaluates, processes and disseminates information for use at the incident. Establish information requirements and reporting schedules for Planning Section Units. Determine need for specialized resources in support of the incident. When activated, the Section is managed by the Planning Section Chief. Standard ICS Planning Section units may include; Resources, Situation, Documentation and Demobilization. If requested, assembles and disassembles strike teams and task forces not assigned to operations. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Assemble information on alternative strategies. Provide periodic predictions on incident potential. Report significant changes in incident status. Compile and display incident status information. Oversee preparation of the incident demobilization plan.

Start-Up Actions:

- Report to the EOC Director and obtain a briefing on the situation.
- On all maps, identify medical treatment centers, shelters, Mutual Aid/Multi-Agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.
- Determine if other section staff are at the EOC.
- Review organization in place in the EOC and know where to go for information or support.
- Meet with the EOC message Center.
- Obtain briefing on on-site and external communications capabilities and restrictions.
- If necessary, establish operating procedure with Communications Unit for use of telephone and radio systems. Make priorities or special requests known.
-
- Establish contact with other local EOC's. Determine status of Planning/Intelligence Sections at other EOC's.
- Periodically obtain and review status and incident reports and other reports from adjacent areas that have arrived at the EOC.
- Periodically meet with other Section Coordinators and exchange available situation information.
- Based on the situation as known or forecast, determine likely future information and personnel support needs.
- Develop a plan for carrying out all Section responsibilities.
- Activate organizational elements and their coordinators as needed.
- Make a list of key issues facing your section and establish action items to be accomplished within the next hour period.
- Request sufficient personnel to maintain a two shift operation.

Operational Duties:

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes.
- Develop backup plans for all procedures requiring off campus communications.
- Maintain current status at all times.
- Receive updates about field hazards, injuries, casualties, and the status of campus facilities from Operations Section Branches.
- Maintain current displays. Ensure that all status boards and other displays are kept current, that posted information is neat and legible and that all EOC staff have immediate access to all reports and displays.
- Conduct periodic briefings with section staff, particularly as regards priorities.

- coordinators.
- Brief EOC Director on current or anticipated problems that may require solutions.
- Assist the EOC Manager in guiding the process to develop the Action Plan for the next Operational Period.
- Conduct Action Planning meetings.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next Operational Period.
- Assist the EOC Coordinator in the preparation and distribution of the After Action Report.
- Develop a Demobilization Plan for the EOC with the EOC Manager.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

MESSAGE CENTER BRANCH DIRECTOR

UPD Designee

Function: Organize and prepare Situation Status Information in EOC. Identify inaccuracies and conflicting reports. Prepare EOC reports for EOC Management.

Section Assignment: Planning Section, reports to Planning Section Coordinator

Start-Up Actions:

- Report to the Planning Section Coordinator and obtain a briefing on the situation.
- Set-up situation status laptop workstation, screen and projector.
- Call out subordinate support staff as appropriate.
- Set-up message center in/out boxes and message forms.

Operational Duties:

- Collect and report on situation information from the field, including current weather information from the weather service or an assigned meteorologist.
- Monitor media reports and essential planning information including: weather, major incidents in the region, and other factors that may affect CSU Stanislaus operations.
- On the Situation Status Board(s) and maps, post all information regarding major incidents, status of buildings and utilities, number of casualties, and sheltered, and traffic conditions.
- If not already completed, identify medical treatment centers,

- shelters, mutual Aid/Multi-Agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.
- Re-organize the status boards and maps to best display the information needed for the EOC operations according to the nature of the emergency incident(s) at the university.
- Verify incoming status information before posting on the projected situation status screen.
- Keep a chronology of verified events on the situation status screen.

DOCUMENTATION BRANCH DIRECTOR
University Facility Scheduler or UPD Designee

Function: Maintaining accurate, up-to-date incident files. Provide duplication services. Keep records and documentation of all EOC activities. Incident files will be stored for legal, analytical, and historical purposes.

Section Assignment: Planning Section, reports to Planning Section Coordinator

Start-Up Actions:

- Report to the Planning Section Coordinator and obtain a briefing on the situation.
- Set-up Branch work area and support Message Center Branch Director.
- Open and maintain accurate and detailed logs on your Branch's activities.

Operational Duties:

- Monitor and direct flow of message within the EOC and providing verified information to the Message Center Branch Director.
- Establish duplication service; respond to requests (copy machine, ink, paper, etc.).
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

LOGISTICS SECTION COORDINATOR **AVP of Facilities Support Services**

Function: All incident support needs are provided by the Logistics Section. Ensures that the logistics function is carried out including telecommunications, transportation, medical, supplies, facilities, food and ground support. Provide logistical support to the EOC. Standard ICS Logistics Section units may include: Supply, Facilities, Ground Support, Telecommunications, Food and Medical. Report to the EOC Director on all matters pertaining to Section activities.

Start-Up Actions:

- Report to the EOC Director and obtain a briefing on the situation.
- Determine if other Logistics Section staff are in the EOC and meet with them.
- Review organization in place in the EOC and know where to go for support and information.
- Meet with Communications Unit Coordinator and obtain briefing regarding on - site and external communications capabilities and restrictions. Establish procedures and priorities for use of telecommunications and radio systems.
- Establish contact with adjacent EOC's and determine status of logistical functions. Determine status of any requests for assistance.
- Periodically meet with the other Section Coordinators and obtain updated information on the incident, resource needs of other Sections and determine your level of purchasing authority.
- Based on the situation as known or forecast, determine likely future logistics needs for resources and personnel.
- Review the responsibilities for the units in your section.
- Activate organizational elements as needed and designate coordinators.
- Make a list of key issues facing your Section and establish action items to be accomplished within the next hour operational period.
- Request additional personnel as necessary to maintain a two-shift operation

Operational Duties:

- Ensure section logs and files are maintained.
- Anticipate potential situation changes, such as aftershocks, and plan accordingly.
- Maintain current section status at all times.
- Maintain current displays associated with your section. Ensure information reports or displays are clear and understandable.

- Obtain from the Operations Section Coordinator and EOC
- Management the priorities for requests for resources.
- Identify the status and availability of all on-campus resources including food, water, supplies, equipment, etc. Maintain an inventory of all available resources and be prepared to work with Finance to procure supplies that may be needed by all EOC Sections.
- Hold planning meetings with your Branch/Unit Coordinators.
- Coordinate with EOC HR/Volunteers and EOC Management to identify the status and availability of all CSUS employees who may be able to assist with emergency response data.
- Coordinate with Finance to activate or distribute emergency Procurement Cards for the EOC.
- Work with the Operations and Planning Section Coordinators to identify requests for resources, ensure that all resources are being procured and delivered in the field, and project needs for duration of emergency.
- Refer to and coordinate with EOC Management for resource needs that cannot be met with available resources, and/or policy decisions that must be made in order to proceed with procurement, contracts, and emergency hires. EOC Management will coordinate with the Policy Group for policy level decisions.
- Verify funding authorization for large expenses or potentially extensive contracts with EOC Management. Ensure and verify funding authorization if total purchases and contracts are about to exceed disaster authorization limits.
- Working with Operations Section and the EOC, arrange and stage the delivery of incoming resources.
- Assist Operations Section with the activation of additional Departmental emergency response expertise or resources.
- Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
- Obtain specialized supplies, equipment, or services to support the emergency response.
- Identify and contract with external experts, contractors/vendors, or mutual aid (engineers, recovery specialists, equipment rental companies) as requested by the Operations Section.
- Summarize space, facility, and personnel needs to achieve program resumption and report recovery resource needs to the Operations Section.
- If you received reports from field staff regarding major incidents in the field, report these to the Operations Section Coordinator and Planning Section.

- Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.
- Establish contact with the Office of Information Technology (OIT) DOC and receive that status of all on-duty personnel working for CSU Stanislaus, including OIT, Pacific Bell, and other communications support Branches.
- Make sure that all media contacts or requests for information are fully coordinated through the PIO.
- As required, provide situation and resource information to the Planning Section.
- Conduct periodic briefings for section. Ensure staff are aware of priorities and determine unmet needs or problems.
- Brief EOC Director on major problem areas that are immediate or will require immediate solutions.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

FACILITIES MAINTENANCE BRANCH DIRECTOR
Facilities Services Maintenance Designee

Function: Inspect university structures, facilities and grounds for damage, obstructions, and utility infrastructure failures. Assess use and occupancy availability of university structures. Prioritize assessments for essential repair operations and perform emergency debris clearance. Coordinate and supervise structural engineering assessment teams.

Section Assignment: Logistics/Operations Section, report to Logistics and Operations Section Coordinators

Start-Up Action:

- Report to the Logistics Section Coordinator and obtain a briefing on the situation.
- Set-up Branch work area to include maps and status boards if appropriate.
- If unable to be stationed in normal work area due to damage or unsafe conditions, advise the Logistics Section Coordinator.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your Branch's activity.
- Ensure sufficient Branch personnel are assigned to maintain a minimum initial two-shift operation.

Operational Duties:

- Assign field teams to survey university structures and grounds for damage, hazards and debris problems and report findings to the EOC.
- Following an earthquake, assessment teams ideally would be composed of one structural engineer and one university operating engineer.
- Coordinate and correlate damage reports from university police personnel.
- Ensure detailed lists and logs of damage are maintained. This documentation should include detailed written descriptions and both still photographs and videotape.
- Field teams should be directed to check for and report chemical and electrical hazards as soon as possible.
- If university resources are insufficient to handle incident requirements, advise the Logistics Section Coordinator and EOC Director and request a Mutual Aid response.
- Periodically, or as requested, update the EOC Director on damage status and information reported by field personnel.
- Determine resources required for emergency repairs and debris clearance.
- Coordinate and arrange for contractor assistance and services through the Procurement Branch Director.
- Periodically, or as requested, provide the Logistics Section Coordinator with updated information on estimated damage / loss costs to university structures and facilities.
- Coordinate hazard posting by field assessment teams on all university structures.
 - Red - Condemned or unsafe for entry.
 - Yellow - Damaged, short term controlled and authorized entry only. Unsafe for permanent occupancy.
 - Green - Minor damage, building safe for occupancy.
 - In the event of earthquakes, multiple structural assessments may be required following aftershocks.
- Following earthquakes which cause extensive, visually observable damage, all structures to be Red Posted until cleared by structural engineers.
- Coordinate with Operations Section to post and close roads and walkways as required.
- Call-out subordinate support staff as appropriate.
- If insufficient support staff available, request volunteer support through the Finance/Admin Section Coordinator.
- Determine status and availability of hand tools and heavy equipment for debris removal and facility repair.

- In coordination with the Planning Section, the Logistics Section and the Procurement Branch Director, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities and replacement of expended resources.
- Determine fuel requirements for university vehicles and equipment used in the emergency and take action to insure that sufficient stocks are available.
- In the event of flooding, assign personnel to assist in moving critical equipment and material from endangered areas to upper floors or high ground.
- In the event of flooding or potential flooding conditions, insure affected or at risk electrical systems which could present a hazard, are shut down.
- Participate in EOC Director's planning meetings.
- In the event of directives to close the campus, assign personnel for the shut down of university utility systems.
- If requested by the Operations Section, assign personnel to assist university police staff in building to building contacts and notification of campus evacuation.
 - Once cleared, buildings should be secured and marked.

SUPPLIES BRANCH DIRECTOR **Facilities Services Designee**

Function: Responsible for the procurement of essential supplies and services. Oversees and coordinates all operations concerned with obtaining resources. In coordination with the Finance Section, provides appropriate means of payment for contracted emergency services.

Section Assignment: Logistics Section, reports to Logistics Section Coordinator

Start-Up Actions:

- Report to the Logistics Section Coordinator and obtain a briefing on the situation.
- Set up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24 hour coverage may be required during the

- first 72 hours of an incident.

Operational Duties:

- In consultation with the EOC Director and other Section Coordinators, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate with Finance to maintain a master list of all resources, e.g., equipment, personnel, primary and support resources, etc.
- Coordinate and process requests for needed equipment, supplies and material.
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- Provide supplies to Planning, Logistics, and Finance/
Administration Sections.
 - Determine the type and amount of supplies en route.
 - Order, receive, distribute, and store supplies and equipment.
 - Respond to requests for personnel, equipment, and supplies.
 - Maintain an inventory of supplies and equipment.
 - Service reusable equipment, as needed.
- Receive and distribute all supplies and equipment (other than primary tactical resources), and ensure the service and repair of tools and equipment.
- If insufficient procurement support staff are available, request additional personnel through the Personnel Branch.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, page numbers, etc.
- As appropriate, develop pre-disaster MOU's with vendors to insure availability of critical resources.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Coordinators.
- When and if appropriate, establish a staging area for the storage of supplies and equipment.
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Interpret contracts / agreements and resolve claims or disputes as necessary.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.

- Periodically, or as requested, brief the EOC Manager and Finance Section Coordinator on the status of all procurements and contracts in support of the emergency.
- Participate in the EOC Manager's planning meetings.
- In the event of an evacuation or campus closure, coordinate with the Operations Section and take the necessary organizational actions to insure the security of supplies, equipment and material.
- Monitor all Branch activities and adjust as necessary.
- Brief the EOC Director and Logistics Section Coordinator on major problem areas that now need or will require solutions.
- Share status information with other Sections and Branches as appropriate.
- Brief your relief at shift change time.

MOVEMENT/TRANSPORTATION BRANCH DIRECTOR **Facilities Services Designee**

Function: In consultation with the EOC Director, Operations and Logistics Sections Coordinators, coordinate movement activities concerned with the evacuation of all or part of the university. Consult with other Sections and Branches to determine the number of persons to be evacuated or moved. Determine safe routes, destinations, the number of persons needing transportation assistance and the available means of transportation to accomplish the needed movements. Determine available university transportation resources for the movement of personnel, supplies and material. Coordinate and supervise the allocation of transportation resources for use in support of disaster response operations. Oversee and insure procedures for maintenance and refueling of transportation equipment.

Section Assignment: Operations and Logistics Sections, reports to Operations and Logistics Coordinator

Start-Up Actions:

- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Report to the Logistics Section Coordinator and obtain a briefing on the situation.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out and/or arrange for subordinate support staff for assistance as needed.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your Branch's activities.

- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24 hour coverage may be needed during the first 72 hours of the incident.

Operational Duties:

- In conjunction with the Planning Section, determine useable evacuation routes.
- In coordination with the Operations and Planning Sections and local and Operational Area Movement Coordinators, establish and/or determine:
 - Identify officially designated movement and evacuation routes.
 - Designated university staging area(s) for persons needing transportation.
 - Locations of local reception and care centers evacuees to be transported to.
- When appropriate, coordinate the placement of evacuation route signs with the Logistics Section.
- Consult with the Medical Services Branch to determine needs for medical evacuees.
- Consult with Child Development Center to determine needs for evacuation of children and/or staging area for parents and guardians to respond for pick-up.
- Obtain information regarding the status of local and regional transportation routes. Plan for transportation to and from CSU Stanislaus for VIPs and essential CSU Stanislaus staff.
- Determine operational status and location of all available university owned vehicles.
- Determine amounts of available fuel in storage at Facilities Management.
 - Take steps to insure fuel reserves are sufficient to keep vehicles operational.
 - Determine operational status of fuel storage and pumps, insure emergency power is available in the event of area wide power outages.
 - Maintain accurate records of fuel volumes used for emergency response operations.
- When feasible and if necessary, arrange for repair and preventive maintenance of transportation vehicles.
- Consider establishing a centralized vehicle park where all university owned vehicles may be staged during a major disaster.
- Maintain accurate logs of vehicles used for emergency service and transport. Include:
 - Vehicle year, make, model, license number.

- Assigned driver and specific transportation assignment for each trip.
 - Beginning and ending mileage for each specific assignment.
 - Insure accurate and detailed records involving emergency related transportation costs are maintained.
- Coordinate expenditures and acquisitions with the Logistics Section and Finance Section Coordinators.
- Attempt to determine the requirement for additional or special purpose vehicles during the initial response period. (i.e., flatbeds, skip loaders, buses, etc.)
- If available university owned vehicles are insufficient to handle emergency operational needs, coordinate with the Logistics Section Coordinator and the EOC Director for a Mutual Aid request to the Operational Area.
- When feasible and if necessary, arrange for the temporary use of privately owned vehicles as an additional transportation resource.
- Periodically, or as requested, brief the EOC Director and Logistics Section Coordinator on the status of Transportation operations.
- If insufficient Branch personnel are available, request additional staff through the Logistics Section Coordinator.
- Consider establishing pre-disaster MOUs with appropriate vendors for the provision of transportation resources and specialized equipment.
- As needed, obtain briefings from the Planning Section on local roadway status and designated route information.
- Assess and coordinate security needs of pool vehicles with the Operations Section Coordinator.
- As needed, coordinate assignment of police personnel at traffic control points with the Operations Section.
- In coordination with the Transportation Branch Director, insure that drivers are thoroughly briefed on:
 - The location of university staging areas
 - Designated transportation and evacuation routes
 - Local community collection points and shelter care locations
- Ensure mass movement of university evacuees is coordinated through the EOC Director and Operations Section Coordinator.
- When appropriate, in coordination with the Logistics Section, insure sanitation facilities and potable water are available if staging areas are to be occupied for extended periods of time.
- If insufficient university vehicles are available for transportation / evacuation request Mutual Aid from the Operational Area through the Logistics Section and the EOC Director.

- When appropriate, consider staging all transportation vehicles in a centralized vehicle park.
- Establish a dispatch desk and driver pool.
- When feasible, establish direct communications between the transportation dispatch and the EOC.
- When appropriate and as needed, coordinate with the Operations Section for assignment of police personnel to staging areas for assistance and information.
- Establish and designate secondary staging locations in the event the primary locations become un-useable due to developing hazards or unsafe conditions.
- Periodically, or as requested, brief the Operations Section Coordinator and the EOC Director on the status of movement and/or evacuation operations.
- Insure all Section and Branch personnel are aware of the locations of staging areas.
- As feasible, establish direct communications between assigned staging area personnel and the EOC.
- Coordinate with the Operations Section Coordinator for the use of police personnel and “bull horns” to insure evacuation information is fully disseminated.

If an evacuation order is given, provide the following information to university evacuees when feasible:

- Reason for the evacuation.
- Designated evacuation routes to take including appropriate information regarding road conditions, bridge and overpass collapses.
- What to do if their vehicle breaks down.
- The location(s) of university staging areas for those needing transportation.
- When appropriate, the location of local community mass care locations where support and assistance may be obtained.
- When feasible, establish staging areas in locations that are safe, readily accessible to those on foot, and to disabled persons and transporting vehicles.
- Insure the Public Information Officer is kept fully briefed on all movement operations. Coordinate media releases with the EOC Director and PIO to insure that university closure and evacuation information is provided to the public.
- Coordinate with Disabled Services to insure special transportation needs of disabled persons are addressed.
- Consult with Shelter Care Branch Director for support resources for staging areas should they be occupied for extended periods.

- Maintain updated rosters of evacuees and the off campus care or staging areas they were transported to.
- Thoroughly brief your relief at shift change time.

FINANCE/ADMIN SECTION COORDINATOR
Business and Finance Analyst

Function: The Finance / Administration Section is responsible for managing all financial aspects of an incident to include: Financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed, briefing administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial / administrative matters, processing purchase orders and contracts in coordination with the Logistics Section, processing worker's compensation claims, handling travel and expense claims and the maintenance of all financial records of the emergency. Standard ICS Finance / Administration Section units may include a Time Unit, Procurement Unit, Compensation / Claims Unit and a Cost Unit. Not all incidents will require activation of this section, or all units described.

Start-Up Actions:

- Report to the EOC Director and obtain a briefing on the situation.
- Determine if other section staff are at the EOC.
- Review organization in place and know where to go for information or support.
- Meet with Communications Unit Coordinator and obtain briefing on on-site and external communications capabilities and restrictions. Establish procedures for use of telecommunications and radio systems. Make priorities or special requests known.
- Determine appropriate purchasing limits to delegate to Logistics Section and brief the Logistics Section Coordinator.
- Meet with Operations and Logistics Section Coordinators and determine financial and administrative support needs.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Activate organizational elements and their coordinators as needed.
- Request additional personnel as needed for maintaining a two-shift operation.

Operational Duties:

- Establish the Disaster Accounting System for the EOC. EOC

- Director may distribute high-value emergency Procurement Cards to EOC.
- Ensure that section logs and files of all activities are maintained accurately and in detail.
- Anticipate potential situation changes and develop contingency plans for all procedures requiring off-site communications.
- Maintain current status at all times.
- Maintain current displays associated with your section and ensure that such displays and/or information reports are clear and understandable.
- Provide situation and resource information to the Planning/Intelligence Section on a periodic basis or as required.
- Ensure all media contacts are fully coordinated with the EOC Director, the Emergency Operations Executive and the PIO.
- Participate in the EOC Director's planning meetings.
- Provide assignments for support staff.
- In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained)
- In the event of an evacuation, take necessary organizational actions to insure the security of records and university funds.
- Ensure all Branch Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Periodically brief the Emergency Operations Executive on all incident related business management issues needing attention.
- Ensure that all time and cost expenditure records kept current and logged in a timely fashion.
- Conduct periodic section briefings. Ensure staff are aware of priorities.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that are immediate or will require immediate solutions.
- Share status information with other sections as appropriate.
- Keep EOE apprised of the overall financial situation.
- Brief your relief at shift change time.

PROCUREMENT/CONTRACTS BRANCH DIRECTOR

Financial Services Procurement Director

Function: Budget planning to identify existing sources of funding. Recommend budget and funding plans for emergency and recovery expenses.

Section Assignment: Finance / Admin Section, reports to Finance/Admin Section Coordinator

Start-Up Actions:

- Report to the Finance Section Coordinator and obtain a briefing on the situation.
- If unable to be stationed in normal work area due to damage or unsafe conditions, advise the EOC Director.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation.

Operational Duties:

- Work with your Section Coordinator to establish the Disaster Accounting System. Set up the accounting and auditing process for the system including:
 - Itemization of all expenses
 - Documentation files containing originals or copies of expenditures.
- Receive and file all forms, invoices, purchase orders, and other documentation related to disaster expenses.
- Make cost-saving recommendations.
- For each day of EOC activation, forward to your Section Coordinator a daily summary of expenses and total accumulated disaster costs.

HUMAN RESOURCES BRANCH DIRECTOR **HR Director or HR Designee**

Function: Maintain a roster of disaster service workers, allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Insure accurate records are maintained on use of time, and worker's compensation claims related to the incident.

Section Assignment: Finance/Admin Section, reports to Finance/Admin Section Coordinator

Start-Up Actions:

- Report to the Finance Section Coordinator and obtain a briefing on the situation.
- Establish contact with Human Resources and receive the status of all on-duty personnel.
- If unable to be stationed in normal work area due to damage or unsafe conditions, advise the EOC Director.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation.

Operational Duties:

- Contact Section Coordinators and determine:
 - Number of personnel needed and skills required.
 - Number of injured and their status.
 - Number of fatalities.
 - Any outstanding family needs of university personnel.
- Perform an incident assessment with regards to personnel staffing. Coordinate with Section Coordinators on the best procedure for shift assignments for university staff.
- Maintain master file of shift schedules and work assignments submitted by Section Coordinators for their respective staffs.
- Establish a pool of available volunteers.
- In coordination with the Logistics Section Coordinator, establish a staging area for volunteers to be temporarily located while awaiting assignments.
- Instruct all volunteers on Disaster Worker status and provide:

- I.D. cards
 - Volunteer employment certification
 - Information on worker’s compensation coverage
 - Briefing and emergency data concerning the incident.
- Personnel priorities should be based on greatest health and safety needs.
- Coordinate with EOC Management, Police, and Fire Department for requests for CSU Stanislaus Mutual Aid labor and keep records of CSU Stanislaus employee names, Employee ID numbers, hours worked, and all contact information.
- Maintain accurate recording of daily personnel time.
- Maintain records of all volunteer work assignments.
- Instruct volunteers to report back to staging area upon completion of assignment.
- Debrief volunteers after assignments to obtain information on possible operational improvements.
- Coordinate with Logistics Section to provide food and drink for volunteers.
- Demobilize/release volunteers as soon as practicable.
- Establish contact with incident Safety Officer.
- Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- Establish a Compensation-for-injury work area within or as close as possible to the Medical/Health Unit.
- Review procedures for handling claims.
- Ensure that all Compensation–for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
- Administer financial matters arising from serious injuries and deaths on an incident.
- Manage all claims-related activities (other than injury) for an incident.
- Periodically brief the EOC Director and the other Section Coordinators on the overall personnel situation.
- Participate in the EOC Director’s planning meetings.
- In the event of an evacuation, take the necessary organizational actions to insure the security of personnel records.
- Monitor Branch activities and adjust as necessary.
- Brief the EOC Director on major problem areas that are immediate or will require immediate solutions.
- Share status information with other Sections and Branches as appropriate.
- Brief your relief at shift change time.