California State University
SAN MARCOS

Department of Emergency Management
University Police

Emergency Operations Plan
Basic Plan

2020

Disclaimer

This emergency operations plan is written in compliance with California's Standardized Emergency Management System and the National Incident Management System. The plan is developed with a multi-hazard, whole community approach to make it applicable to the widest range of emergencies and disasters, both natural and human caused. All departments and auxiliary organizations (CSUSM Corporation, Associated Students Incorporated and CSUSM Foundation) and locations owned or leased by the University (Temecula Campus and Temecula Center) are included in emergency management planning activities and response. However, Incident Commanders and Emergency Operations Center Directors retain the flexibility to modify

procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

Plan edited by:

Robert Williams
Emergency Manager
California State University San Marcos Police Department

This document supersedes all previous versions of the California State University Emergency Operations Plan.

Date of Last Revision:
June 25, 2020
Robert Williams
Emergency Manager
California State University San Marcos Police Department

INITIAL EMERGENCY RESPONSE

Campus Community

In the initial moments following an actual emergency the following guidelines should be followed by members of the campus community.

- ❑ Make sure **you** and those immediately around you are safe.

- ❑ Remain calm and assess the severity of the situation. If appropriate, or when ordered, evacuate in an orderly and calm manner. Faculty should try to keep their class together during an evacuation and work with Building Marshals to report any missing or injured persons.

- ❑ Render First Aid to the injured to the extent of training and ability.

- ❑ For all on campus emergencies contact the University Police. The department is a full service 24 hour a day, 365 day a year emergency response organization.

  Emergency line……..911
  Business line……..(760) 750-4567

  When calling to report an emergency please provide
  - The type of emergency
  - Specific location of the emergency including building and room/area
  - Number of known victims, injured persons, or trapped individuals
  - Your name, location, and phone number
  - **Do not hang up. Let the police dispatcher end the conversation, other information may be needed while units are responding to your location.**

University Administration / University Police

Immediately following the discovery of an emergency or disaster the University Police will begin coordinating an appropriate level of response. Where appropriate the Chief of Police will confer with the Vice President of Finance and Administrative Services and/or the campus Executive Policy Group as well as on-scene Incident Commander(s) for determination in the opening of the Cal State San Marcos Emergency Operations Center.

The President, Vice President of Finance and Administrative Services, Chief of Police, Executive Policy Group, Emergency Manager, and the on-scene Incident Commander(s) have the authority to activate all of or parts of the Emergency Operations Plan.

On-scene Incident Command for all emergency events on the Cal State San Marcos campus will be the responsibility of the University Police. Transfer of Incident Command to another agency or person will be done when appropriate and in accordance with the Incident Command System (ICS) model.

In accordance with California Government Code Section 8607 the Cal State San Marcos shall use the Standardized Emergency Management System in response to any long term multi-agency or multi – jurisdiction emergency. In addition in accordance with Homeland Security Presidential Directive 5 domestic incident response at the Cal State San Marcos will comply with the requirements with the National Incident Management System.

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Part 1, Section 1

General

This Emergency Operations Plan (EOP) addresses California State University San Marcos planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The plan does not address day-to-day emergencies, or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on large-scale events.

This plan is a preparedness document—designed to be read, understood and exercised. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS) into the emergency operations of California State University San Marcos**.** This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. This plan supersedes all previous plans.

The plan provides basic planning information. University departments must prepare standard operating procedures (SOPs) and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

Assumptions

For the purposes of this plan the following assumptions are to be considered valid:

- Cal State San Marcos has primary responsibility for all emergency actions within the jurisdictional boundaries of the campus.
- During an emergency response the Cal State San Marcos will commit all available resources to saving lives, treating injured, minimizing injury, and protecting property.
- Cal State San Marcos will use the Incident Command System, the Standardized Emergency Management System, and the National Incident Management System to manage emergency response.
- The Emergency Operations Center Director and the University Police Incident Commander(s) will coordinate emergency response efforts in accordance with Cal State San Marcos Policy.
- Cal State San Marcos will remain party to the Master Mutual Aid Agreement and coordinate its response efforts with the City of San Marcos, County of San Diego, Region VI EOC, and State of California.

- Resources of Cal State San Marcos will be made available to assist the public in coping with disasters.

- In accordance with all applicable state and federal laws Cal State San Marcos may act as a Mass Care or Mass Shelter Facility during time of disaster.

- Cal State San Marcos will commit its resources to a reasonable degree before requesting mutual aid from the City of San Marcos, County of San Diego or CSU Chancellors Office.

- Cal State San Marcos will request mutual aid when resources needed to adequately respond to an emergency exceed the University's ability.

- To the best of its ability, Cal State San Marcos will honor all mutual aid requests from the City of San Marcos, County of San Diego, Region VI EOC, and/or State of California.

- To the best of its ability, the Cal State San Marcos will honor all mutual aid requests from other California State University campuses as well as University of California campuses.

- The Cal State San Marcos Emergency Operations Plan does not a guarantee perfect response for all incidents. The plan outlines hazards and provides guidelines for response. The plan is not intended to be a substitute for experience or resourcefulness in time of emergency.

Goals of the University during an Emergency

- Save lives
- Treat the injured
- Minimize the risk of injury
- Protect Property and the environment
- Rapid return to the business of education
- Collection and retention of accurate records and documentation of response efforts

Organization of the Emergency Operations Plan (EOP)

- **Part 1 – Basic Plan**. Overall organizational and operational concepts of response and recovery, overview of potential hazards and a description of the emergency/disaster response organization.
- **Part Two – EOC Position Annexes**
  - Checklists and supporting documents for each function/position.
  - Annexes
- **Annexes** − Hazard specific plans, operational plans, standard operating procedures, etc.

Activation of the Emergency Operations Plan (EOP)

- On the order of the President of the University.
- On the order of the Emergency Executive (VP of Finance and Administration).
- On the order of the Chief of Police
- On the order of any member of the Executive Council
- On the order of the California State University Chancellor.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Approval and Promulgation of the Emergency Operations Plan (EOP)

This Emergency Operations Plan (EOP) will be reviewed by all departments/agencies assigned a primary function in the University Emergency/Disaster Responsibilities. Upon completion of review by these departments/agencies, the EOP will be submitted to the Governor's Office of Emergency Services, Southern Region and San Diego County, for review and then to the President's Executive Council for adoption. Upon concurrence by the President's Executive Council, the plan will be officially adopted and promulgated. The plan is developed with a multi-hazard, whole community approach to make it applicable to the widest range of emergencies and disasters, both natural and human caused. All departments and auxiliary organizations (CSUSM Corporation, Associated Students Incorporated and CSUSM Foundation) and locations owned or leased by the University (Temecula Campus and Temecula Center) are included in emergency management planning activities and responses.

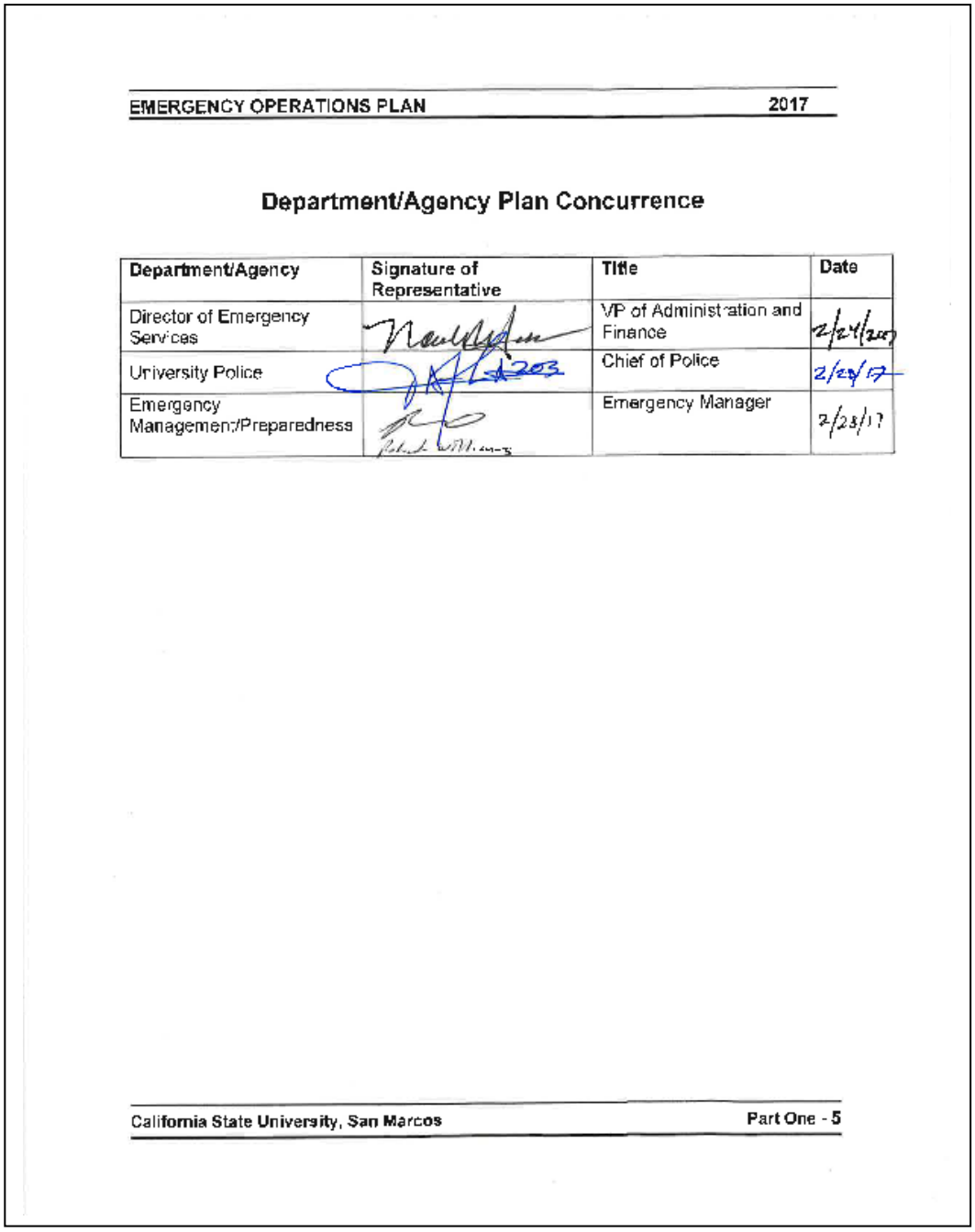
This version of the plan supersedes all previous versions of the plan.

Maintenance of the Emergency Operations Plan (EOP)

The EOP will be reviewed regularly to ensure that plan elements are valid and current. Each department will review and upgrade its portion of the EOP and its standard operating procedures (SOPs) as required by SEMS and NIMS regulations. Changes in university structure and emergency response organizations will also be considered in the EOP revisions. The University's Emergency Manager is responsible for making revisions to the EOP and will prepare, coordinate, publish and distribute any necessary changes to the plan to all necessary University departments and other agencies as shown on the distribution list on page

The President's Executive Council will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary.

Department/Agency Plan Concurrence



EMERGENCY OPERATIONS PLAN 2017

Department/Agency Plan Concurrence

Department/Agency	Signature of Representative	Title	Date
Director of Emergency Services		VP of Administration and Finance	2/24/2017
University Police		Chief of Police	2/24/17
Emergency Management/Preparedness		Emergency Manager	2/23/17

California State University, San Marcos Part One - 5

California State University
SAN MARCOS
Office of the President

Office of the President California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
Tel: 760.750.4040 **Fax:** 760.750.4033 pres@csusm.edu www.csusm.edu/president

January 31, 2020

Dear CSUSM Faculty, Staff and Students,

The safety of our campus community is our highest priority. We only need to reflect back to the recent regional and state-wide wildfires to remember why it is essential that we are prepared for the wide range of emergencies that can arise at any moment.

To that end, our Emergency Operations Plan establishes policies and procedures that will help ensure we are ready to respond to the needs of our community in the event of an emergency. The plan is consistent with various government agencies including the National Incident Management System and the Standardized Emergency Management System. It is also developed in accordance with the California State University Emergency Management Program guidelines as outline in Executive Order 1056.

While we can never guarantee absolute safety, a well thought-out plan carried out by knowledgeable and well-trained personnel can minimize the potential for harm to individuals or to campus resources and facilities. Moving forward, we will review and test the plan periodically, revising as necessary to meet changing conditions and needs.

Please take a few minutes to review the plan, which establishes emergency infrastructure, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of various emergency staff and service elements. While I expect all campus officials and personnel specifically assigned in to emergency response roles to act in concert with the spirit of the plan, it's important that we all have an understanding for what we can and should do to help prepare, respond and mitigate a possible emergency.

I can't overstate how important your personal safety is to me. It is my hope that with this plan and an informed and caring CSUSM community, we will be ready to handle emergencies that may arise.

Sincerely,

Ellen J. Neufeldt

Ellen J. Neufeldt, Ed.D.
President

Plan Distribution List

Department/Agency	Media	No. of Copies	Contact	Date of Delivery
Cal OES, Southern Region	Electronic	1	Mona Bontty Regional Administrator	5/2/2018
San Diego County OES	Electronic	1	Laura Curvey Education Rep.	5/2/2018
City of San Marcos EOC	Electronic	1	Scott Hansen Emergency Manager	5/2/2018
University Emergency Operations Center	Electronic	2	Robert Williams Emergency Manager	1/4/2018
University President	Electronic	1	Viviana Garcia Presidential Aide	5/2/2016
Director of Emergency Services (VP of Admin & Fin. Serv.)	Electronic	1	Neil Hoss Vice President FAS	1/4/2016
Emergency Manager	Electronic	1	Robert Williams	1/4/2016
A copy of the Plan is available electronically to All EOC members – Updated Annually	Electronic	1	EOC members	01/04/2018
A copy of the Basic Plan is available to public and media via Cal State San Marcos Emergency Management web page – Updated as needed	Electronic	1	Emergency Management web site	5/02/2018
Cal OES, Southern Region	Electronic	1	Cruz Ponce Regional Administrator	11/25/2019
San Diego County OES	Electronic	1	Laura Curvey Education Rep.	11/25/2019
City of San Marcos EOC	Electronic	1	Dave Pender Emergency Manager	11/25/2019
EOC Teams Member	Electronic	1	EOC Team Members	12/3/19
A copy of the Basic Plan is available to public and media via Cal State San Marcos Emergency Management web page – Updated as needed	Electronic	1	Emergency Management web site	12/3/19

Cal OES, Southern Region	Electronic	1	Cruz Ponce Regional Administrator	7/7/2020
San Diego County OES	Electronic	1	Laura Curvey Education Rep.	7/7/2020
City of San Marcos EOC	Electronic	1	Dave Pender Emergency Manager	7/7/2020
EOC Teams Member	Electronic	1	EOC Team Members	7/7/20

DISTRIBUTION LIST

UPD Command Staff
University EOC - Hardcopy
University Emergency Management Website
EOC Team Members
Share drive EOC – Electronic Version
City of San Marcos EOC
San Diego County OES
Cal OES – Southern Region

Plan Record of Revisions

Date	Section	Page Numbers	Entered By
8/6/15	All Sections/ Re-write	All	Robert Williams
12/16/15	All Section/Re-write revisions	All	Robert Williams
7/18/16	Distribution List	Part 1 - 8	Robert Williams
7/18/16	Part 1, Section Twelve Authorities and References	Part 1 - 104	Robert Williams
7/18/16	Concept of Operations – testing ENS and campus evacuation on an annual basis	Part 1 - 12	Robert Williams
11/29/16	All Sections – Update dates	All Sections	Robert Williams
11/29/16	Distribution list update and change in VP for FAS	Part 1 – 8	Robert Williams
12/06/16	Changes to Org Chart	Part 3.1 p. 14	Robert Williams
1/4/17	Changes to Planning Section, added Situation/Status position and checklist	Part 2.1	Robert Williams
1/4/17	Changes to Logistics Section, added Demobilization position to Logistics	Part 2.5	Robert Williams
2/15/17	Changes to Planning Support Docs.	Part 2.1 p. 28 -2 9	Robert Williams
2/15/17	Changes to Operation Section Checklist	Part 2.4 p.5 – 39	Robert Williams
2/15/17	Changes to Management Section Checklist	Part 2 p.M7 – M39	Robert Williams
2/22/17	Changes to basic plan – new org chart	Pg. 73	Robert Williams
2/28/17	Inserted signature page for new Department/Agency Plan Concurrence	Pg. 5	Robert Williams
3/15/17	Changes/updates to the Disaster Responsibility Matrix	Part 1 pg. 74	Robert Williams
9/6/17	Added Annex 3.21 Emergency Evacuation Plan for Persons with Disabilities	Part 3.21	Robert Williams
10/18/17	Changed and inserted new organization chart	Part 1 pg73	Robert Williams
10/23/17	Changes to the Emergency Notification protocols, correspond with EO #1107	Part 3.1	Robert Williams

Date	Section	Page Numbers	Entered By
3/6/18	Changes to the Active Shooter response plan	Part 3.4 - All	Robert Williams
5/2/18	Changed all dates to reflect 2018	All Sections	Robert Williams
Date	**Section**	**Page Numbers**	**Entered By**
10/8/18	Updates and changes made to Part 3.12 Evacuation, Closure and Traffic Management	Pg 3/ Pg. 3 & 4 Campus Evacuation/ Pg.5 Mass Notification Process/	
2/19/19	Updated org chart and positions in Planning, Logistics, Operations, Finance sections		Robert Williams
7/8/19	Updated Various Sections - Part 3.19 Campus Building Inspection and Re-occupation Post Disaster Plan	All	Robert Williams
8/20/19	Updated Org Chart and positions	Part 3.1 Org Chart	Robert Williams
8/20/19	Update 3.17 EOC Operations	Part 3.17, several	Robert Williams
9/9-27/19	Reorganized / Rewrite Basic EOP plan	Entire document	Robert Williams
11/5/19	Updated and re-designated Annex's from Parts to Annex designation	Entire section with updated information	Robert Williams
12/2/19 – 1/15/20	Annexes and Basic Plan: Pandemic, Student Health,	Updates and Changes to Basic Plan and Annexes	Robert Williams
2/18/20	New Letter of Promulgation signed by New University President	Pg. 5 –Basic Plan	Robert Williams
2/18/20	List of equipment and contract resources may be needed in emergency response	Pg. 13 –Basic Plan	Robert Williams
2/18/20	Reentered Responsibility of Parents to EOP, missing after last update.	Pg. 81 –Basic Plan	Robert Williams
2/18/20	First page – basic plan added auxiliaries and all campus locations owned or leased by university as part of the emergency planning and response plan	First Page Basic Plan	Robert Williams

2/20/20	Finalized Annex G – Student Health and Counseling Service	Annex G	Robert Williams
6/22/20	Procedure for accounting for personnel when evacuating or closing the campus- UPD check off on each building following evacuation	Page 8 – Annex K Evac Plan	Robert Williams
6/22/20	Annex T - Campus Emergency Resources was added to the EOP - references roster of campus resources and contracts for material and services that may be needed in an emergency	Annex T – Campus Emergency Resources	Robert Williams
6/23/20	Emergency Operations Plan (Basic Plan) - All our auxiliary organizations and locations are included in campus training, exercises and drills, but were not referenced directly in the EOP. We've now included and referenced them on Page 3 under Approval and Promulgation of the Emergency Operations Plan	Page 3 – Basic Plan	Robert Williams
6/25/20	Updated Annex K- Campus Evacuation Plan to include relocation strategy for resident students during a power outage or evacuation	Page 6 – Annex K	Robert Williams

Part 1, Section Two
General

Purpose
The Basic Plan addresses the University's planned response to natural or human-caused disasters. It provides an overview of operational concepts, identifies components of the University's emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the responsibilities of the federal, state and county entities and the University for protecting life and property and assuring the overall well-being of the population. The Plan is meant to be a guide for preparedness, response, and recovery activities, deviations from the Plan may be necessary based upon existing resources and conditions.

Scope
This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.
- Should be used to guide emergency activities before, during, and after an emergency situation.

Preparedness Elements
The University will place emphasis on:

- Emergency/disaster planning.
- Training of full-time, part time and auxiliary personnel.
- Public awareness and education.
- Identifying the resources needed to cope with emergency/disaster response.

Emphasis will also be placed on prevention and mitigation measures to reduce losses from disasters.

Concept of Operations
Operations involve a full spectrum of response activities, from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural and man-made disasters. Some emergencies/disasters will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate

activation of the emergency/disaster operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid (**see Part 1, Section Eleven ─ Mutual Aid).**

Emergency/disaster management activities are often associated with the five emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention Phase
Following the addition of a fifth phase of emergency management as outlined in the National Fire Protection Association (NFPA) Standard 1600, departments need to evaluate the potential for preventing damage and life impacts from disasters. Prevention strategies will vary based upon risk assessments within the University.

Mitigation Phase
Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the University and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- Campus Business Continuity Plan
- State ordinances and statutes (building codes and enforcement, etc.)
- Structural measures.
- Public information and community relations.
- Land use planning.
- Professional training.

Preparedness Phase
The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The agencies and departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures.

Day to Day
The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing hazard analyses.
- Writing mutual aid plans.
- Developing standard operating procedures (SOPs) and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.

- Develop and implement a plan for photo documentation of pre-disaster condition of public buildings and infrastructure.

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

- Review and update emergency/disaster plans, standard operating procedures (SOPs) and resources listings.
- Test the full Emergency Notification System at least on an annual basis.
    - Coordinate test with the Great California ShakeOut and Evacuation or Active Shooter drills.
- Executive Order 1051 requires testing of evacuation procedures for each building at least once on an annual basis.
- Review emergency purchasing agreements and contractor/vendor lists.
- Review disaster cost accounting procedures.
- Review plans for photographic documentation of disaster damages.
- Clery Act requires the campus to disseminate accurate and timely public information (Timely Warnings).
- Accelerate training of all staff and volunteers.
- Prepare resources for possible mobilization.
- A list of campus equipment resources and contracts that may be needed in an emergency: See – EOP Annex T Campus Emergency Resources.

Response Phase

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

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency/disaster and notifying them of safety measures to be implemented.
- Advising the Operational Area of the emergency/disaster.
- Identifying the need for and requesting mutual aid.
- Consider activation of the University EOC.
- Consider Proclamation of a Local Emergency by local authorities.

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

One of the following conditions will apply to the University during this phase:

- The University is either minimally impacted or not impacted at all and is requested to provide mutual aid.
- The situation can be controlled without mutual aid assistance from outside the University.
- The situation requires mutual aid from outside the University.

The emergency/disaster management organization will give priority to the following operations:

- Dissemination of accurate and timely information and warning to the public.
- Situation analysis.
- Resource allocation and tracking.
- Evacuation and rescue operations.
- Medical care operations.
- Coroner operations.
- Care and shelter operations.
- Perimeter and access control.
- Public health operations.
- Photographic documentation of all disaster damage to public property.
- Restoration of vital services and utilities.

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through the Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. **See Part 1, Section Ten − Emergency Proclamation Process and Part Two, Management Section Annex, Supporting Documents for proclamation and declaration process and forms.**

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

Recovery Phase

Recovery is both short-term activities intended to return critical systems to operation and long-term activity designed to return life to normal at the University.

The University will provide local leadership in developing economic recovery plans, mitigation plans and local legislative strategies necessary to promote recovery. University departments will review impacts on programs, and the University will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established.

The recovery period has major objectives which may overlap, including:

- Bring families back together.
- Restore classes and basic services.
- Rebuild damaged property.
- Identify and mitigate hazards caused by the disaster.
- Recover disaster costs associated with response and recovery efforts.

The following recovery issues are addressed in Recovery Operations, Section 13 The recovery organization.

- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process).

Hazard Identification and Analysis

The purpose of this section is to identify the types of natural, technological, human and hazardous material threats that could likely affect the campus community. Based on past hazards, area geology and geography, as well as current weather conditions it is possible that any one of the following hazards may have an impact on the Cal State San Marcos:

Hazard surveys show that Cal State San Marcos is particularly vulnerable to the effects of the following occurrences:

- Earthquake
- Wildland Fire
- Power Failure
- Active Shooter/Aggressor
- Civil Disturbance
- Information Systems Disruption/Failure
- Protest Demonstration
- Drought – Water Restriction
- Workplace Violence
- Cyber Attack/Intrusion
- Pandemic Epidemic
- High Winds/Windstorm
- Network Failure
- Transportation Accident – Airline
- Terrorism
- Fire/Explosion
- Flood/Storm
- Hazardous Materials Release

The following tables describes the above occurrences and their disaster rating by percentage. Each occurrence has been assigned a percentage by priority and/or probability.

Natural Hazards – overall risk	**19%**
Earthquake	67%
Wild Land Fire	61%
Drought – Water Restriction	37%
Pandemic Epidemic	33%
High Winds/Wind storm	33%
Landslide	30%
Flood, External	24%

RISK = PROBABILITY * SEVERITY		
0.19	**0.40**	**0.49**

Technological Hazards –overall risk	**16%**
Power Failure	50%
Information Systems Disruption/Failure	41%
Network Failure	33%
Transportation Accident – Airline	26%
Transportation Accident – Rail	22%
Building Fire	20%

RISK = PROBABILITY * SEVERITY		
0.16	**0.37**	**0.43**

Human Hazards – overall risk	**34%**
Active Shooter	41%
Civil Disturbance/Riots	41%
Protest Demonstration	39%
Arson	37%
Workplace Violence	33%
Cyber Attack/Intrusion	33%
Terrorism	26%
Bombing	26%
Bomb Threat	22%
Building Fire	20%

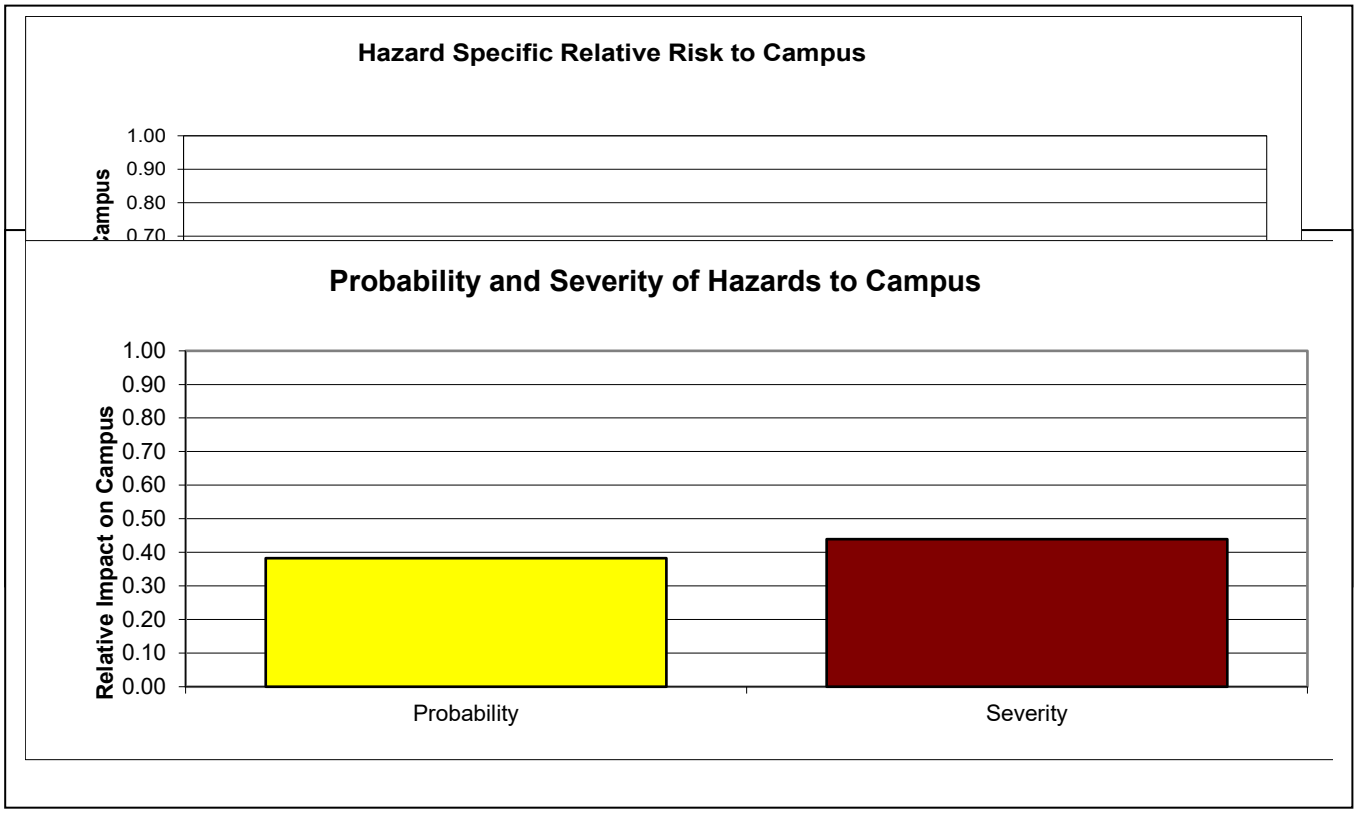
RISK = PROBABILITY * SEVERITY		
0.34	0.63	0.53

Hazardous Materials – overall risk	**4%**
Small-Medium Sized Internal Spill	30%
Terrorism, Chem., Radiological, Bio.	24%
Large Internal Spill	19%
Chemical Exposure, External	15%

RISK = PROBABILITY * SEVERITY		
0.04	0.19	0.24

CAMPUS HAZARDS ANALYSIS

	Natural	Technological	Human	Hazmat	Total for Campus
Probability	0.35	0.37	0.63	0.19	0.38
Severity	0.49	0.44	0.53	0.24	0.44
Hazard Specific Relative Risk:	0.17	0.16	0.34	0.04	0.17



Public Awareness and Education
The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

ADA (Access and Functional Needs) Considerations
Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the University's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Accessibility to medications, refrigeration and back-up power. (Housing)
- Accessibility to emergency information.

Disaster Animal Care Considerations for Local Government
The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. An annex addressing these needs will be developed and incorporated into this plan when State guidance is provided to the University.

Training and Exercises
The University's Emergency Management Organization will conduct regular training and exercising of University staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Manager and Section Chiefs are responsible for coordinating, scheduling and documenting training, exercises and After-Action and Corrective Action Reports.

The objective is to train and educate University officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC or at the field level must receive appropriate SEMS/NIMS/ICS training. Refer to California Office of Emergency Services (Cal OES) Training Matrix for specific SEMS/NIMS/ICS classes and target audiences (ICS Resource Center).

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Periodic exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall University response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After an exercise or actual event, After Action and Corrective Action Reports should be written and submitted to the Office of Emergency Management within ninety days.

Alerting and Warning

Warning is the process of alerting campus community and the general public to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The University will utilize various modes to alert and warn the campus community.

See Annex A, Communications Protocols for detailed instructions on emergency notification, warning protocols and systems

Part 1, Section Three
Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is an emergency management tool designed to minimize many of the common problems that occur during an emergency response effort. It creates a structured role for each person within the emergency response organization and defines organizational roles for everyone within the overall organization. SEMS clearly defines the chain of command, identifies a safe span of control for personnel management, provides a unified command structure, and a structured source of assistance. When properly employed the system allows any combination of agencies or jurisdictions to function together in an emergency response setting.

SEMS is designed to be flexible in nature and to provide California emergency responders with a highly adaptable emergency management system. SEMS mandates that agencies and jurisdictions use the Incident Command System to manage their response organizations coordinate all planning and response activities with all responding agencies, employ an operational area concept, as well as establish and maintain mutual aid agreements.

SEMS LAWS

In accordance with the California Government Code §8607 all State agencies MUST use SEMS when responding to a multi-jurisdictional or multi-agency emergency. Local governments are not mandated to use SEMS however they had to adopt its use as of December 1, 1996 in order to remain eligible for state reimbursement for disaster related costs as described in CCR, Title 19, §2920, §2930, and §2935.

For the purposes of SEMS laws, the California State University San Marcos is considered a Special District within the State of California (CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y)). A Special District is defined as a political subdivision of the State of California, with limited powers, that is not a city or county entity within the state. The Emergency Services Act further defines a political subdivision as “any city, city and county, county, district, or other local government agency or public agency authorized by law.” By applying these definitions virtually all forms of government or government agencies come under the provisions of the Emergency Services Act and the Standardized Emergency Management System.

Incident Command System (ICS)

The Incident Command System is one of the basic foundations of SEMS. ICS provides the management structure needed to effectively manage an emergency response. It is designed to be flexible in nature, easily expanded, and easily contracted. The core of ICS is built on the following concepts:

- Modular Organizational Structure
- Unified Command
- Comprehensive Resource Management
- Action Planning
- Manageable Span of Control

The ICS organizational structure is modular in nature. It is divided into five basic groups: Command/Management, Operations, Logistics, Planning & Intelligence, and Finance & Administration.

The Command function applies to field operations while Management applies to EOC functions. Both roles have essentially the same responsibilities only at different levels of the SEMS structure. Command/Management is responsible for the overall direction of response efforts. Their mission within the ICS structure is to set reasonable and attainable goals for a set time period, liaison with outside agencies, oversee the safe operation of the response effort, and manage the creation and release all public information.

Command is run by the Incident Commander who is ultimately in charge of all tactical field responses for a single incident. In a major disaster there may be more than one incident within a jurisdiction. Each incident is commanded by a separate Incident Commander. Management, which is activated when the EOC is activated, is run by the EOC Director who is the one person in charge of the overall response effort. While the individual Incident Commanders in the field are responsible for their incidents the EOC Director is responsible setting goals for all the incidents creating one integrated overall response effort.

In ICS the Operations Section is tasked with performing the field actions necessary to meet the response goals. The Operations Section is normally staffed by fire, police, medical, public works, hazmat, and rescue workers. The Operations Section may be divided into branches, divisions, or groups as necessary to best attain the goals of the response organizations.

The ICS Logistics Section is responsible for providing the necessary facilities, services, personnel, equipment, and supplies needed to support the overall response effort. Logistics is tasked with not only procuring the needed items but also creating and documenting the items role in emergency operations for financial recovery purposes.

The Planning and Intelligence Section is tasked with gathering and assessing information on current response efforts and conditions. The section examines whether the organization is meeting its goals, what could likely affect future goals, and predicts what future goals should be.

Finance and Administration is responsible for the collection of all financial information as it relates to the response effort. The section is tasked with arranging payment for services and goods, performing cost analysis, retaining accurate records of manpower and equipment costs, coordinating financial recovery from State of Federal sources, and providing accurate accounting records for audit.

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

Summary of SEMS Roles in ICS

Incident Command Post Procedures

The Incident Command System was developed by the Federal Emergency Management Agency (FEMA) to provide emergency services such as police, fire and emergency medical services (EMS) with a means of managing an incident and establishing cooperation and coordination of all agencies involved in an incident from the initial stages to a return to normal operations. It is the generally accepted method both locally and nationwide for resolving emergency incidents.

The Incident Command Post is the location on scene from which all incident planning and tactical operations are directed. There should be only one incident command post although there may be other satellite support areas such as a staging area for personnel and equipment and an Emergency Operation Center at which the Emergency Resources Response Group will convene to remain informed of the sequence of events.

In a Unified Command Structure, where several jurisdictional agencies and college departments are involved, designated individuals assigned by the Incident Commander, the jurisdictional authority, or by the University Comprehensive Emergency Management Plan, gather at this location to:

- conduct initial evaluation of incident
- set priorities
- define objectives
- form a plan to mitigate the incident
- identify, acquire and deploy resources as needed
- stabilize the scene
- continually evaluate conditions
- carry out the necessary objectives for reaching a return to normal operations

The location of the Incident Command Post should be chosen based on:

- Access by responders
- safety from the incident site (a minimum of one solid core fire door should separate the command post from the site of the incident)
- access to needed elements such as phone lines and lighting
- access to a primary and secondary exit

Personnel gathered at the Incident Command Post may include:

- an Incident Commander (typically a University Police OIC/WC/Command Staff)
- an aide who is familiar with emergency operations to record events as they unfold
- a Safety Officer who is familiar with the subject of the emergency to identify hazards and prevent hazardous actions
- a representative from the area(s) affected to provide technical and occupancy information in addition to providing chemical information such as material safety data sheets and chemical inventories
- an Operations Section Chief whose main objective is to oversee the activities of trained personnel assigned to directly resolve the incident (i.e. clean up a chemical spill or flood)
- a Staging Area Manager whose responsibility is to set up and manage a staging area and coordinate the movement of personnel and equipment from the staging area to the incident
- Facilities Management supervisors knowledgeable of all utilities such as electrical, plumbing, compressed gases, heating and ventilating systems, and structural components

- a Medical Group Supervisor to direct patient movement when a patient care area is involved in the incident
- the administrator-on-call to assist in making consequential operational decisions
- a Public Information Officer will gather information about the incident and provide this information to the press and establish a joint information center
- a University Police Supervisor to coordinate crowd and access control

Each key representative should be issued proper identification. All other personnel should be directed to the staging area or to the Emergency Response Center if such an assignment is appropriate. All others should be directed to leave the area.

Equipment which may be needed at the Incident Command Post includes:

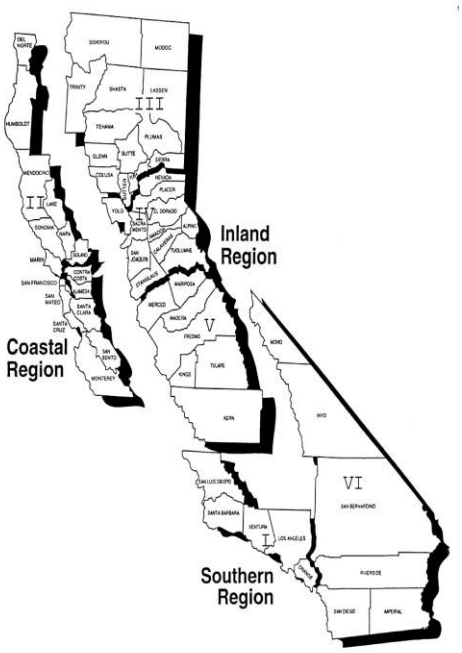
- Incident Command Post
    - a minimum of two phone lines or cellular phones with outside access
    - building plans / campus maps
    - an emergency radio network with access to all operational channels
    - emergency lighting
    - clerical supplies
    - a first aid kit
    - a copy of the Campus Emergency Operations Plan
    - a status board with markers or chalk
    - an AM/FM radio and, if possible, a TV set

Mutual Aid System

Emergency response in California is based on the concept of neighbors helping neighbors. The Mutual Aid system is used by special districts, cities, counties, regions, and the state to voluntarily provide services, resources, and facilities to those jurisdictions in need of assistance. The system was originated as a method of supplementing police and fire services in times of need, but has now been expanded to include public works, medical, and hazmat agreements.

The basis for this system is the Master Mutual Aid Agreement portion of the California Emergency Act. The agreement was developed in 1950 and has been adopted by all incorporated cities and counties in the state. It creates a formal structure wherein a jurisdiction retains control over its own resources but may loan those resources or receive assistance when short of resources. This agreement is voluntary; the State of California on the other hand is obligated to provide any available resources to a requesting jurisdiction.

In order to facilitate the coordination and flow of mutual aid resources the state has been divided into six Mutual Aid Regions as shown on the map at the right.



To further facilitate the mutual aid process between public safety agencies Fire Coordinators and Law Enforcement Coordinators have been identified for each Operational Area, OES Region, and the State. According to State Emergency Operations Plans; during a major disaster mutual aid coordinator for all other levels of essential services such as medical, public works, care and shelter would be assigned roles within the appropriate Emergency Operations Center.

Through this system the state Office of Emergency Services (OES) receives a constant flow of information on all aspect of emergency operations within the state Under the Mutual Aid Agreement the Cal State San Marcos is responsible for:

- Developing and maintaining a current emergency plan in compliance with all applicable state and federal laws
- Have provisions in the Emergency Operations Plan for the use of campus resources to meet the emergency needs of the campus or its neighbors
- Coordinate planning efforts with neighboring jurisdictions
- Periodically train and test its plan
- Identify staging areas for mutual aid
- Respond to requests for mutual aid
- Request mutual aid from neighboring jurisdictions and/or the Operational Area
- Receive and deploy resources provided by neighboring jurisdictions
- Release mutual aid resources when no longer needed
- Utilize existing and established channels to provide situation reports on emergency response efforts and changes in the emergency to the Operational Area
- Carry out any emergency regulations issued by the Governor

City of San Marcos is responsible for:

- Developing and maintaining a current emergency plan in compliance with all applicable state and federal laws
- Have provisions in the Emergency Operations Plan for the use of resources to meet the emergency needs of the city or its neighbors.
- Coordinate planning efforts with neighboring jurisdictions
- Periodically train and test its plan
- Identify staging areas for mutual aid
- Respond to requests for mutual aid
- Request mutual aid from neighboring jurisdictions and/or the Operational Area
- Receive and deploy resources provided by neighboring jurisdictions
- Release mutual aid resources when no longer needed
- Utilize existing and established channels to provide situation reports on emergency response efforts and changes in the emergency to the Operational Area
- Carry out any emergency regulations issued by the Governor

Under the Mutual Aid Agreement, the Operational Area (County of San Diego) is responsible for:

- Coordinating intra-county mutual aid
- Maintaining liaison with OES Southern Region Mutual Aid Coordinator as well as all jurisdictions and special districts within the operational area and neighboring operational areas
- Identify staging areas for mutual aid as well as support and recovery operations
- Channel all local mutual aid requests that cannot be filled by the Operational Area to the OES Southern Region Mutual Aid Coordinator
- Dispatch status reports to the OES Southern Region Mutual Aid Coordinator as the emergency develops
- Receive and deploy resources provided by other operational areas and by the state, federal, and private agencies
- Carry out any emergency regulations issued by the Governor

Under the Mutual Aid Agreement, the OES Region Mutual Aid Coordinators are responsible for:

- Maintaining liaison with state, federal, and local emergency response organizations
- Provide planning guidance and assistance to local jurisdictions
- Respond to mutual aid requests submitted by local jurisdictions and/or Operational Areas
- Receive, evaluate, and disseminate information related to emergency operations underway in the Region
- Provide the Director of OES with situation reports on emergency operations underway in the Region and recommend a course of action

Under the Mutual Aid Agreement, the Office of Emergency Services is responsible for:

- Performing executive functions as assigned by the Governor
- Coordinating emergency activities of state agencies
- Receiving, evaluating, and disseminating information related to emergency operations underway in the state
- Preparing emergency proclamations and Gubernatorial Orders as well as dissemination of same
- Receiving, processing, evaluating, and responding to requests for statewide mutual aid
- Coordinating use of state mutual aid resources
- Receiving, processing, and disseminating of requests for federal assistance
- Directs receipt and allocation of federal and other state assistance
- Maintains liaison with other state, federal, and private agencies
- Coordinates emergency operations with bordering states

Organizational Structure
In accordance with SEMS there are five level of organization into which emergency response efforts fall:

- Field Level
- Local Government Level
- Operational Area Level
- Regional Level
- State Level

The *Field Level* consists of the emergency response personnel and their resources that have been tasked with carrying out the tactical decisions, missions, and activities in direct response to the emergency. The use of SEMS at this level allows agencies to participate in a unified command structure while still retaining authority for their particular jurisdiction and to develop and implement a single coordinated plan of action for an agreed upon operational period.

The *Local Government Level* consists of cities, counties, and special districts that are detailed with coordinating overall emergency response and recovery activities within a jurisdiction. The primary method used by local governments to manage response activities is the Emergency Operations Center (EOC). The EOC is the location where overall response actions are managed and resources are allocated, tracked, and coordinated with the field, operational area and OES region. Local governments are responsible for coordinating field response efforts with other local governments and the operational area.

The *Operational Area Level* consists of the county and all political subdivisions contained therein (including special districts). The Operational Area coordinates information, resources, and priorities among all jurisdictions within the operational area and serves as the communication link between local governments and between local governments and the OES Region. The Operational Area EOC coordinates response activities, resources, and mutual aid within the county.

For the *Regional Level* the state has been divided into three large regions; Southern, Inland, and Northern. Each region houses a Regional Emergency Operations Center (REOC) which is responsible for coordinating communication among Operational Areas as well as between the Operational Area and the State. When activated the REOC staffs to the level necessary to adequately respond, coordinate, track emergency operations and mutual aid requests from the Operational Areas.

The *State Level* manages all state resources used in response to emergency needs of the other levels. The State Operations Center (SOC) coordinates mutual aid among the Regions and serves as a communications link between the state and federal disaster response systems.

Multi/Inter-Agency Coordination
When employing ICS in a response effort all agencies involved in the response will use the same Command Post. In ICS, there is one person in charge of each incident, the Incident Commander; all assisting agencies send liaisons to work *for* the Incident Commander. When creating an Emergency Operations Center Action Plan all represented agencies have a say in the creation of the plan, this results in a more coordinated effort and a more complete set of goals. Inter-Agency Coordination also insures there is no duplication of response efforts, better sharing and allocation of resources, a more complete sharing of information, clearer communication, and a more coordinated response effort.

Inter-Jurisdiction and Inter-Agency Communications
Information sharing is a key element of the SEMS emergency response system. Several systems have been created to facilitate information sharing between the various SEMS levels.

WebEOC
Cal State San Marcos utilizes WebEOC to share real-time information before, during and after an event or emergency. WebEOC is a web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information. WebEOC provides real-time information as provided by the users and can be used during the planning, mitigation, response and recovery phases of any emergency. The system allows for sharing of information in a variety of ways including document sharing, photo uploading, and displays for map and other GIS information. The system is customizable and flexible based on the users' needs.

Operational Area Satellite Information System (OASIS)
OASIS is an information and resource tracking program for Operational Areas use. It is designed to facilitate the flow of information between local governments, operational areas, OES regions, and the State through the use of satellite links.

Response Information Management System (RIMS)
RIMS is a Lotus Notes based information sharing system designed to link all five levels of government via computer. RIMS establish an electronic link between organizations that is designed to enhance resource and mutual aid response effectiveness. It also allows the Operational Areas to request assistance from one of the Regional Emergency Operations Centers (REOC) via computer. The database allows local governments to link into the Operational Area for the purpose of situation reports and to request assistance and mutual aid.

Federal Alerting and Warning Systems (EAS)
The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency information to the public. The system enables the president, federal, state, and local governments to communicate with the general public through commercial broadcast stations. The EAS is operated by the broadcast media in accordance with Federal Communication Commission (FCC) rules and regulations. Broadcast stations voluntarily participate in the EAS program and agree to comply with all established rules and regulations.

The EAS can be accessed by federal, state, and local governments to transmit essential information to the general public. Transmission of such message is governed by FCC rules Part 73.922(a) and limited to the following:

- Priority One – Presidential Messages
- Priority Two – EAS Operational Area Programming
- Priority Three – State Programming
- Priority Four – National Programming

Federal and national programming are routed over established network facilities. State programming is routed over the state's CLERS VHF/UHF radio relay stations.

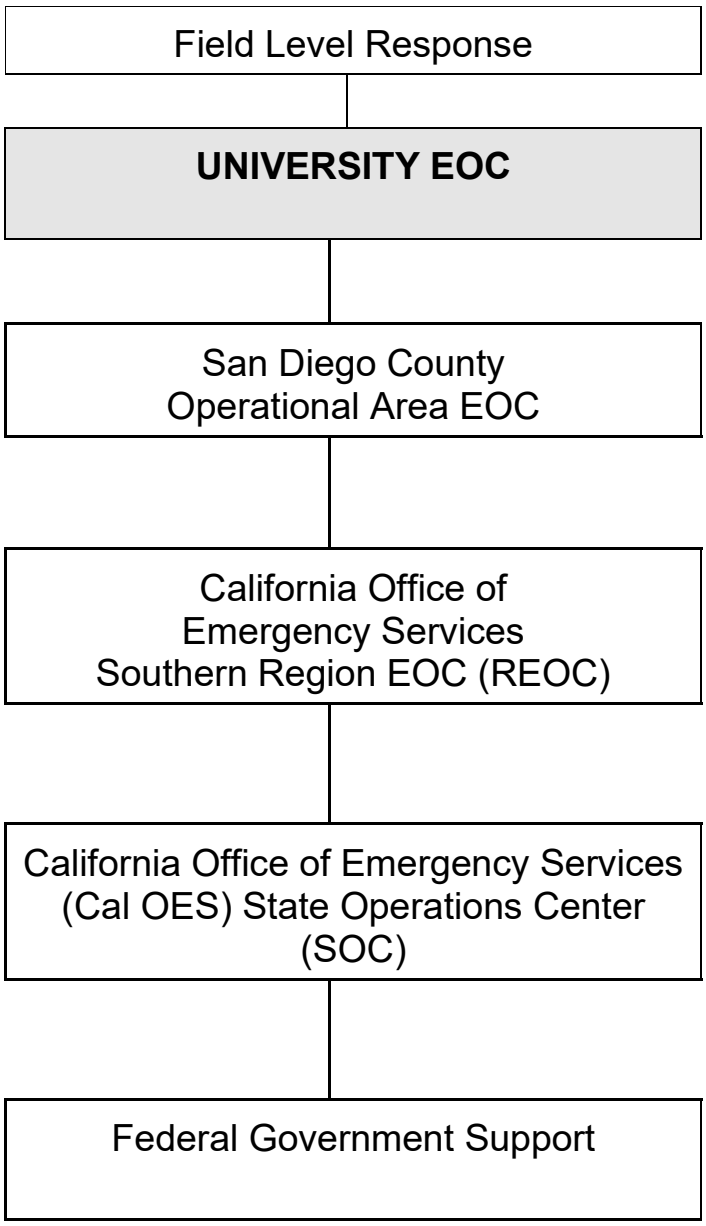
Chart 1
California Emergency Functions
(Excerpt from July 2009 CA Emergency Plan)

CA-EF Title	Definition	Lead Agency	Federal ESF
Transportation	Assists in the management transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	State and Consumer Services Agency or Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Emergency Management Agency	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support

CA-EF Title	Definition	Lead Agency	Federal ESF
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services
Search and Recue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Cal OES Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Cal OES Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Resources Agency	ESF #12 – Energy
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Emergency Management Agency	ESF #15 – External Affairs

CA-EF Title	Definition	Lead Agency	Federal ESF
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	N/A
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A

Chart 2
SEMS/NIMS Communications and Coordination



Part 1, Section Four
National Incident Management System (NIMS)

NIMS Compliance

Homeland Security Presidential Directive – 5 (HSPD-5) issued by President Bush on February 28, 2003 commanded the development of a national incident management system. NIMS was created to provide a nationwide template allowing government and the private sector to work together during domestic incident response.

HSPD-5 requires Federal agencies and departments to make the adoptions of NIMS by State and Local Government a condition for Federal *preparedness* assistance (grants, contracts, etc) by 2005. In order to qualify for all possible preparedness assistance the California State University San Marcos will utilize NIMS for any domestic incident response.

Current California State Law (CGC 8607) compels Cal State San Marcos to utilize SEMS in multi-agency or disaster response management operations in order to qualify for recovery of *response* related costs. Federal law requires the use of NIMS in order to qualify for preparedness related assistance. SEMS and NIMS are very similar in nature as they are both built on the Incident Command System. Cal State San Marcos will strive to comply with both systems in its emergency response.

NIMS Concepts and Principles

NIMS utilizes the Incident Command System (ICS) to provide a flexible framework for incident management that facilitates interoperability between government and private entities. In keeping with the ICS model NIMS utilizes a standardized organizational structure as outlined in the sections of this manual detailing SEMS and Emergency Management.

NIMS Components

NIMS is comprised of several components that work together to provide a framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Command and Management
NIMS standard incident management structures are based on three organizational structures. The *Incident Command System (ICS)* defines the operating characteristics, management components, and structures of incident management organizations. ICS is detailed in the SEMS and Emergency Management portions of this manual.

NIMS utilizes the *Multi-agency Coordination System* to define the operating characteristics, management components, and organizational structure of agencies and entities involved in a supporting role to the incident command system. This system is analogous to the Mutual Aid System utilized in SEMS. More information on this system may be found in the SEMS and Emergency Management sections pertaining to Mutual Aid Agreements.

Lastly NIMS uses the *Public Information System* to identify the processes, procedures, and systems for communicating timely and accurate information to the public during emergencies.

Preparedness
Effective incident management begins with preparedness. Preparedness activities are conducted in advance of a potential incident and involve a combination of:

- Planning, training, and exercise of emergency plans and personnel
- Personnel qualifications and certification standards of responder knowledge
- Equipment acquisition and certification standards for equipment ability
- Publication management processes and activities
- Mutual A i d agreements and Emergency Management Assistance Compacts (EMACS)

Resource Management
The Federal Government is still in the process of defining NIMS mechanisms for describing, inventorying, mobilizing, dispatching, tracking, and recovering resources over the course of an incident. Further information on this component is expected when the finalized version of NIMS is released.

Communications and Information Management
NIMS requires a standardized framework for communications, information management, and support of information sharing at all levels of incident management. Incident management organizations must ensure that effective interoperable communications process, procedures, and systems exist. These systems help to ensure that information flows efficiently throughout the emergency management organization, enhancing management and response abilities as well as facilitating a better informed decision-making process.

Supporting Technologies
Technology and technological systems provide support that is essential to implementing and refining NIMS. Examples of supporting technologies include:

- Voice and data communication systems
- Information management systems
- Data display systems

Ongoing Management and Maintenance
The Department of Homeland Security has established the NIMS Integration Center to provide strategic direction and oversight in support of routine review and continual refinement of both the system and its components.

NIMS Education
More information on the National Incident Management System as well as computerized and self-paced learning may be found on the FEMA Emergency Management Institute NIMS website: https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b

Part 1, Section Five
Incident Command System (ICS)

General
The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on the Incident Command System (ICS) can be found at www.fema.gov.

Use of ICS at the Field Level
The concepts, principles and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

Field/EOC Communications and Coordination
The University's communication plan outlines the communications channels and protocols to be used during an incident. The University's communication plan is included as a separate annex to this plan. Typically, field to EOC communications will occur at the Command and General Staff levels who will, in turn, relay the information to the appropriate section/function in the EOC.

The University EOC will communicate situation and resource status information to the City of San Marcos EOC and the San Diego County Operational Area and other outside agencies via WebEOC and designated countywide emergency reporting systems and other systems referenced in *the San Diego County Operational Area Disaster Information Reporting Procedures.*

Field/EOC Direction and Control Interface
The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident

objectives and priorities are consistent with those policies and guidelines established at the University level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

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

Part 1, Section Six
Threat Summary and Assessment for California State University San Marcos

This section of the Basic Plan consists of a series of threat summaries based on the University's Business Continuity Plan. The purpose is to describe the area at risk and the anticipated nature of the situation, and result should the event threaten or occur.

The University is located within Mutual Aid Region VI and in the Southern Administrative Region of the California Office of Emergency Services (Cal OES). The University is located within the city of San Marcos. The University is bordered by Escondido and Vista. The latitude is 33.1283 degrees north and longitude is -117.1594 degrees west. The University has an operational population of 2000 faculty and staff and 15,000 students. There are1550 students that live on campus. The University consists of 304 acres. The University has one childcare center (Center for Children and Families).

The University is served by the 78 freeway, east and west. Twin Oaks Valley Road, north and south. Interstate 15 and 5, north and south.

The following threat summaries have a potential to impact the University:

- An earthquake could impact major segments of, or the total population.
- A major fire could cause significant disruption and damage to buildings and infrastructure with the potential for serious injury or death. Cal State San Marcos is vulnerable to both building and wildland fire.
- Many major highways (and light rail line) traverse or pass near the University and transportation incidents (including hazardous material incidents) or illegal dumping could affect the University. The University has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Some areas of the University may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), downstream flooding, etc. The University has not historically been vulnerable to tropical storms and severe winter storms.
- Some areas of the University may be subject to landslides, mud and debris flows.
- The University may be subject to severe weather, including drought, winds, heat and cold.
- A tsunami could impact the coastal portion of the county (west of the University) and inflict damage on transportation routes.
- A transportation incident such as a major air crash, light train derailment or trucking incident could impact the University.
- A civil unrest incident could impact areas within the University or the entire University.
- The entire San Diego County region is considered as a possible risk area for a nuclear event or act of terrorism; therefore, both sheltering and evacuation issues should be considered.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the University nor the County of San Diego has the capability to plan for the

organized evacuation of the County; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the University maintains no public fallout shelters.

The University has its own Police and Facilities department. The University relies on the City of San Marcos and San Diego County for the following services**:** Fire, Public Works, and Sheriff Department assistance**.** The University relies on Disaster Communications Services for communications assistance. The University also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The following threat assessments identify and summarize the hazards that could impact the University. The Hazard Vulnerability Team conducted a hazard analysis in 2017 and the consensus top 5 hazards:

Threat Assessment 1	Major Earthquake
Threat Assessment 2	Wildland Fire
Threat Assessment 3	Power Failure
Threat Assessment 4	Active Shooter
Threat Assessment 5	Civil Unrest

Other hazards identified and discussed include:

Threat Assessment 6	Information Systems Disruption/Failure
Threat Assessment 7	Hazardous Materials
Threat Assessment 8	Flooding
Threat Assessment 9	Landslide/Mudflow
Threat Assessment 10	Tsunami
Threat Assessment 11	Transportation − Air Crash
Threat Assessment 12	Transportation − Train Derailment
Threat Assessment 13	Terrorism
Threat Assessment 14	Public Health Emergency (Pandemic)
Threat Assessment 15	National Security Emergency
Threat Assessment 16	Dam Failure

University – Map

Threat Assessment 1
Major Earthquake

General Situation
A major earthquake will cause significant social disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the population, could exceed the response capabilities of the individual cities and the Operational Area. Response and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

Earthquakes are the result of a release of seismic energy causing a shift in the layers of rock beneath the surface of the Earth, generally resulting in a shaking motion at the surface. These events are largely unpredictable, providing little to no warning, and vary in terms of intensity and duration. California straddles the Pacific and North American plates, and as a result, is permeated by numerous faults. In San Diego County alone, there are at least 10 known faults with the potential to impact the region. These plates move past each other at a rate of approximately two inches per year, which is offset by sudden slips on faults, producing earthquakes.

Studies suggest the following maximum likely magnitudes for local faults: La Nacion (M6.2 to M6.6), Coronado Bank (M6.0 to M7.7), San Diego Trough (M6.1 to M7.7), Oceanside Blind Thrust (M7.0+), and San Clemente Island (M6.6 to M7.7). **Note: Some faults are hidden beneath undisturbed sediments (blind fault) and only discovered after an earthquake occurs. Additionally, the maximum probable event for these faults is the largest earthquake the fault is predicted capable of generating within a specified time period of concern (typically 30 years) whereas the maximum credible earthquake is the largest earthquake a fault is believed capable of generating.**

Specific Situation
A major earthquake occurring in or near San Diego County has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of waterways and dams.

The shaking from a major earthquake has the potential to cause serious to catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities, telephone systems, and other critical facilities. The damage can cause hazardous materials releases and extensive fires.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced

persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the Coroner. Public health will be a major concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in San Diego County. Mental Health counseling will be needed for an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

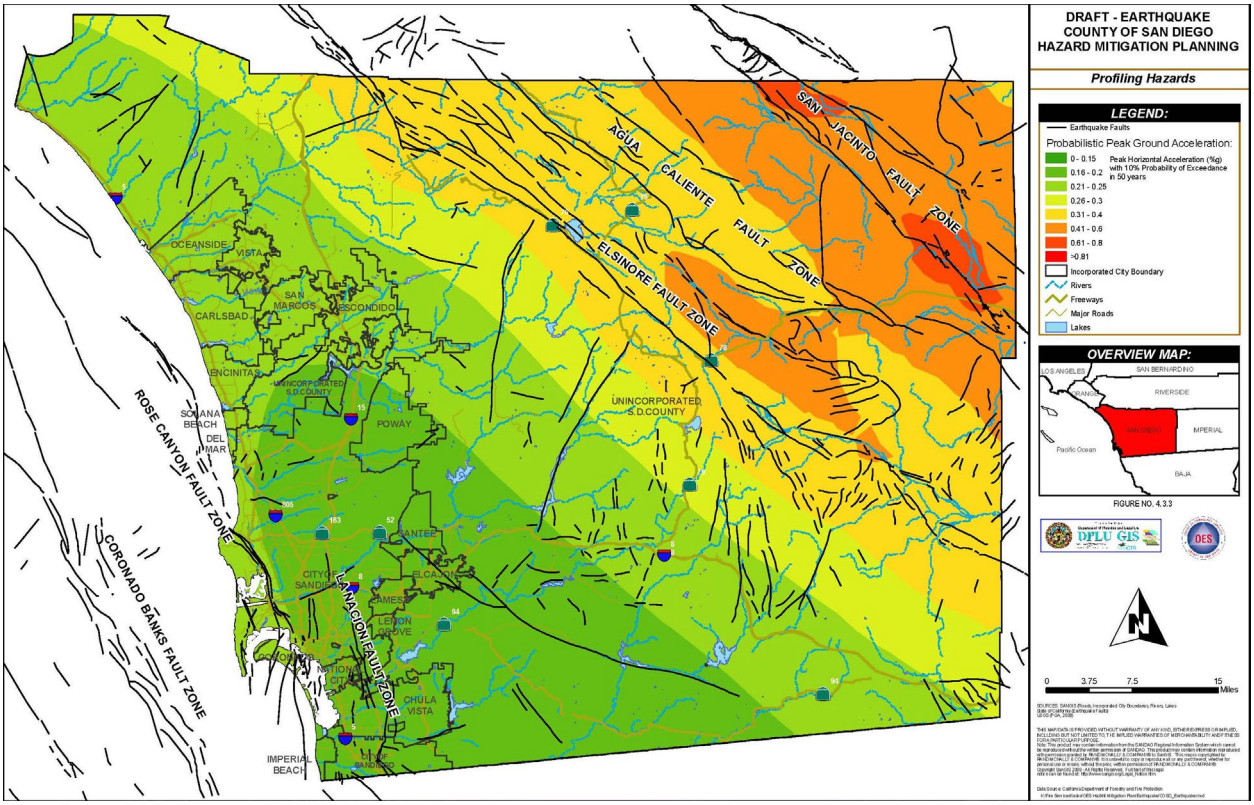
The negative economic impact on San Diego County and its cities due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

The damage to water systems could cause water pollution or water shortages. Two of the three major aqueducts serving Southern California are expected to be out of service from three to six months following a major event; only the Colorado River Aqueduct is expected to remain in service. Ruptures could occur along the water pipelines in the County; damage to reservoir outlets could take weeks to repair. Most water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render a third of the wells inoperative for an indefinite period.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Attachment 1 — Southern California Earthquake Fault Map
Attachment 2 — Abridged Modified Mercalli Intensity Scale
Attachment 3 — Richter Scale

Attachment 1, Threat Summary 1
Earthquake Fault Map



Major Known Faults in San Diego County

There are many faults spread throughout San Diego County. The lack of large or even catastrophic earthquakes and the county's brief earthquake history results in a false sense of immunity for many San Diego County residents. The majority of faults listed below can be found in the Southern California Earthquake Center database. Those that are not listed in the database may not have had catastrophic earthquakes but are known and should still be noted as potential hazards for the county.

San Jacinto Fault Zone
Rose Canyon Fault
La Nacion Fault System
Elsinore Fault Zone
Coronado Bank Fault
San Clemente Island Fault
Oceanside Blind Thrust
Carlsbad Thrust Fault/San Mateo Thrust
San Diego Trough

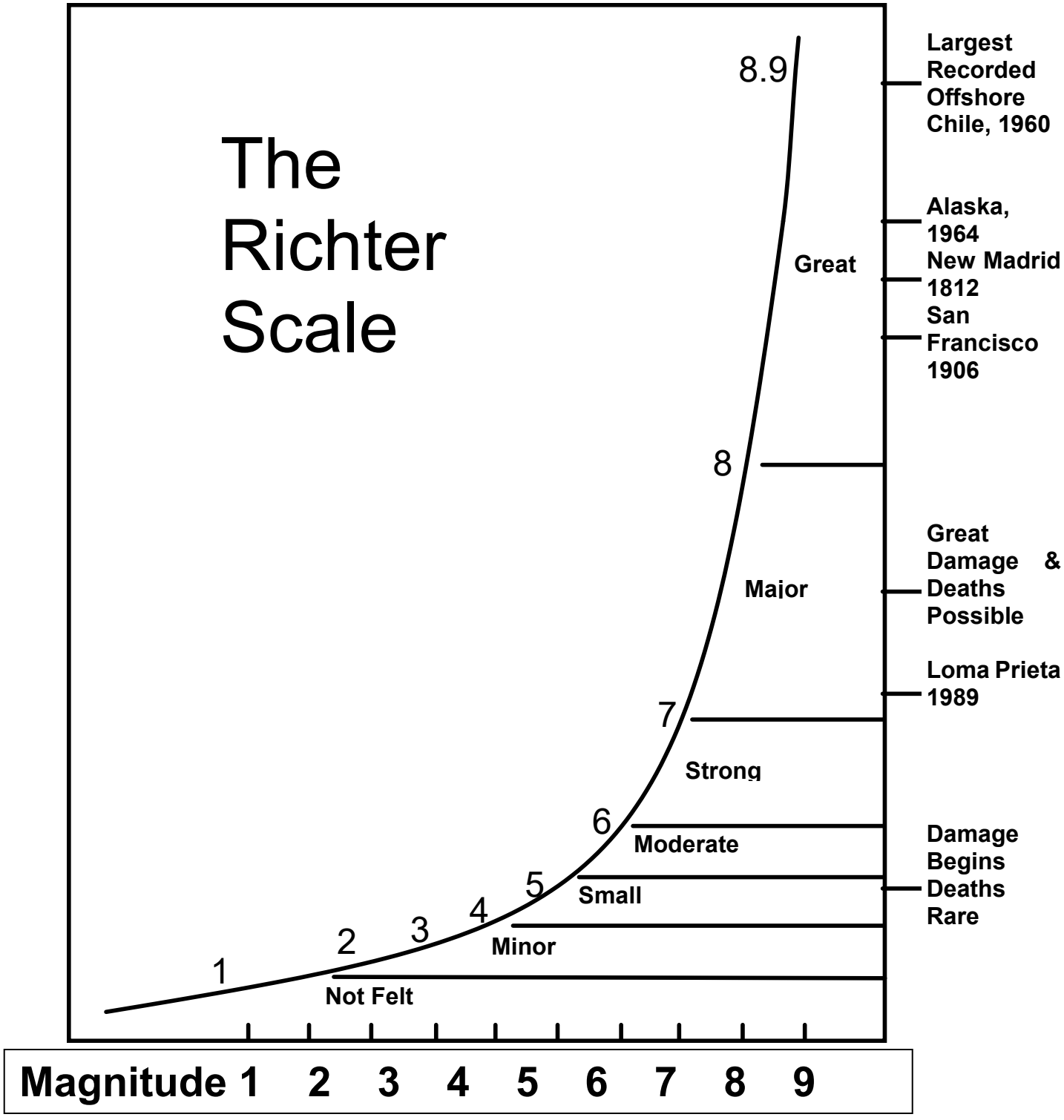
Attachment 2, Threat Summary 1

Abridged Modified Mercalli Intensity Scale

Intensity Value and Description	Average Peak VeloUniversity (cm/sec)	Average Peak Acceleration (g = gravity)
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: N1.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: N1.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: N1.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: N1. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)

Attachment 3, Threat Summary 1
Richter Scale



Threat Assessment 2
Wildland Fire

General Situation

A major fire can cause significant disruption and damage to buildings and infrastructure with the potential for serious injury or death. Regardless of where the fire occurs the response by building occupants will play a vital role in personal safety. Cal State San Marcos is vulnerable to both building and wildland fire.

California's forest and land vegetation grows in a cool, moist climate in the winter and hot, dry summers. The combination of vegetation, climate, and topography creates a "world class" fire environment. Fire remains a major natural force in California. It is not a matter of "if" a fire will burn, it is "when". Therefore, it is important for Californians to understand that living in these conditions means learning to live with fire.

Generally, from June to October of each year, the County faces a serious threat from wildland fires. Due to the highly flammable brush covered land, many portions of the County have experienced numerous wildland fires in the recent years. High temperatures, low humidity, and high winds increase the potential for wildland fires. Another threat posed by wildland fires is the danger to health of persons and animals caused by dense smoke and high air particulate levels.

Specific Situation

Cal State San Marcos currently has 24 buildings and over one million square feet, with specialized facilities such as our Science Halls and Central Plant that are all vulnerable to fire both on and off campus. We've found over the years that our building HVAC systems are also vulnerable to dense smoke and particles.

Annual fire and evacuation drills better equip us to respond to fires on campus. The campus relies on building fire alarm systems or individuals at or near the location of origin for a warning. Building fires may impact us in the form of person injury or property damage, so it is important that we ensure proper fire inspections and safety measures are always observed and up to date. Individuals should become familiar with building fire alarms, extinguishers, exits and evacuation routes.

Wildfire danger is a year-round threat and is a constant concern for our community. Whether naturally occurring or man-made, wildfires pose a serious threat to life and property. Maybe not a direct threat to the campus a wildfire in the region may impact the campus due to pollutants in the environment, loss of communications, damage to transportation routes, or disruption of public utilities.

- When a fire occurs on campus, the Incident Commander will establish a command post with the fire officials.
- Full or partial activation of the campus EOC will depend upon threat and damage to the university and potential hazards.

- When a fire off campus poses a possible threat to the university, the Incident Commander, EOC Director, Emergency Manager will request a partial activation of the EOC (IMT).
- The President or designee may determine if closure and evacuation of part or all of the campus will be required. The Incident Commander in coordination with the EOC will coordinate the evacuation process.
- Additional action plans may be implemented to evacuate people off campus and close the university.
- Utility teams may be implemented to secure utilities to support fire and rescue operations.
- Teams will investigate the impact on University Village Apartments and the Quad. In the event the buildings cannot be occupied, provisions will be made for care and shelter of residents (See: Housing Evacuation Plan).
- Damage assessment teams will be organized to evaluate the extent of damage. (Planning Section)

Emergency Response Actions

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Threat Assessment 3
Power Failure

Power outages occur from a wide variety of causes including malfunctioning equipment, damaged infrastructure, power source failure, supply shortages and planned outages to accommodate maintenance and repair activities. The predominant cause of power outages relates to infrastructure damage caused by such incidents as mechanical failures, storms, and vehicle and construction accidents.

Power at Cal State San Marcos is predominantly provided through San Diego Gas and Electric (SDG&E).

Power outages present a challenge to the campus. They disrupt classes, events, and business operations; curtail food service and health/wellness services; and affect the comfort and safety of the campus's residents. While back-up generators are provided for some buildings, prolonged power outages may affect the operations of all campus buildings if reserve fuel supplies for emergency generators are interrupted.

Power outages have affected the campus in the past and will again in the future. Working though the new Power Safety Power Shutoff protocols will add additional challenges to potential power outages. While a significant amount of power infrastructure has been placed underground, some lines remain above ground, as are power substations, switches and junction boxes. Past power outages affecting the campus have been caused by equipment malfunctions and damage to infrastructure from storms and vehicle accidents. Past power outages have varied from short-term (minutes) to longer term interruptions spanning many hours and even days.

Probability - Future power outages affecting the Cal State San Marcos campus are a certainty. The campus receives its power from San Diego Gas and Electric through a statewide power grid. While such systems are generally protected from system wide failure, regional and local outages are common and damage occurring far from the campus can disrupt power to our campus and community.

Severity – The severity of an outage is directly tied to its duration. While most power outages are relatively short in duration (1-4 hours), longer term outages have occurred and can be expected in the future. Widespread outages caused by storms, floods, and other disastrous events will result in more severe consequences for the campus community.

Impact – The impacts of a prolonged power outage affecting Cal State San Marcos will be varied and potentially significant. Loss of power may result in suspension of academic and other business activities as buildings go dark and IT and telecommunications systems are impacted. The campuses residential population brings challenges of its own. Food service operations will be affected. Heating and ventilation systems in residence halls will be out-of-service potentially affecting their livability. In an extended power outage, fire alarm and card access systems may be inoperable. Student activities will be disrupted. Loss of lights and power to operate computers

in the residence halls will limit student's capabilities, and an extended outage may result in loss of telephone communications for the large segment of the population dependent on cell phones.

Mitigation measures have been taken to address the effects of a power outage on the campus. Emergency generators have been installed at essential facilities such as the University Police, Craven Hall, Science Buildings and SBSB. With the exception of the University Police building however, only select building safety and egress systems are maintained operable.

Power outages may have widespread effects on the campus and the region. University academic and business operations will be impacted with potential effects on class schedules and campus events. Residential life will be affected when power is lost to residential facilities and food preparation are limited or restricted. Loss of power to refrigeration equipment may result in loss of stock on hand in food service operations. Similarly, temperature sensitive items stored in refrigeration units in science and research labs will also be at risk. Safety and security of buildings will be affected if fire systems are inoperative and electronic card access systems will become inaccessible to most users.

Power outages are a significant and unavoidable hazard on the CAL STATE SAN MARCOS campus. Prolonged outages will affect academic and business enterprises, residential life, and university operations in general. While some mitigation measures have been taken, (i.e. installation of emergency generators) a large portion of the campus is without emergency power or the capability of being connected to portable emergency generation equipment which is also in short supply on the campus. The University should continue working with power providers, response partners, and stakeholders in planning for and mitigating the effects of power outages on the campus.

Threat Assessment 4
Active Shooter

General Situation
An "active shooter" is defined by the Department of Homeland Security as, "an individual who is actively engaged in killing or attempting to kill people in a confined and populated area."

Prevention
Great care should be taken to prevent an active shooter incident from occurring. The campus has a Violence Prevention Team, Student Response Team and Cougar Care Network whose objective is to identify students, faculty and staff who may be a danger to themselves or others. Active shooter incidents across the country have been prevented by observant individuals and groups reporting suspicious individuals or situations to the authorities.

Response
The campus teaches and follows the response guidelines modeled after the "Run, Hide, Fight." philosophy

All campus Departments and high volume student areas (University Student Union, Kellogg Library and Student Health and Counseling Services) are encouraged to have pre-assigned lockdown rooms to be used for incidents that involve the threat of violence against the campus community such as a person with a gun, or an active shooter. The locations of these rooms should be made available to the employees that occupy these buildings.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, situational awareness is key. Differing responses may be necessary if you are hearing or seeing active gun fire versus an emergency notification to Lockdown.

Recovery
An active shooter incident on the San Marcos campus will undoubtedly leave a lasting effect on our community. Immediately following an incident, the psychological well-being of the campus community should be looked after. Professional psychologists should be contacted to help with the recovery process.

Media inquiries should be directed to the Joint Information Center (JIC). The Joint Information Center would be activated as a result of an active shooter incident. If the JIC has not been established at the time of the inquiry, the media should be directed to the campus Public Information Officer.

Threat Assessment 5
Civil Unrest/Disturbance

General Situation
The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

Specific Situation
Situations of civil unrest may include, but not be limited to:

- Community problems that spill over onto campus.
- Controversial issues/speakers/events/policies on campus
- Campus disputes/ social injustice or perceived social injustice
- Mistrust of local authorities.

The University is host to numerous speakers and events, some controversial in nature. There is a possibility that community and campus members take exception too and have issue with differing views of those sponsored speakers and events. Large events can get out of control quickly if not dealt with immediately.

Emergency Response Actions
Specific emergency response actions are intentionally not discussed in this Emergency Operations Plan for the safety of first responders.

Threat Assessment 6
Information Systems Disruption/Failure

In an increasingly digital age, failure of computer systems - hardware and software – poses a serious threat to the public health and safety, and the economy. The growing use of computers for record and information management, communication, finance, and process and equipment controls leaves all sectors vulnerable to technology failure or cyber terrorism. Too, wireless communication is increasingly relied on for normal communications, in some cases fully taking the place of analog "wired" telecommunications. Disruptions of systems whether from power loss, equipment failure, or accidental or intentional acts can impact all aspects of University operations.

The hazards presented by information system failures vary in scope and complexity. Some practices such as spamming and phishing are inconveniences and may result in the unauthorized release of personal information, but the scope of an individual act is limited to a relatively small population with little if any direct threat to the public health and safety. Others, such as worms, viruses, hacking, ransom ware, IT system are more vulnerable than ever to widespread impacts that cripple information systems, disable utility and communications systems.

As computer use has grown over the years, so has the number of incidents in which failure of hardware, software, or networks have impacted modern life. Viruses, worms, hackers and power failures have all contributed to past occurrences where business or government functions have been affected by failure of technological equipment. Even unforeseen issues such as the concerns for computer operation at the change of the millennium (Y2K) have had widespread impacts on our increasingly digital world.

Beyond cyber-attack, a lengthy power outage may disrupt important IT systems and equipment on which the Cal State San Marcos community depends. In 2011, a west coast power outage lasting approximately 12 hours interrupted electric and data service on the campus. Long term power outages will also affect telecommunications when cell site emergency battery systems are drained. Batteries for cell phones used by community members for primary phone service may also go dead. And beyond power outage, cell sites and equipment damaged as the result of an earthquake or other incident may affect communications and IT services to a large portion of the campus community.

While Cal State San Marcos has not experienced any significant technology failures that have impacted the lives or property of the campus, the ever increasing use of technology coupled with the challenges of equipment and software integrity, and the potential for interruption of services from intentional attacks makes the possibility of a catastrophic technology failure affecting the University and its residents a continuing concern.

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

ransomware or significant infection of computer systems that corrupts or interferes with communication or access.

Probability - Technological failures result from a variety of causes, some commonplace like power outages and others more exotic such as cyber-attacks. The most probable causes of a technological failure on the Cal State San Marcos campus are power failures or software/hardware issues. Power outages occur from time to time. In 2011, an outage lasting several hours affected the campus. Hardware/software issues occur less frequently however in their most extreme can cause significant problems. From whatever cause, technological failure is considered a high probability risk to the campus.

Severity – The severity of a technological failure incident is measured primarily by its duration and the difficulty of returning systems to full operation. Most incidents occurring in the past have been related to localized power disruption and recovery of full operations has been a matter of hours after power was restored. Longer term outages as seen with severe storms, earthquakes or regional level power grid failures will have more severe and lasting impacts and hence higher severity. In general, the severity of the technological failure risk is considered to be moderate to high.

Impact – Technological failures will have diverse impacts on the campus. Short term failures will impact immediate educational and business operations and be an inconvenience to campus community members when computer and phone systems are unavailable. Longer term failures will have greater impacts, affecting educational and business operations with effects such as lost data, disrupted classes, and lost business opportunities.

Mitigation – General mitigation measures for technological failures on campus include provision of emergency power supply for IT systems, user security systems (password protection, etc.), firewalls, up-to-date software and hardware, and a trained and knowledgeable IITS department.

The University's IITS department has developed specific disaster response plans for IT emergencies. In addition, the university has developed business continuity plans at the department level that also address recovery of IT systems.

Due to the world's reliance on technology, failures may affect finance and banking, causing difficulties with financial management and the availability of funds. Wired and wireless communications may be disrupted as well as e-mail, surface mail and supply chain lifelines, with potential for shortages of goods, and communication interruptions including public safety dispatch and communication systems. Utilities too may be affected by technological failures when computerized controls commonly used for water, sewer, gas and electric systems go down. Loss of such utilities can have severe impacts on the community for extended periods.

Cal State San Marcos is vulnerable to technology failures affecting academic, business, government, utility, and private information and control systems. The impacts may be widespread, or localized, affecting individual users, or large populations. Serious failures may result in short- or long-term curtailment of some essential services, as well as impact supplies of critical goods and services across sectors. Such failures can have lasting impacts on campus residents, university operations and the regional economy.

Threat Assessment 7
Hazardous Materials Incident

General Situation
Because of the University's close proximity to freeways, major highways and light rail, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars' worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

Specific Situation
Many forms of hazardous materials are present in the University in permanent storage locations, roadway transport and at various industrial and commercial sites. With its proximity to major highway transportation routes and various light industries, the University has a growing potential for a hazardous materials incident. The 78 and 15 freeways, along with Twin Oaks Valley Road, are heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release affecting the University would most likely involve either transportation of chemicals by truck or use of chemicals at a business or illegal dumping of chemical waste.

Transportation Accidents
The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads around the University**,** especially on the freeways and major highways. Some of the most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the University.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

Fixed Facility
The second most likely hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials near University boundaries.

Although there are numerous departments (Sciences, Physical Plant, etc.) involved with hazardous materials throughout the University, they are less of a threat due to required contingency and evacuation plans. The State Fire Marshal reviews these plans and makes sure they are in compliance with current laws and regulations.

Clandestine Dumping
Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in Part Two Annexes, Checklist Actions for each Section.

Threat Assessment 8
Flooding

General Situation
The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100 year events.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions, adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

Specific Situation
The potential for flooding is not normally a major threat to the University**.** The University receives an average of 16 inches of rainfall annually, with most of it occurring between November and February (Source: http://cdec.water.ca.gov). Heavy rains occur about every three to five years with the potential of 50- and 100-year flooding.

Areas subject to flooding drain either naturally into flood controls or are assisted by pumping stations designed to handle average and above average flows**.**

Some flooding may occur in low-lying areas during heavy prolonged storms, or when storm drains are clogged with debris and unable to carry excess water away. Time should be available to organize forces, obtain needed supplies, equipment and outside aid.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the campus community and making sandbags available in advance of the predicted heavy rainfall.

Emergency Readiness Stages
Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

Stage I (Flood Watch)
Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters. Ensure availability of sandbags at pre-designated locations

Stage II (Flood Warning or Urban and Small Stream Advisory)
Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

Stage III (Flood Statement)
Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

Evacuation Routes
It is expected that most major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are in Part Two, Operations Section Annex, and Supporting Documents.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Threat Assessment 9
Landslide/Mudflow

General Situation
Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet
- Disruption of surface drainage
- Blockage of flood control channels and roadways
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells

The speed with which landsides can occur vary considerably from rapid rock falls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active) but have moved down slope to a position of stability and have remained.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings and making sandbags and K-rail available in advance of the predicted heavy rainfall.

Specific Situation
Both the United States Geologic Survey and the California Geologic Survey are currently conducting significant research that focuses on the conditions and processes that lead to destructive slope failures. This includes methodology for analysis of slopes and drainage basins, and the development of susceptibility maps.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Threat Assessment 10
Tsunami

General Situation
Tsunamis, though infrequent in the State of California, are very dangerous and can result in the loss of thousands of lives and billions of dollars in property damage. Tsunamis can strike the coastline with as little as 15-20 minutes warning up to several hours of warning.

Near source, or locally generated tsunamis, are possible at many points along the California Coast. These occur if a large earthquake displaces the sea floor. The first waves may reach the coast within minutes after the ground shaking stops. There is no time for authorities to issue a warning. People on the beach or in low coastal areas need to be aware of the tsunami risk and be prepared to move to higher ground as soon as they are able after a strong earthquake and stay there until told by officials that the danger is passed.

A distant source, or regional/Pacific wide, tsunami may be generated by very large earthquakes in other areas of the Pacific Ocean and may reach our coastline many hours after the earthquake occurred.

The Palmer Alaska Tsunami Warning Center is responsible for gathering information on earthquakes which may generate tsunamis and alerting state and local officials who may order an evacuation.

A tsunami is not one wave, but a series of waves. The time that elapses between passages of successive wave crests at a given point usually is from 10 to 45 minutes.

Tsunamis in California
Since 1812, 15 tsunamis with wave heights higher than three feet have struck the California coast. Seven of these waves were destructive.

Researchers now believe that the risk from a locally generated (nearshore) tsunami is high south of Monterey to Palos Verdes; and moderate south of Palos Verdes to San Diego.

The Tsunami Threat to Southern California
The Working Group on California Earthquake probabilities of the Southern California Earthquake Center (SCEC) has identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially able to generate a tsunami. There is also suggestive evidence of episodes of vertical displacement capable of conventional tsunami generation associated with the offshore extension in the Palos Verdes fault.

To date, tsunami damage in San Diego has been limited to its harbors. A catastrophic M9.5 earthquake in Chile during 1960 resulted from a major marine underwater fault, generating a tsunami that caused loss of life and property across the Pacific. Los Angeles and San Diego

harbors experienced $1 million in damage to piers and small boats. This was the most energetic earthquake ever recorded worldwide.
A M8.8 earthquake struck off the coast of Chile on February 27, 2010 and was the strongest earthquake affecting Chile since 1960 and the strongest earthquake worldwide since the 2004 Indian Ocean earthquake. The temblor generated tsunamis that impacted many coastal towns in Chile, killing over 475 people.

The tsunami had significant affects in southern California. There were very strong currents (up to 15 knots in several southern California harbors), with the strongest currents found at harbor entrances within narrow channels. There was over $1 million in damage, statewide, including damage to docks, boats and harbor infrastructure. A portion of the dock at the Bali Hai restaurant in Shelter Island was destroyed.

The impact of a Tsunami on the University would be considered secondary (cause and effect). Depending on the severity along the coastal regions of Southern California the University could experience traffic issues if Interstate 5 or State Route 78 are closed for extended periods. Also, anyone living within the inundation zone that works or attends the University could be adversely effected.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Threat Assessment 11
Transportation: Air Crash

General Situation
A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations, state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the San Diego County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for cleanup. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

Specific Situation
The skies above the University are occupied by aircraft originating and departing from a number of airports located within the San Diego County region. The airports nearest to the University which handle the greatest amount of air traffic are as follows:

- McClellan-Palomar Airport
- San Diego International Airport
- Camp Pendleton MCAS Munn Field Airport
- Oceanside Municipal Airport
- Brown Field Municipal Airport

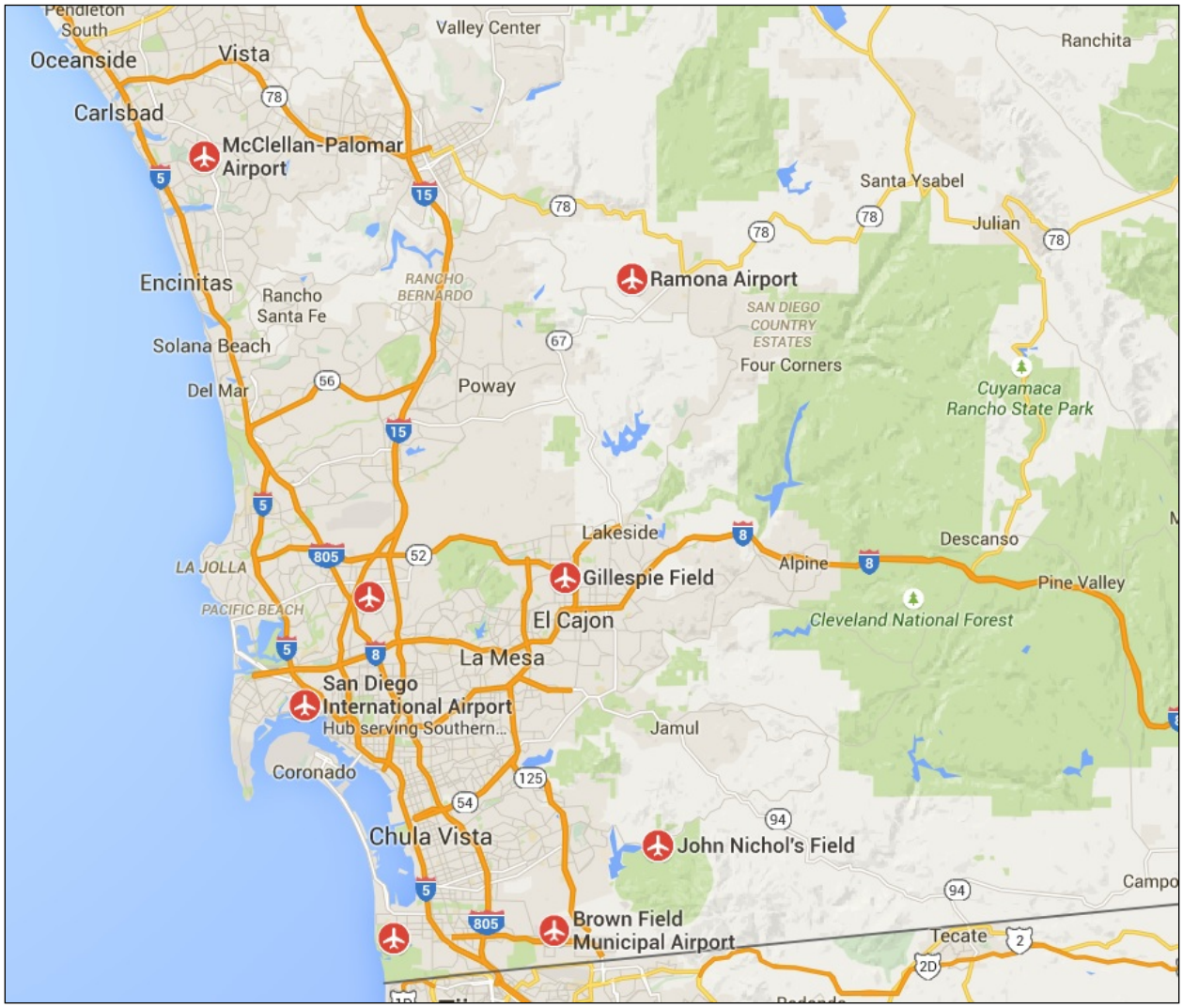
- Miramar MCAS Airport
- Montgomery Field

Aircraft flying over The University are typically located in the SoCal TRACON (858)-537-5800 (SCT) airspace. SCT serves most airports in South California and yearly guides an estimated 2 million planes over roughly 9,000 square miles, making it one of the busiest in the world. SCT provides radar air traffic approach control services to all arriving and departing aircraft in the San Diego region. SCT has established maximum and minimum altitude and approach in which aircraft must travel. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate geographical landmarks of the San Diego area, he/she may misinterpret a particular landmark and inadvertently enter restricted airspace. This misunderstanding could potentially result in a mid-air collision.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Attachment 1 – Map of Local Airports

Attachment 1, Threat Assessment 10
Map of Local Airports



Threat Assessment 11
Transportation: Commuter Train Incident/Derailment

General Situation

Commuter Rail
The Commuter Rail system consists of:

- **Rail transit lines:**
  - **Sprinter Line** – runs east and west between Oceanside to Escondido
  - **Coaster Line** – runs north and south between Oceanside to San Diego

The Sprinter Line has a station located on the Cal State San Marcos Station campus.

Assumptions

Derailments can require specialized outside resources with hours of needed response time, so it is important to cordon off the area immediately. Derailments will likely require mutual aid and a more robust Incident Command System than responders may normally use. Passenger train derailments can easily create a Mass Casualty incident. Derailments that occur at crossings can cause road closures, create significant detours and traffic issues.

Derailments should always be handled as a HazMat event; diesel engines carry large amounts of fuel and can be electrical generators. Firefighters and HazMat teams should be notified immediately, and HazMat protocols implemented.

If an incident involves large spills or runoff from fire suppression, knowing the location of storm drains and surface waters is important, and actions to block runoff will be necessary.

Specific Situation
Safety issues include derailments, hazardous materials releases, sabotage, station accidents, boarding and disembarking accidents, and right-of-way accidents.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Attachment 1 – Sprinter Map

Attachment 1, Threat Assessment 11,
Sprinter Map

Threat Assessment 13
Terrorism

General Situation
San Diego County has a diverse population of approximately 3.2 million persons. The County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Specific Situation
Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple letter bombings, assassinations with small arms, major car bombings, etc.

Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Locations likely to be targets include airports, mass transit targets and government facilities. Entertainment and cultural facilities may also be targeted.

The potential for nuclear, biological or chemical (NBC) terrorism is also a concern. NBC emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation (FBI) is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the San Diego Law Enforcement Coordination Center.

San Diego County also participates in the SD-LECC, which assesses potential threats to determine if they are credible. The SD-LECC is a multi-agency, multi-jurisdictional group that works with key federal and state agencies and other counties.

A broad threat assessment of potential terrorist targets, threat elements and local response capabilities has been developed. This assessment is contained in restricted use-planning documents. The information contained in this document will be used as necessary during a threat situation or actual event. Following is a general overview of potential terrorist targets in San Diego County:

Facilities that store, manufacture or transport hazardous materials.
- US and State Highways.
- Telecommunications facilities.
- Federal, state, county and University offices.
- Shopping malls.
- Medical centers.

- Schools, churches and religious centers.
- Research facilities.
- Electrical facilities and power plants.
- Water and wastewater facilities, dams.
- Bridges and overpasses.

Emergency Response Actions
Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Threat Assessment 14
Public Health Emergency/Pandemic Event

General Situation
Widespread public health emergencies, referred to as "pandemics", occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

Public Health Emergency – World Health Organization (WHO) Pandemic Phases
To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

Interpandemic Period	General Definition
Phase 1	• No new influenza virus subtypes detected in humans. • May or may not be present in animals. • If present in animals, the risk of human infection is considered to be low.
Phase 2	• No new influenza virus subtypes detected in humans. • A circulating animal virus subtype may be detected in animals. • There may be a substantial risk of human disease.
Pandemic Alert Period	**General Definition**
Phase 3	• Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.
Phase 4	• Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized. • Virus is not well adapted to humans.
Phase 5	• Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible. • The risk of pandemic is now substantial.
Pandemic Period	**General Definition**
Phase 6	• Increased and sustained transmission is documented in the general population.

Interpandemic Period	General Definition
Post-Pandemic Period	**General Definition**
Phase 7	• Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.

The San Diego County Health and Human Services Agency (HHSA) (619) 542-4181 is the lead department for the county's response. HHSA will work closely with local jurisdictions to ensure that:

- Planning efforts are consistent throughout the county;
- Official information will be provided to the jurisdictions in a timely manner;
- Pharmaceutical distribution planning, training and exercising is conducted; and the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

Specific Situation

In highly urbanized and densely populated San Diego County, quarantine and isolation practices would not be enforceable or practical. The University will work in conjunction with county, state and federal agencies to aggressively promote basic sanitation and hygiene public education programs. The University will, at the direction of the Public Health Officer for San Diego County, implement the procedures and protocols as outlined in the *Pandemic Annex to this plan.*

Emergency Response Actions

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Reference: Unified San Diego County Emergency Services EOP, Annex E Public Health Operations

Web Address:
http://www.sandiegocounty.gov/content/dam/sdc/oes/emergency_management/plans/op-area-plan/2014/Updates/2014-OA-EOP-Basic-Plan-and-All-Annexes.pdf

Threat Assessment 15
National Security Emergency

General Situation

National security emergencies are typically war-related events or those events which threaten our national infrastructure, both physical and human, including those which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events which impact us not just on a local or regional level but threaten the well-being of the entire country.

Emergency Response Actions

Response activities to the nuclear materials threat will be far reaching and will consist of in-place protection measures, relocation and spontaneous evacuation. Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

Threat Assessment 16
Dam Failure

General Situation
Dam failures can cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation zone. Damage to electric
Generating, facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of the dam and the population downstream, could easily exceed the response capability of the local community. Mass evacuation of the inundation areas would be essential to save lives. Extensive search and rescue operations could be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. These and other emergency operations could be severely hampered by the possible loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services.

San Diego County OES maintains the Dam Evacuation Plans for the entire OA. The plans contain information about the physical situation, affected jurisdictions, evacuation routes, unique institutions and event responses. Each plan also contains: a master phone list; inundation maps showing direction of flow and inundation area boundaries; hospitals; multipurpose staging areas; command posts/sites; and mass care and shelter facilities/sites.

Specific Situation
The potential for Dam Failure is not normally a major threat to the University**.** The impact on the University will be external disruptions, damage to electric generating facilities, transmission lines, power and communications outages, and potential damage to transportation routes and displacement of persons who work or attend the University.

San Marcos lies generally downstream of dams, reservoirs, and debris basins that ultimately flow toward the City. Inundation hazards can range from high to low with increasing distance away from these water containment structures.

Flooding and inundation could result in the City due to heavy rain or structural failures, earthquake damage, or materials failure. South Lake is located up gradient from Discovery Lake, and a failure of the upper dam is shown to overwhelm the lower dam. In such an event, flooding would encompass much of the southwest portion of San Marcos Creek Valley upstream of Lake San Marcos.

A failure of Lake San Marcos Dam would flood San Marcos Creek downstream of the dam at Lake San Marcos. Lake San Marcos Dam is under the jurisdiction of the State of California Department of Water Resources Division, Safety of Dams. City studies suggest that dam inundation flooding from South Lake/ Discovery Lake could involve approximately 73.3 million gallons (about 225

acre-feet) of water (Wilson Geosciences 2009).

Four dams and ten reservoirs lie within the planning area (identified in Table 6-2). The reservoirs are above ground water storage tanks maintained and used by the Vallecitos Water District; two reservoirs are Carlsbad Municipal water tanks within the San Marcos City limits (VWD 2010).

Table 6-2 Planning Area Dams and Reservoirs

California Jurisdictional Dams	VWD Reservoirs
South Lake	Palomar
Discovery Lake	Richland #1
Lake San Marcos	Meadowlark #1
Jack's Pond	Meadowlark #2
	School House
	Sage Canyon
	Via Vera Cruz
	Double Peak
	Palomar Estates (Carlsbad Municipal)
	Simmons Park (Carlsbad Municipal)

Source: VWD 2010.

City of San Marcos Dam Failure Estimates

Exposed Population = 2,481
Assistance Estimate = 174

Emergency Response Actions

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Reference: City of San Diego General Plan Safety Element and San Diego County Emergency Operations Plan.

Section Seven
Hazard Mitigation

Purpose
This section establishes actions, policies and procedures for implementing hazard mitigation programs at the local level

Authorities and References
The following laws and regulations govern the hazard mitigation process:

- Disaster Mitigation Act (DMA2000) (PL106-390) Section 322 Mitigation Planning establishes the requirement for local, state and tribal mitigation plans.
- Disaster Mitigation Act (DMA2000) (PL106-390) Section 203 authorizes the Pre-disaster Mitigation (PDM) grant program.
- Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) (PL93-288) Section 404 authorizes the Hazard Mitigation Grant Program.
- 44 CFR (Code of Federal Regulations, Title 44) Parts 201 and 206 implement policies and procedures that apply to Mitigation Planning and the Hazard Mitigation Grant Program.
- National Flood Insurance Act established the National Flood Insurance Program (NFIP) and the Flood Mitigation Assistance (FMA) Program.
- California Emergency Services Act, Chapter 7, Division 1, Title 2 of the Government Code California Disaster Assistance Act (CDAA), 406 Mitigation.

General
Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

Hazard Mitigation Grants

Pre-Disaster Mitigation (PDM)

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the California Office of Emergency Services (Cal OES).

Hazard Mitigation Grant Program (HMGP)

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster. Total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local governments to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

Flood Mitigation Assistance Program (FMA)

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding $1000, within a ten-year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing matching funds through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

Implementation

Following each presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor sign a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation, such as:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area and make appropriate recommendations to mitigate them.

- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The survey team is responsible for ensuring an adequate consultation among interested federal, state and local parties. The survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's Authorized Representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

Part 1, Section Eight
Emergency Operations

Concept of Operations
The University will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All University and department operating procedures will be adhered to unless directed otherwise by the Director of Emergency Services.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the University's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The University's work shifts will typically begin at 7:00 a.m. and end at 7:00 p.m. The length of the work shifts may be adjusted to meet local conditions.

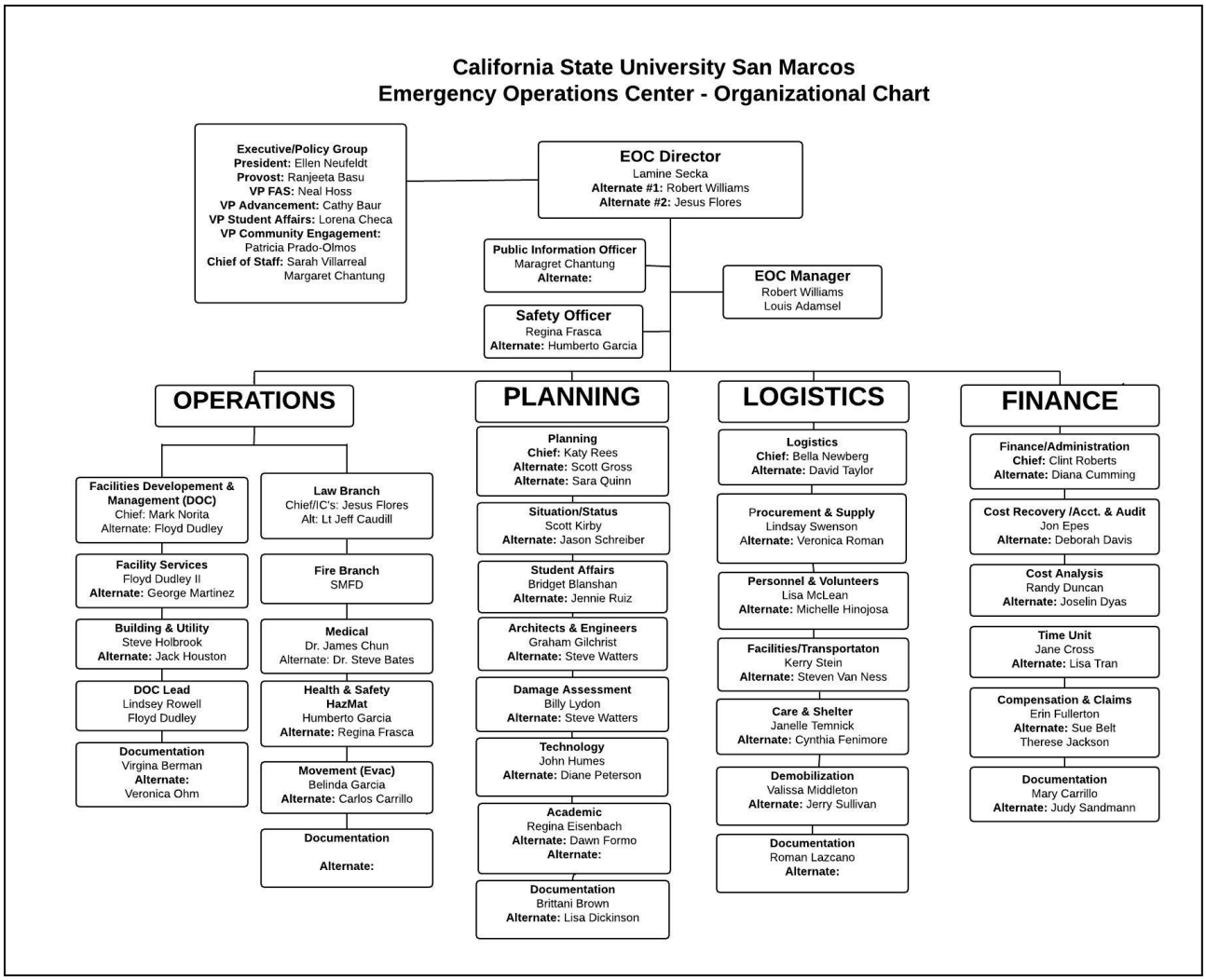
University Emergency Management Organization and Responsibilities
The University's Emergency Management Organization (including emergency/disaster response) will be directed by Emergency Management who serves as the Emergency Manager and has the responsibility for:

- Implementing the SEMS/NIMS Emergency Operations Plan (EOP).
- Working with the Emergency Operations Center team, and the President's Executive Council
- Oversee University disaster preparedness.

The designated EOC Manager has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- All communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services and operations.
- Obtaining support for the University and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area.

Chart 1 − SEMS/NIMS EOC Organization Chart



This ICS organization chart represents a-full scale EOC activation for a large organization. The EOC for the University may not have all branches and units fully staffed, depending on the nature and extent of an event. To maintain the span of control, deputies may be appointed. When sections, branches or units are not activated, the responsibility for those functions rises to the next highest level of supervision. The EOC Director is responsible for maintaining the appropriate staffing levels.

Chart 2 Responsibilities Matrix

P=Primary S=Support

University Emergency/ Disaster Responsibilities Matrix		President Executive Council	University President	Office of EM	Student Health	SH&S	Police	Facility Services	Human Resources	Finance	Information Technology	FDM	FAS	University Advancement	Academic Affairs	Student Affairs	Corporation	Other
MANAGEMENT	Policy Group	P	P															
	EOC Director.						P											
	Liaison Officer		P															
	EOC Manager						P											
	Safety Officer					P												
	Security Officer						P											
	P.I.O.													P				
	Legal Advisor	P	P												P			
OPERATIONS	Operations Section Chief						P	P										
	Law Branch						P											
	Fire Branch																	P
	Medical Branch				P													
	Health & Safety Branch					P										P		
	Facilities Development							P										
	Facilities Branch							P										
	Building & Utilities Branch							P										
	Facilities DOC							P										
PLANNING	Plans/Intelligence Chief												P					
	Situation Analysis Unit															P		
	Student Affairs Unit															P		
	Architects & Engineers Unit												P					
	Damage Assessment Unit												P					
	Technology Unit														P			
	Documentation Unit															P		
	Academic Unit														P			
LOGISTICS	Logistics Section Chief									P			P					
	Procurement & Supply Unit									P			P					
	Personnel & Volunteers Unit								P									
	Facilities Unit												P					
	Transportation Unit																	
	Care & Shelter Branch																P	
	Demobilization Unit												P					
	Documentation Unit												P					
FINANCE	Finance/Admin Chief									P			P					
	Cost & Recovery Unit									P			P					
	Cost Analysis Unit									P			P					
	OES/FEMA Documentation Unit									P			P					
	Time Unit												P					
	Comp & Claims Unit								P				P					

Chart 3 - Emergency Support Functions Chart

Cal State San Marcos Emergency Support Functions	University President	VP Finance Admin Services	Chief of Police	VP Academic Affairs	FDM	University Faculty/Staff	Business and Finance	Housing	IITS	San Marcos Fire	Personnel/HR	PDC	Office of Communication	Procurement	Safety, Health & Sustainability	Student Health & Council.	Student Affairs	University Parking	University Police
Policy	P	S	S	S			S					S	S				S		
Emerg Mgmt Exec	S	P	S	S															
Communications	S	S	S	S									P						S
Law Enforcement			S																P
Evacuation			S		S	S		S		S	S		S		S		S	S	P
Traffic Control																		S	P
Transportation					S		S						S	S	S		S	P	S
Fire and Rescue					S					P					S	S			S
Hazardous Materials										S					P				
Radiation Safety										S					P				
Infrastructure					P		S	S	S			P			S				S
Disaster Medical					S	S				S					S	P	S		S
Public Health										S					S	P			
Public Information	S	S	S	S									P						S
Mutual Aid	S	S	P	S	S						S		S			S	S	S	S
Warning	S	S	S		S			S	S			S	S		S	S	S	S	P
Staging Areas							P	S			S	S		S					S
Care and Shelter					S			P					S	S	S	S	S	S	S
Damage Assessment					P	S	S	S	S	S		P			S	S	S	S	S
Supplies		S	S	S	S		S	S				S		P	S	S		S	S
Procurement		S	S	S	S		S	S				S		P					
Personnel	S	S	S	S	S	S	S				P	S	S	S	S	S			
Volunteers											P								
Financial Records	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Planning	S	S	S	S	S	S	S	s	s	S	S	P	S	S	S	S	S	S	S
Documentation	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S

President's Executive Council
In accordance with the California Emergency Services Act, the University was accredited by the State of California Emergency Council. The primary role of the Disaster Council is to develop and recommend for adoption the University's emergency plan, emergency services organization, mutual aid plans and agreements and any other emergency management-related rules and regulations.

Employee and Faculty Assignments and Responsibilities
California Labor Code §3211.92(b) identifies public agency employees as Disaster Service Workers. Consequently, all on-duty University employees are expected to remain at work. Off-duty employees should report for work in accordance with University policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work**.**

At the time of an emergency, all University employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the University President may suspend normal University business activities. The Personnel Unit in the University EOC Planning Section will coordinate recruiting, orienting and assigning University employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.

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

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

Student Responsibilities
Student responsibilities in emergency management and preparedness include:

- Ensure emergency contact information is up to date in MyCSUSM for the campus emergency notification system.
- Listen carefully when faculty, staff and emergency personnel give instructions.
- Take drills seriously and encourage others to do the same.
- Know the location and content of the building evacuation maps, including the designated outside meeting areas for classes.
- Learn what to do in an emergency beforehand – know about campus emergency procedures described in this emergency operations plan.
- Be informed about the appropriate safety information relevant to the hazards encountered in classrooms and labs
- Dial 911 on all campus phones or from a cell phone while on campus to contact University Police. Outside on campus, use Blue Light emergency phones or cell phone to report an emergency.

Family Responsibilities
It is recommended that family members create a family emergency plan. Things to consider when creating a family emergency plan are:

- Choose an out-of-town emergency contact for your family. This person should live in a place that is unlikely to be directly affected by the same event. Let this person know you have chosen them.

- Make sure every household member has all telephone numbers and email addresses for that contact as well as each other.
- Your family should know that if landline or cellular telephones are not working, they need to be patient and try again later or try e-mail. Many people flood the telephone system when emergencies occur.
- Do not call 911 or the university police to obtain information. These numbers should only be used for life-threatening emergencies.
- Call the emergency hotline number or monitor local media to obtain information on the status of the campus.

University Employee Notification and Recall

- For obvious emergencies, (e.g., major earthquakes):
  - Employees pre-assigned to an emergency role/EOC function should automatically report to their assigned position.
  - All other employees must:
    - Follow their respective department response plans.
    - Follow instruction from the Emergency Notification System
    - Check the University website
    - Report for their next scheduled shift if no emergency instructions are available.
    - Check media outlets (TV and radio)
- For all other events, department managers will implement telephone calling trees or other means of notifying employees Emergency Notification System and provide instructions on when and where to report.

Emergency Operations Center (EOC)

CONCEPT OF OPERATION

The Cal State San Marcos Emergency Operations Center (EOC) is the primary location of centralized emergency management for the campus during a major emergency or disaster. It provides a centralized location of authority and information as well as allows for face- to-face coordination among personnel managing the Cal State San Marcos emergency response effort.

When activated the Cal State San Marcos EOC will:

- Manage and coordinate emergency operations on campus.
- Receive, correlate, document, and disseminate information on campus emergency operations and status during an emergency.
- Develop and disseminate emergency policies, procedures, and proclamations.
- Develop and disseminate the Incident Action Plan.
- Coordinate emergency response with the City of San Marcos and County of San Diego.
- Establish and disseminate overall goals and objectives for the Cal State San Marcos emergency response effort.
- Provide a point of control for operational and logistical support of University resources and mutual aid used in disaster response.
- Analyze and evaluate effectiveness of operations and goals.

EOC ACTIVATION

The first few hours of an emergency situation are often the most critical. Effective emergency response requires immediate action with appropriate resources. In emergency operations it is always easier and preferable to scale back operations than to try to catch up. In an emergency the inability to rapidly respond can result in loss of life and property.

Operational Assumptions

When activated the Cal State San Marcos Emergency Operations Center will operate under the following policies and assumptions:

- Existing Cal State San Marcos Emergency Operations Plans will be adhered to unless specifically modified by the Policy Group or EOC Director.
- All on-duty personnel emergency response and specifically identified necessary personnel are expected to remain on duty until properly relieved by their supervisor. Off-duty personnel may be expected to return to work in accordance with this plan and University Policy.
- Action planning will be used to create operational priorities and goals.
- Emergency response operations will be guided by the Incident Action Plan and will take place over defined Operational Periods in accordance with the principles of ICS.
- When activated the Cal State San Marcos EOC will be organized to meet the requirements of the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and will be flexible to meet the unique needs of the University.

Reasons for EOC Activation

- An incident is imminent (wildfire, severe weather)
- Significant impacts to the campus community are anticipated
- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- Incident Commander of an emergency indicates an incident could expand rapidly or require additional resources
- A similar incident in the past has led to EOC activation
- The EOC director, Chief of Police, or a senior administrator directs that the EOC be activated in response to an emergency happening on or near campus
- Threshold event occurs as described in the EOP (wildfire, power outage)
- The city or county has declared a local emergency that could or will affect the campus
- Manage the response to a state of emergency or disaster in which Cal State San Marcos resources are not adequate and mutual aid is likely to be needed.
- Manage multiple simultaneous incidents where separate Incident Command Systems have been established and additional resources are expected to be needed.
- To provide support to field Incident Command Systems working on the Cal State San Marcos.

When to Activate

The Cal State San Marcos will consider activation of it EOC under the following emergency conditions:

- Significant event(s) that occur causing damage to the Cal State San Marcos campus or

the area immediate around the University.

- An emergency situation has occurred, or may occur, that is likely to require a large commitment of University resources and/or manpower for an extended period of time.
- In response to a locally declared state of emergency.
- The City of San Marcos or County of San Diego EOC's are activated and request an activation to support their operations
- Requests for major Mutual Aid are expected.

When NOT to Activate

Activation of the Cal State San Marcos EOC will *NOT* normally be considered for those events that can be managed at the field level with existing operational limits, plans, and resources.

Authority to Activate

The following people have the authority to order an activation of the Cal State San Marcos EOC.

- University President
- VP of Finance and Administrative Services
- Provost/VP for Academic Affairs
- VP of Student Affairs
- VP for University Advancement
- VP for Community Engagement
- Chief of Police (if not the Incident Commander)
- Lieutenant of University Police
- President's Chief of Staff or designee
- Emergency Manager
- Manager of Safety, Health & Sustainability

Alerting

The University Police will be responsible for coordinating the alerting of emergency responders. In the event of a disaster that disables the campus phone system all designated EOC staff should report to the EOC.

Resource Request Process

When a disaster or emergency occurs, the University will use its own internal assets to provide emergency services. If the University's internal assets are not sufficient, the University will normally make a request to the city of San Marcos or the CSU System (Chancellors Office) for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the San Diego County EOC via the designated countywide emergency reporting systems (WebEOC).
- Existing statewide mutual aid agreements and financial protocols will be followed.
- Campus Emergency Resources and contract information found in: (Annex T – Campus Emergency Resources)

Level of Activation - Staffing

The Cal State San Marcos EOC will be staffed based on the needs of the emergency and only to a level necessary to manage emergency operations. The EOC may be partially or fully staffed and staffing levels may change during the course of emergency response. It will be the responsibility of the Section Chiefs and EOC Management to ensure adequate staffing for the Operational Period. Food and water will be supplied to all personnel assigned to work in the EOC during activation.

Level 3 – (Standby/alert)
Level 3 activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The University EOC may be activated at a minimal level or may not be activated. Off-duty personnel may be recalled.

Level 2 – (Partial activation)
Level 2 activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency may be proclaimed by the University/City/County and a State of Emergency may be proclaimed by the Governor.

Level 1 – (Full activation)
Level 1 activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency (University/City/County) and a State of Emergency (Governor) will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled

EOC Organization
The Cal State San Marcos EOC operations are modeled to be compliant with the Standardized Emergency Management System and National Incident Management System. The basic EOC organizational structure will consist of:

- Management
- Operations
- Logistics
- Planning and Intelligence
- Finance and Administration

The Director of Emergency Operations will be responsible for overall management of disaster response. When staffed, each section will be supervised by a Section Chief who will be responsible for the management of their individual sections.

Coordination with the Field Response Level
Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the University's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders.

Communication and Coordination with the Operational Area
Communications should be established between all universities and the Operational Area. Designated countywide emergency reporting systems should be used to coordinate and communicate reports and resource requests with the Operational Area EOC (WebEOC). If those systems are not available, all reports and requests are to be sent to the County EOC by means coordinated with and agreed to by the County EOC Director and the University. The County EOC will then be responsible for sending the information to the Operational Area EOC. **(See Charts 5-A and 5-B, Information Reporting Process.)**

University should report its status to the Operational Area EOC whether or not it has any disaster damage.

The Operational Area will use the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

Reporting to the County EOC's

University reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the EOC.
- Proclamation of a Local Emergency.
- Reconnaissance (Recon) Reports.
- University Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

Established reporting procedures include:

- Use of the countywide WebEOC - https://sancoca7.webeocasp.com/sancoca7
- Phoning or faxing information to the Operational Area EOC.

EOC Deactivation Procedures

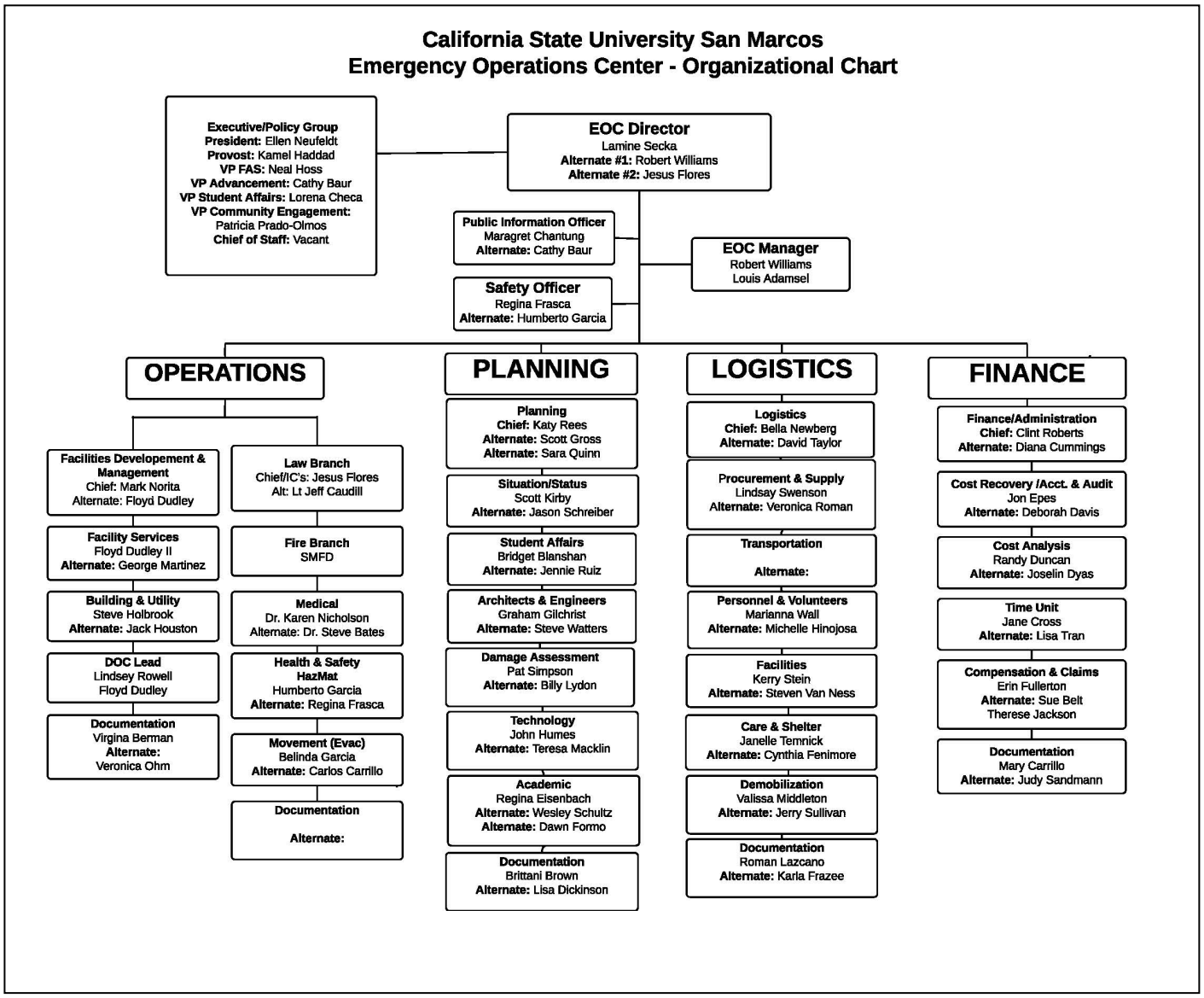
While the decision to activate an EOC may be obvious, the decision to deactivate is not always as clear cut. The best way to determine when to deactivate is by maintaining communication with senior leadership and key individuals involved in the disaster response. Deactivation of the campus EOC occurs upon the order of the EOC Director based on incident status. Deactivation may occur through a gradual decrease of position staffing.

Considerations:

Current incident status and requirements for continued coordination and support.
Ongoing and future requirements to meet incident objectives.
Length of time required to meet incident objectives.
When the demand for resources and coordination slows down in that it may be managed by normal daily operations.

The EOC Director must also consider recovery needs. Often, the EOC must remain activated to facilitate recovery needs well past the incident response.

Notify the City EOC and County OES when the EOC deactivation is complete.



Cal State San Marcos EOC Organizational Chart

Policy Group
The Policy Group provides executive level guidance to emergency operations on the Cal State San Marcos campus. Their function is to create policy and issue proclamations both before and during an emergency situation. The Cal State San Marcos Emergency Operations Policy Group consists of:

- Cal State San Marcos President
- Cal State San Marcos Provost & Vice President of Academic Affairs
- Cal State San Marcos Vice President of Finance and Administrative Services
- Cal State San Marcos Vice President of Student Affaires
- Cal State San Marcos Vice President of University Advancement
- Cal State San Marcos Vice President of Community Engagement
- Cal State San Marcos Chief of Staff
- Cal State San Marcos EOC Director/Chief of Police
- CSU Legal Counsel

Management Section
The EOC Management Section is led by the Director of Emergency Services who is responsible for overall management of disaster response efforts on campus. The Management Section provides the EOC organization with its goals and objectives for operation, emergency policies, public information, and coordination of mutual aid and/or outside agency involvement on the Cal State San Marcos campus.

Operations Section
The EOC Operations Section is led by the Operations Section Chief who is responsible for coordinating field operations and meeting the strategic goals and objectives of the Action Plan. The Operations Section may be divided into one or more Units based on the needs of the incident.

Logistics Section
The EOC Logistics Section is led by the Logistics Section Chief who is responsible for providing and status tracking of facilities, services, personnel, equipment, and resources in support of disaster response efforts. The Logistics Section may be divided into one or more Units based on the needs of the incident.

Planning and Intelligence Section
The EOC Planning and Intelligence Sections are led by the Planning and Intelligence Section Chief who is responsible for the collection, analysis, dissemination, documentation and display of information within the EOC. The Planning and Intelligence Section is also responsible for the coordinating the development and distributing of the Incident Action Plan during extended EOC operations.

Finance and Administration Section
The EOC Finance and Administration Section is led by the Finance and Administration Section Chief who is responsible for maintaining a record of financial expenditures, tracking personnel and equipment time and costs, providing payment for resources, managing claims, and coordinating disaster recovery with the State of California and FEMA.

Emergency Operations Center Set-up Procedures

EOC Location
The Cal State San Marcos Emergency Operations Center is located in the University Police Building, Room 125, address is 425 La Moree Rd. San Marcos CA 92078.

The EOC totals 1184 square feet and is divided among the Management, Operations, Logistics, Planning/Intelligence, Finance/Administration sections and Policy Group (PSB 125). Emergency power is provided by a diesel generator (72 hour plus capacity on fuel). The EOC has the capability to house and feed staff for 72 consecutive hours. On-site services include (breakroom (frig, sink, microwave), bathrooms, showers, food and water supply).

Alternate EOC is locations are:
1. Facility Services training room
2. McMahan House

The alternate EOC may be activated when the primary EOC is inoperable. Alternate EOC's will not have all the same functionally as the main EOC, phones, computers and amenities will be limited but every effort will be made to maintain as much functionally as possible.

EOC Set-up
Set-up of the Cal State San Marcos Emergency Operations Center is the responsibility of the Emergency Manager / University Police Department. However, if the University Police are unavailable, the first personnel arriving in the EOC should commence set-up. Diagrams of the EOC as well as a Set-up Checklist can be found in this section.

EOC Staffing
Staffing of the EOC will be based on the needs of the incident. The level of staffing and length of operational period will be determined by the Director of Emergency Services. During the initial stages of disaster response, it is common for EOC's to operate 24 hours a day in 12 hour shifts. Personnel not initially assigned to an EOC role may be assigned to a relief shift or activated if the EOC expands to meet the situational needs.

EOC Briefings
There are several types of briefings that should be held within the EOC:

- Operational briefings for the Management Section and Section Chiefs should be scheduled at 2 to 4-hour intervals.
- Briefings for the Policy Group should be held once or twice a day.
- Relief shift briefings should be held at the beginning of each shift.

EOC Maintenance
The Office of Emergency Management is responsible for the operational readiness and maintenance of the Cal State San Marcos EOC. The EOC Manager will maintain the food supplies as per supply expiration recommendations.

EOC Displays
Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, VEOCI be used to track information. All EOC sections must track information so that other EOC staff can quickly comprehend what actions have been taken, what resources are available and the damage in the University resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating VEOCI information. All display charts, boards, and materials are stored in PSB 125

A VEOCI significant events log should be compiled for the duration of the emergency. It is the responsibility of the Planning/Intelligence Section to record key disaster information in VEOCI.

EOC Communications
Communications in the EOC include telephones, computers, and internet. The Logistics Section is responsible for communications.

All campus personnel designated as EOC responder should receive training on:

- ICS 100

EOC Training
All campus personnel designated as EOC responder should receive training on:

- Core Concepts of EOC Operations
- Overview training of Incident Command System, National Incident Management System and Standardized Emergency Management System
  - ICS 100
- EOC Planning Process
- Section Specific Training -including position checklists and relevant FEMA forms

Documentation of FEMA ICS 100 or other formal relevant training will be sent to and maintained by the Office of Emergency Management.

EOC Activation Checklist

TASK	RESPONSIBLE PERSON
❑ Determine whether to Activate EOC	Director of Emergency Services/Policy Group
❑ Determine staffing level	Director of Emergency Services/Policy Group
❑ Advise EOC staff of activation and need to report	Office of Emergency Management
❑ Create Incident Action Plan and establish initial Operational Period	Planning Section
❑ Set-up EOC tables according to attached diagram	EOC Manager/University Police/Those Present
❑ Set-up EOC phones according to attached diagram	EOC Manager/University Police/Those Present
❑ Set-up EOC computers according to positions	EOC Manager/University Police/Those Present
❑ Distribute Section ID Cards	Finance / Time Unit
❑ Test phone, fax, and computer connections	EOC Manager/University Police/Those Present
❑ Establish WebEOC Incident Name	System Administrator
❑ Advise City of San Marcos and County of San Diego of activation	EOC Director/Manager/ Planning Section Chief
❑ Brief EOC staff on situation	Director of Emergency Services
❑ Obtain any specialized materials, maps, or equipment necessary	Individual Units
❑ Inspect emergency power generator and fuel supply	Facility Services Unit

EOC FLOOR PLAN – SECTION DIAGRAM

Part 3
EOC Floor Plan

Public Safety Building - 125

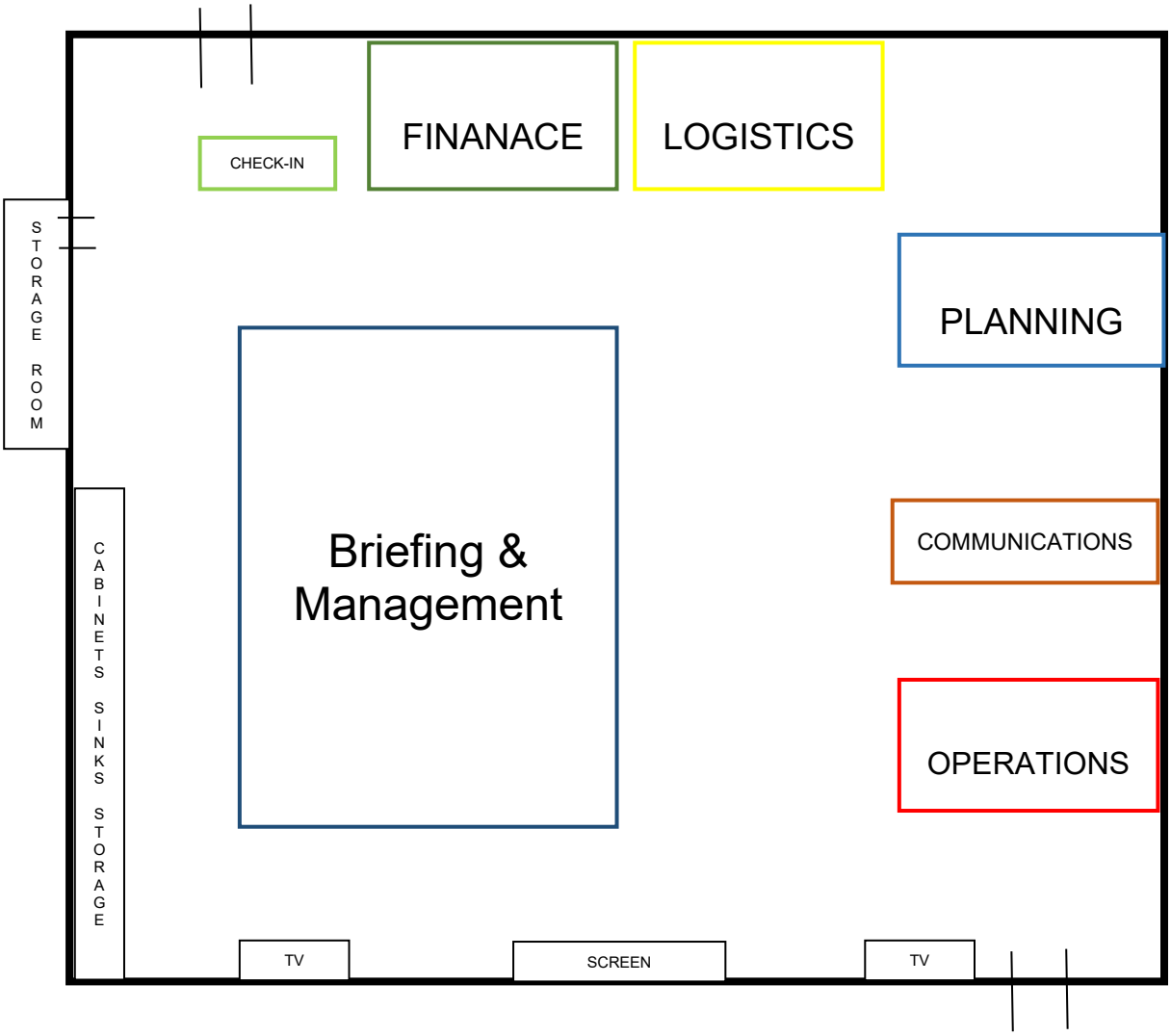


Chart 4
EOC Activation and Staffing Guidelines

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment	3	EOC Director Other Designees ***Note: May be limited to minimal staffing***
Severe Weather Issuances **(see Part Two, Operations Annex Supporting Documents− NWS)**		
Significant incidents involving 2 or more Departments		
Power outages and Stage 1 and 2 power Emergencies		
Earthquake Advisory/Prediction Level 1		
Two or more large incidents involving 2 or more departments	2	EOC Director Section Chief's, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Wildfire affecting developed area		
Major scheduled event		
Large scale power outages and Stage 3 power emergencies		
Earthquake with damage		
Hazardous materials incident involving large-scale or possible large-scale evacuations		
Events with potential impacts on the health and safety of the public and/or environment	1	All EOC positions
Major University or regional emergency − multiple departments with heavy resource involvement		
Earthquake with damage in the University or adjacent cities.		
Events with potential impacts on the health and safety of the public and/or environment		

Chart 5-A
University to Operational Area Information Reporting System – WebEOC Is Operational

DISASTER OCCURS

▼

University EOC is activated

▼

Contact your Disaster Management Area Coordinator

▼

IF WebEOC IS OPERATIONAL

▼

Enter Initial Event via WebEOC if it is not already in the system

▼

University should call OES (during normal work hours) or Duty Officer (after work hours)
to verify receipt of the report unless OES has already verified with the University
If County cannot verify receipt of report, see Chart 5-B

▼

All jurisdictions should enter Status Report in 30 minutes (even if not impacted)

▼

University should call OES (during normal work hours) or Duty Officer (after work hours)
to verify receipt of the Status Report unless OES has already verified receipt with the University

▼

Reports and Updates:
University Status Report (first report filed within 2 hours; subsequent reports as conditions change)
Initial Damage Report (when possible or when requested)
Resource Requests (ongoing)
Major Incident Reports (ongoing)
Messages (ongoing)

▼

County OES will make notification to Cal OES and Cal OES will notify other levels of government

Note: Telephone numbers for the various agencies are located in Part 3.2 (Restricted Use)

Chart 5-B
University to Operational Area Information Reporting System

WebEOC Is Not Operational

DISASTER OCCURS

▼

University EOC is activated

▼

Contact your Disaster Management Area Coordinator

▼

IF WebEOC IS NOT OPERATIONAL

▼

Notify City and County EOC of the Initial Event

▼

County EOC will take all reports from the University (both Initial and follow-up) until WebEOC is operational

▼

University should contact OES (during normal work hours) or Duty Officer (after work hours)
To verify receipt of all reports and updates unless OES has already verified receipt with the University

▼

Reports and Updates:
Status Report (all cities should enter in 30 minutes even if not impacted)
University Status Report (first report filed within 2 hours; subsequent reports as conditions change)
Initial Damage Report (when possible or when requested)
Resource Requests (ongoing)
Major Incident Reports (ongoing)
Messages (ongoing)

▼

County OES will make notification to Cal OES and Cal OES will notify other levels of government

▼

Follow these procedures until WebEOC is operational

Note: 1) Telephone numbers for the various agencies are located in Part 3.2 (Restricted Use)

Chart 6
SEMS/NIMS Emergency Activities Flow Chart

DISASTER EVENT OCCURS

▼

Director of Emergency Services determines extent of EOC activation

▼

Make notifications of EOC activation to President and University staff

▼

Set up EOC

▼

Make notifications of EOC activation to outside agencies: City of San Marcos EOC, San Diego County EOC, Op Area and Chancellors Office

▼

EOC briefing regarding current status

▼

Begin initial EOC operations

▼

Sustained EOC operations and begin initial recovery planning

▼

Extended recovery operations

▼

Deactivation/Demobilization of EOC

▼

Debriefing and critique of incident

▼

After-Action Report (AAR)/Corrective Action Report (CAR)

▼

Revision of EOP/SOPs based on AAR/CAR

▼

Recovery operations continue

Part 1, Section Nine
Business Continuity (Continuity of Government)

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

In the aftermath of a major disaster, law and order must be preserved and essential university services must be maintained. This preservation is best accomplished by civil government. To this end, it is particularly essential that local government continue to function.

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

Preservation of Local Government
Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

The Emergency Services Act provides for the preservation of University government in the event of a major disaster.

Lines of Succession for Officials with Emergency Responsibilities
The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological or national security disaster.

President's Executive Council
Executive Order 1014 authorizes universities to designate lines of succession for each member of the university leadership. Standby officers may be any staff member of the university. Standby officers take the same oath as regular officers and are designated Number 1, 2 or 3 as the case may be.

Director of Emergency Services
A successor to the position of Director of Emergency Services is appointed by the President's Executive Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the University will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director and will serve until the Director is again able to serve, or until a successor has been appointed by the President's Executive Council.
    - First Alternate: Provost/VP for Academic Affairs
    - Second Alternate: Available member of Executive Council
    - Third Alternate: Chief of Police
    - Fourth Alternate Emergency Manager

Notification of any successor changes shall be made through the established chain of command.

Department Heads
Executive Order 1014 establishes lines of succession for each Division within the University. **(See Lines of Succession list for University departments at the end of this Section.)**

Temporary President's Executive Council Meeting Location

- The President's Executive Council shall designate alternative University seats which may be located outside University boundaries.
- Real property cannot be purchased for this purpose.
- Additional sites may be designated if needed.

In the event the primary location is not usable because of emergency conditions, the temporary seat of University government will be as follows:

- First Alternate: Extended Learning Building Univ. Corporation 670
- Second Alternate: Temecula Campus

Emergency Operations Center (EOC)

For information on the University EOC please refer to the EOC section of this Plan.

Preservation of Vital Records

The following departments are responsible for the preservation of vital records in the University:

1) Human Resources
2) Payroll
3) Enrollment Services
4) Health Services
5) Instructional and Information Technology Services
6) PDC and Facility Services

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

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, student records, student medical records and employee records.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of campus. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand most destructive forces.

Each department within the University should identify, maintain and protect its own essential records.

References

- Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Lines of Succession

Service/Department	Title/Position
University President	1. Vice President – Academic Affairs/Provost 2. Vice President – Finance and Administrative Services 3. Vice President – Student Affairs
University Police Chief	1. Lieutenant 2. First Sergeant according to seniority 3. First Officer according to seniority
Director, Logistical & Support Services	1. Asst. Director of Procurement Services 2. Contract Specialist III 3. Contract Specialist II
AVP, Facilities, Development and Management	1. Director of Facility Services 2. Director, Emergency Management & Utility Services 3. Director, Planning Design & Construction
AVP Human Resources Management	1. Director Human Resources 2. Human Resources Manager 3.
Public Information Officer	1. Director of Communications 2. Public Affairs Specialist 3.
Director, Facility Services	1. Associate Director, Facilities Services 2. Facilities Manager 3.
Dean & Chief Information Officer, Instructional & Information Technology Services	1. Assoc. Dean 2. Chief Information Security Officer 3.
Director of Safety, Health & Sustainability	1. Environmental Health & Safety Manager 2 Sustainability Manager **3.**
Emergency Manager	1. Business Continuity Coordinator/Asst. EM 2 Chief of Police 3.

Part 1, Section Ten
Emergency Proclamation Process

AUTHORITY TO ACT

The authority for a governmental agency, such as Cal State San Marcos, to conduct emergency operations following the proclamation of emergency is found in The California Emergency Services Act (California Government Code §8850). This plan is considered to be an extension of the State of California Emergency Plan which is published in accordance with the Emergency Services Act.

EMERGENCY PROCLAMATIONS

Campus Emergency Proclamations

The University President, or designee may declare a "Campus Emergency" when conditions exist that threaten the ability of the University, operating under normal conditions, to safeguard the lives and property of the University community or when necessary to maintain the orderly conduct of University business (California Administrative Code, Title 5, Sections 41302 and 42402). Whenever possible, this will be done in coordination with the Office of the Chancellor.

Declaration of a Campus Emergency by the President has the following effects:

- It activates the Emergency Operations Plan (note the EOP can be activated without a declaration)
- It facilitates campus participation in mutual assistance in the event of declaration of local emergency and/or State of Emergency
- Allows the University to apply for cost recovery of response-related expenses from insurance and/or public funds
- It ensures that supervisors are acting under Presidential delegation in directing activities outside the regular scope of employees' duties and helps ensure appropriate payment of workers' compensation, reimbursement for extraordinary expenses, and federal disaster relief, where applicable

Upon declaration of an emergency by the President, the Emergency Manager shall notify the Operational Area EOC, California O

Local Emergency Proclamations

Local governing bodies or duly authorized local officials, as specified by local ordinances, may proclaim a Local Emergency. These proclamations are made when there is an actual or perceived threat or disaster or condition of peril that threatens the safety of persons and property within the jurisdiction of the city, county, or city and county.

A Local Emergency Proclamation provides the legal authority for the jurisdiction to:

- Request the Governor proclaim a State of Emergency
- Create local ordinances and regulations to provide for life and property safety
- Request and supply mutual aid assistance to affected areas
- Request State assistance in response efforts
- Require jurisdiction employees to act as Emergency Services Workers

- Conduct emergency operations without facing liability for performance or failure to perform.

State of Emergency

The Governor of the State of California may declare a State of Emergency when conditions of disaster or extreme peril threaten the people or property of the State of California and such a declaration has been requested by local authorities or when it is apparent that the scope of the emergency has overwhelmed or will overwhelm local authorities' ability to cope with the emergency.

When the Governor declares a State of Emergency:

- Statewide mutual aid is rendered in accordance with approved ordinances, plans, or agreements, including those created by the Cal State San Marcos campus.
- The Governor shall have the right to exercise, within the designated disaster area, all police powers vested by the Constitution and the laws of the State of California.
- The Governor may suspend provisions of any regulatory statute; or any statute prescribing State business procedures; or any order, rule or regulation created by a state agency, including campus procedures.
- The Governor may promulgate, issue, and enforce any order or regulation deemed necessary.
- The Governor may commandeer or utilized any private property or personnel, other than the media, in carrying out his/her responsibilities.

REFERENCES

The following legal references provide emergency authority for conducting and/or supporting emergency operations.

- California Education Code §66600, §66606, and §89031 provides the Board of Trustees with the system-wide authority to govern The California State University as well as maintain all grounds and facilities.

- California Administrative Code, Title 5, §41302 and §42402 provides the authority for the campus President to regulate and maintain the grounds and facilities of his/her individual campus.

- California Administrative Code, Title 5, §41302 states "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities."

- California Government Code, §8550-§8668 outlines the California Emergency Services Act

- California Government Code, §8680-§8692 outlines the California Natural Disaster Assistance Act

- California Code of Regulations, Chapter 1, Division 2, Title 19 establishes the Standardized Emergency Management System to provide response to multi- agency and/or multi-jurisdictional emergencies in the State of California.
- Executive Order 1056 issued pursuant to Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with The California Emergency Services Act in Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code.

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

- Federal Disaster Relief Act of 1974

- Federal Civil Defense Act of 1950

- FEMA DAP-15 Debris Removal Guidelines

- HSPD – 5. Establishes and outlines the need for the Department of Homeland Security to create, implement, and manage a National Incident Management System.

Part 1, Section Eleven
Mutual Aid

General
Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements

Mutual Aid System
A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the mobilization of resources to and from local governments, operational areas, regions and state to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1.**

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with SEMS and NIMS at all levels. **(See Chart 2.)**

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) which allows the State of California to participate with the other states in a nationwide mutual aid system.

Mutual Aid Regions
Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. San Diego County and its cities are in Mutual Aid Region VI, which is in the Cal OES Southern Administrative Region. **(See Chart 3.)**

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

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

Mutual aid system-coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

Participation of Volunteer, Non-Governmental and Private Agencies

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. The University's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Salvation Army, Auxilary Communications Services, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims. Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

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

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

Policies and Procedures

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- The University will make all non-law and non-fire mutual aid requests via designated countywide emergency reporting systems. Requests should specify, at a minimum:
  - Number and type of personnel needed.
  - Type and amount of equipment needed.
  - Reporting time and location.
  - To whom resources should report.
  - Access routes.
  - Estimated duration of operations.
  - Risks and hazards.

Authorities and References

Mutual aid assistance may be provided under one or more of the following authorities:

- California Emergency Managers Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended: provides federal support to state and local disaster activities.

Chart 1

Flow of Requests and Resources

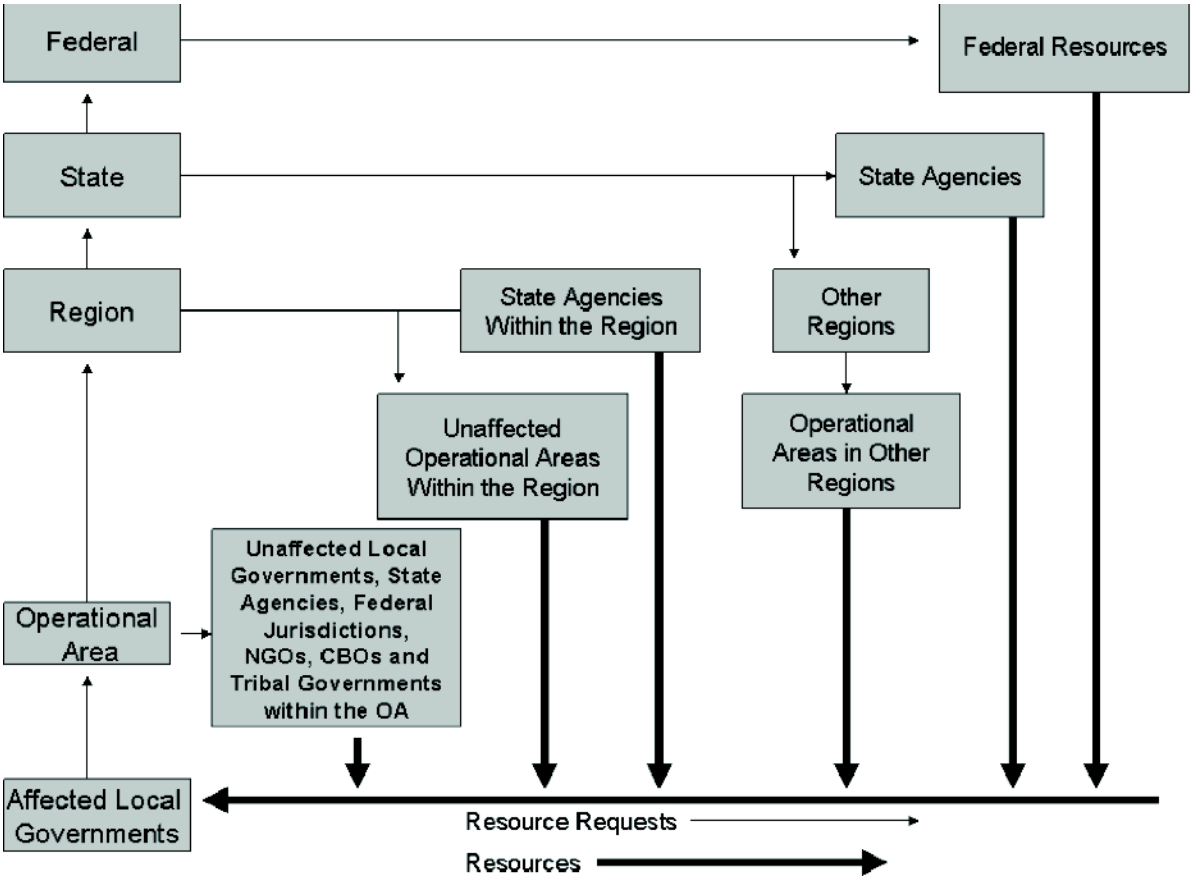


Chart 2

Discipline-Specific Mutual Aid Systems

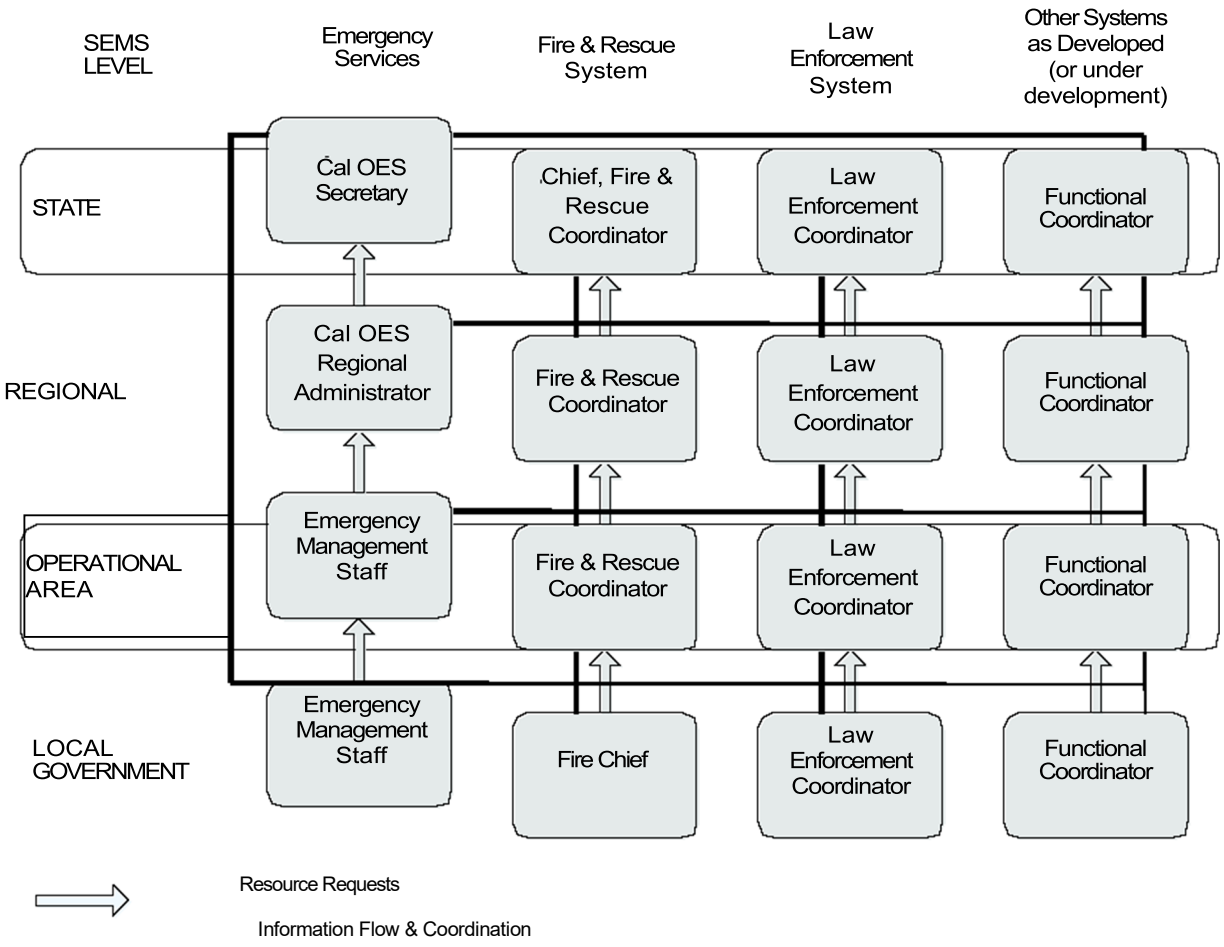


Chart 3
Mutual Aid Regions

Governor's Office of Emergency Services
State of California

OES Headquarters
2800 Meadowview Road
Sacramento CA 95832-1499
(916) 427-4990

★ **Inland Region**
Inland Region Administrator:
John Passerello
2800 Meadowview Road
Sacramento CA 95832
(916) 262-1772

Mutual Aid Region III
2395 N. Bechelli Lane
Redding CA 96002
(530) 224-4835

Mutual Aid Region IV
9845 Horn Road, Suite 150
Sacramento CA 95827
(916) 366-5341

Mutual Aid Region V
2550 Mariposa Mall, Room 181
Fresno CA 93721
(209) 445-5672

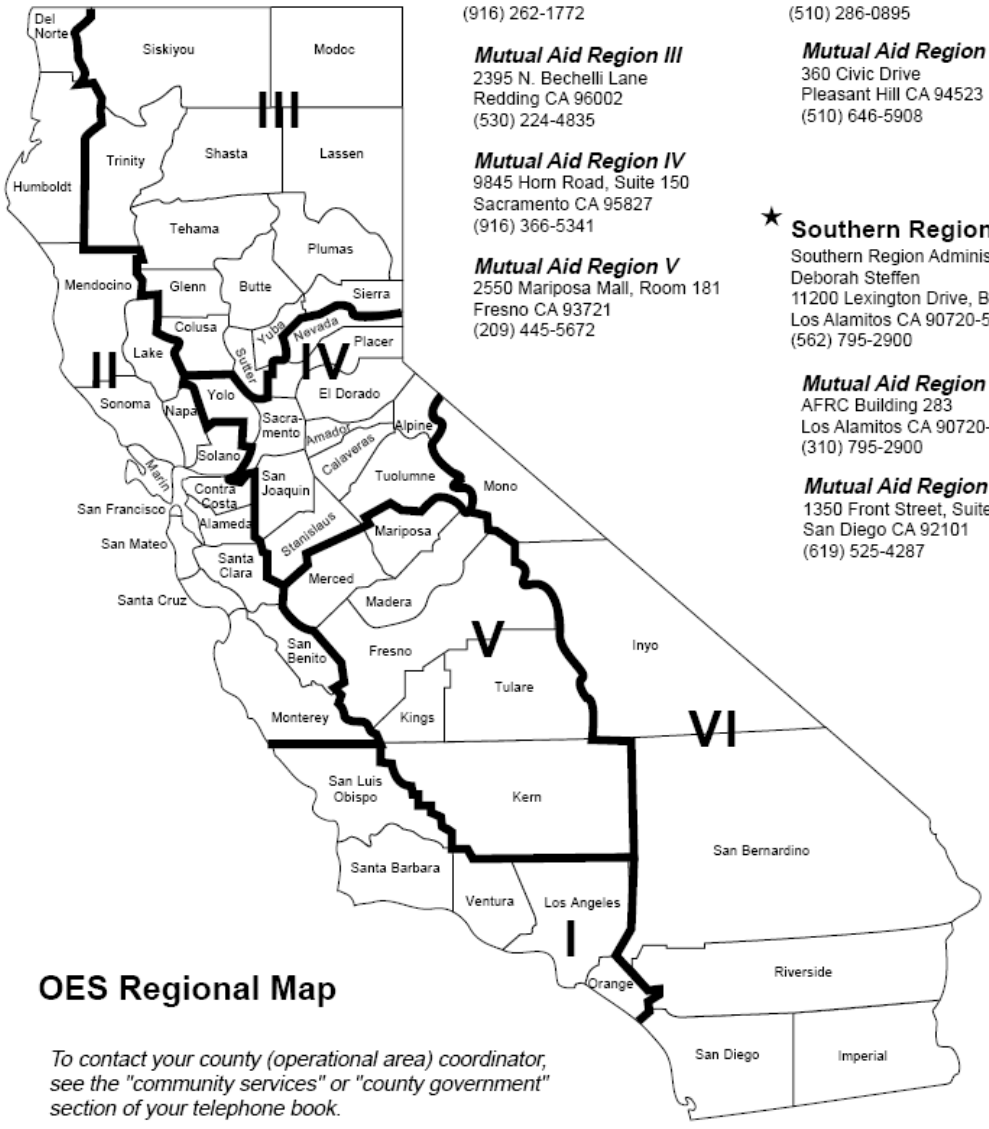
★ **Coastal Region**
Coastal Region Administrator:
Rich Eisner
1300 Clay Street, Suite 408
Oakland CA 94612
(510) 286-0895

Mutual Aid Region II
360 Civic Drive
Pleasant Hill CA 94523
(510) 646-5908

★ **Southern Region**
Southern Region Administrator:
Deborah Steffen
11200 Lexington Drive, Bldg. 283
Los Alamitos CA 90720-5002
(562) 795-2900

Mutual Aid Region I
AFRC Building 283
Los Alamitos CA 90720-5001
(310) 795-2900

Mutual Aid Region VI
1350 Front Street, Suite 2041
San Diego CA 92101
(619) 525-4287



OES Regional Map

To contact your county (operational area) coordinator, see the "community services" or "county government" section of your telephone book.

Adapted from the CVMA Disaster Response Program *Disaster Resource Guide* by permission.

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Part 1, Section Twelve
Authorities and References

General

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act, provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Therefore, local emergency/disaster plans are considered to be extensions of the California Emergency Plan. The current State plan was reviewed and found to be in compliance with NIMS.

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations. Response includes:

- Immediate actions to save lives, protect property and meet basic human needs.
- Implementation of emergency operations plans.
- Actions to support short-term recovery and some short-term mitigation activities.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

Section Thirteen

DISASTER RECOVERY

Recovery from the effects of a disaster begins immediately and may last for years after the emergency ends. Recovery at Cal State San Marcos will require the coordinated effort of the entire campus community, vendors, contractors, campus businesses, non-profit organizations, federal government, state government, county government, as well as local government. Coordination of efforts is paramount in a successful recovery process.

DISASTER ASSISTANCE PROGRAMS

Disaster Assistance programs have been developed to address the distinct needs of four specific groups.

- **Individual Assistance Programs**
  Individuals who have suffered loss due to a declared disaster may receive loans or grants to cover the loss or real and personal property as well as dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance.

- **Business Assistance Programs**
  The United States Small Business Administration provides loans and/or loan guarantees to business who suffer physical and/or economic loss as a direct result of a declared disaster.

- **Agriculture Assistance Programs**
  The United State Department of Agriculture provides assistance programs to farmers or ranchers who suffer physical or economic loss as a direct result of a declared disaster.

- **Government Assistance Programs**
  State and Federal Programs provide funds or grant monies directly to local government and certain non-profit agencies to repair, reconstruct, and mitigate the effects of a declared disaster.

The type and source of assistance programs available to these groups is based on the level of disaster declaration.

- **Local Declaration of Emergency**
  Under a local Declaration of Emergency, the Cal State San Marcos would be eligible for monetary assistance from the State of California under the State Natural Disaster Assistance Act**.** Eligibility would be based on the concurrence of the State OES Director.

  Businesses, including agriculture, and individuals may be eligible for tax relief, low-interest loans, as well as some special interest group relief programs.

- **State Emergency Proclamation**
  Counties, Special Districts, individuals, and businesses may be eligible for assistance or services, in addition to that available under a Local Emergency Declaration, from:

    - Contractor's License Board
    - DMV
    - Department of Insurance
    - Department of Social Services
    - Franchise Tax Board
    - State Board of Equalization
    - Department of Veterans Affairs

- **Presidential Declaration**
  Under a Presidential Declaration of Emergency, the county, cities, special districts, individuals and businesses may be eligible for the following disaster assistance programs:

    - Disaster Unemployment benefits
    - Temporary Housing Program
    - Individual and Family Disaster Grant Program
    - IRS Tax Relief
    - Cora Brown Fund
    - Department of Veterans Affairs
    - Public Assistance Program
    - Hazard Mitigation Program

Federal Public Assistance Program

Eligible applicants for the Federal Public Assistance Program include state agencies, counties, cities, special districts, K-12 schools, universities, and specific private non-profit organizations. The assistance program is authorized under the Federal Disaster Relief Act of 1974 and has been amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. Activation of the program which provides federal funds to cover the costs of disaster recovery requires:

- a Local Emergency Declaration
- a Gubernatorial State of Emergency Declaration
- a Presidential Declaration of a major disaster or emergency.

To be eligible for Public Assistance Program assistance agency work projects must meet all the following criteria.

Eligible Work Projects

- Must be located within the declared disaster area of the requesting jurisdiction
- Must be the legal responsibility of the requesting jurisdiction
- Must be the required due to the direct effects of the disaster or emergency

Allowable Work Project Categories

- Category A – Debris Removal
- Category B – Emergency Protective Measures
- Category C – Roadway Repairs
- Category D – Water Control Facilities
- Category E – Buildings and Equipment
- Category F – Public Utilities
- Category G – Other public facilities

Under the Public Assistance Program emergency protective measures include providing shelter, temporary repair to necessary facilities/equipment, emergency labor, communications, emergency transportation, and mutual aid/cooperative agreement costs.

Measures taken to preserve public health and safety must satisfy the following criteria:

- Actions taken were necessary to eliminate or lessen threats to life, public health, and safety.
- Actions taken eliminate or lessen immediate threats of significant damage to public or private property.

Debris removal from private or public lands and waterways must meet the following criteria to be covered under the federal program:

- Removal eliminates an immediate threat to life, public health, or safety.
- Removal eliminates threats of significant damage to public or private property.
- Removal will assist in economic recovery of the general community.

Eligible Project Costs

In order for work projects to be eligible for the federal program they generally must meet the following standards:

- Project must be necessary and reasonable
- Project must be authorized and not prohibited under any law
- Project must be consistent with policies and procedures that apply to federal assistance programs.
- Project must be accounted for using generally accepted accounting principles
- Project must not be included as a cost or allocable under other federal programs

Eligible Wage Costs

Overtime and overtime fringe benefits incurred by force account labor is eligible for recovery under the Public Assistance Program *for emergency protective measures only*. Regular and overtime wages are recoverable for *permanent restoration* work performed by force account labor. If labor costs are contracted, whether emergency or permanent restoration work, all costs are eligible.

Eligible Equipment Costs

Costs related to equipment operation and ownership used in eligible project work are recoverable. Rate of reimbursement is established by FEMA in its Schedule of Equipment Rates. Costs associated with damaged or destroyed equipment as a result of the disaster are also recoverable. Cost of rental equipment is reimbursed based on rates set by FEMA. Consumable goods and materials necessary to complete the eligible project are also recoverable based on FEMA rates.

Administrative Allowances

The Public Assistance Program provides allowances for the necessary cost of requesting, obtaining, and administering the federal program. The amounts allowable are based on the overall grant total as shown on the table below.

Grant Total	Administrative Costs
Under $99,999	3 percent of total grant
$100,000 - $999,999	2 percent of total grant
$1,000,000 – 4,999,999	1 percent of total grant
Over $5,000,000	½ percent of total grant

Applying for Assistance

The State Government is the only agency which may directly request assistance from Federal Government disaster assistance programs. Local governments, Special Districts, and County governments must apply for assistance through the Governor's Office of Emergency Services (OES).

OES processes all sub-grantee applications, provides technical assistance, provides state support for damage survey activities, provides sub applicants with information on federal programs, and ensures application and supporting documents are submitted for federal approval. During declared disasters and emergencies State OES will conduct public briefings for officials and potential applicants.

The application process normally follows the following guidelines

- Notice of Interest in federal programs must be submitted within 30 days of program activation.
- List of proposed projects must be submitted
- Resolution Designating an Authorized Representative is authorized
- OES Project Application (OES Form 89) is completed by sub applicant
- Damage Survey Report is completed
- Following approval Project funding is issued or further study is requested

Damage Survey Reports (DSR)

After a jurisdiction files the OES Project Application form a joint state and federal inspection team visits the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR is used to identify the nature and scope of each requested project as well as provide an estimate on project costs. Following FEMA receipt of the DSR a decision to obligate funds for the project will be rendered within 45 days. FEMA requires quarterly audits of project progress be performed by OES on all approved projects.

Occasionally the need arises to supplement or adjust the original application amount. Supplements to the original request need to be made at the earliest possible time and prior to the completion of the project in question. Supplements and/or adjustments are those costs normally associated with:

- Omissions on original project proposal
- Substantial errors in cost
- Cost overruns/under-runs caused by variances in unit prices
- Changed site conditions
- Changed project scope

Changes or supplements to the project need to be requested at the earliest possible time and in any event must be requested prior to the end of project work. Requests for change in project scope must be filed prior to the commencement of project work on the FEMA Damage Verification Form.

Project Funding

In order for a jurisdiction to receive payment for project work they must have drafted a resolution that designates an authorized representative, filed the OES project application, and have a vendor data record (STD Form 204) on file. Project funding is subject to provisions of the Stafford Act which set funding maximums at 75% / 25%. Under this ratio 75% of the funding will come from state/federal sources while 25% must come from the local jurisdiction. Reimbursement payments depend on the size and scope of the project. Small projects are normally reimbursed all at once, while larger projects are paid in progress payments, with 25% of the total withheld until after final inspection or audit.

Final Claim and Records Retention

Following completion of project work the jurisdiction must submit a final claim request within 60 days of completion. A final onsite inspection of the project is completed by a state engineer and a final audit of the project is performed. It is the responsibility of the applying jurisdiction to retain ***ALL*** records related to the project until after the FEMA final audit, which may take years to accomplish. Failure to do so can result in a loss of funds or funding for the requesting jurisdiction.

State Natural Disaster Assistance Act (NDAA) Program

All cities, counties, city and county, special districts, school districts, county education offices, and community college districts may apply for financial assistance from the State of California under this program. The NDAA requires local governments to declare a local state of emergency within 10 days of the incident. In order for applicant jurisdictions to qualify for permanent restoration project assistance the State Office of Emergency Services (OES) must concur with the local declaration. For state disaster response and permanent restoration project funding to be made available to the local jurisdiction the Governor of California must proclaim a state of emergency. In order for matching funds and cost sharing assistance from the federal government a Presidential Declaration of emergency or disaster must be made.

Eligible Project Work

- Project must be the result of a natural disaster
- Project must be within an area covered by a local declaration of emergency
- Project must be the legal responsibility of the requesting jurisdiction

Allowable Work Project Categories

- Category A – Debris Removal
- Category B – Emergency Protective Measures
- Category C – Roadway Repairs
- Category D – Water Control Facilities
- Category E – Buildings and Equipment
- Category F – Public Utilities
- Category G – Other public facilities

Eligible Project Costs

Following a *State of Emergency Declaration* by the Governor local jurisdictions may request reimbursement for the following costs associated disaster response and recovery work projects:

- Except as noted, regular hourly wages and overtime costs incurred by personnel responding to the emergency. Normal hourly wages of regularly scheduled emergency services and public safety personnel (police, fire, EMS) are NOT recoverable, all overtime costs are recoverable.
- Cost of equipment, supplies, and materials used during disaster response.
- Cost associated with work projects that repair, restore, reconstruct, or replace public facilities belonging to the local jurisdiction.
- 25% matching funds requirement for federal Public Assistance Program
- A 4% administrative cost allowance

Eligible Wage Costs

Wage costs incurred due to emergency response are generally recoverable as defined above. The NDAA also requires jurisdictions to follow the same guidelines as detailed in the federal Public Assistance Program. Therefore, the state will not reimburse for any regular time costs which are ruled ineligible under the Public Assistance Program.

Eligible Equipment Costs

Under NDAA the state will reimburse costs for actual reasonable equipment rental costs incurred by the local jurisdiction. Costs for force account equipment may be claimed based on the applicant jurisdiction's own rate schedule, or, in the absence of a rate schedule the current Department of Transportation Labor Surcharge and Equipment Rental Rates form.

Consumable supplies eligible for reimbursement under NDAA include hand tools, construction materials, and other supplies necessary for the work project. When local governments enter into a cooperative agreement to perform a disaster recovery work project NDAA reimbursement will be limited to only those costs incurred by the responding entity which the responding entity is legally obligated to pay.

NDAA Application Process

If a Presidential Declaration of Emergency has been made, the Federal Notice of Interest form will be used to establish eligibility for the NDAA program as well as the Public Assistance Program. If there is no Presidential Declaration, then the Governor's Office of Emergency Services (OES) is responsible for supplying the NDAA application to all eligible jurisdictions. To facilitate this OES holds publicly announced briefings for officials and potential applicants. Following the briefing project applications for assistance must be filed within 60 days of the date of the local declaration date. The application package must include the *List of Projects* (NDAA Form 1, Exhibit B) and a *Resolution Designating and Authorized Representative* (OES Form 130).

Damage Survey Reports (DSR)

Following the application for assistance under the NDAA program a state engineer will be assigned to accompany a local representative to conduct a damage survey report. The engineer is responsible for completing a DSR for each proposed project the local jurisdiction has reported on the *List of Projects*. The DSR is used to identify the scope of the project as well as establish an estimate of costs for each project. It is the local jurisdictions responsibility to ensure that all proposed projects or damage sites are reported to OES within the 60-day application period. All proposed project sites must be surveyed within 60 days of the date the local jurisdiction submits the NDAA application.

Following completion and OES review of the DSR, OES compiles a complete application package which includes:

- Project Application for Assistance (OES Form 1)
- List of Projects (Exhibit B)
- Resolution Designating an Authorized Representative (OES Form 103)
- Approved DSR Forms
- DSR Summary Report
- OES Cover Letter

The completed applicant packages are returned to the applying jurisdictions Authorized Representative for review and approval. The *Applicant Approval* form (OES Form 1 Exhibit D) must be submitted to OES within 10 days of applicant receipt of the completed package.

Requests to supplement or alter the original application should be sent to OES at the earliest possible time and in any event prior to the completion of the work project in question. Requests to change the scope of a project must be filed and approved before work on the project is begun. Supplements to the original application are usually granted for the following reasons:

- Substantial error or omission in the original application
- Cost adjustments due to overruns or under-runs caused by unit price variation
- Changed site conditions
- Changed scope of project

Project Funding

NDAA approved projects are subject to a 75% / 25% cost sharing. However, the local government 25% share may be waived at the discretion of the State. The applicant may receive up to 90% of the expected state share in advance. Advances must be requested from the State using the *Request for Advance* form (NDAA Form 3). Applicants are required to fully pursue all available federal funds available in the absence of state funds. State funds cannot be used to replace federal funds lost due to non-compliance with program requirements.

Deadlines
Where federal funds are involved, federal deadlines apply to NDAA funds as well. In the absence of federal funds, the following deadlines apply to NDAA funds:

- Debris Clearance must be completed within 6 months of declaration date.
- Emergency Measures work must be completed within 6 months of declaration date.
- Permanent Restoration work must be completed within 18 months of declaration date.

Extensions on deadline dates are considered by OES on a case by case basis and are normally allowable with adequate justification by the applicant.

Final Claim and Record Retention
The applicant jurisdiction must file a final claim within 60 days of completion of all approved projects. Following the filing a state engineer will be assigned to complete an on-site inspection of all projects. Projects involving over $50,000 in state funds are subject to a field audit as well. OES determines any funds owed the applicant following review of the final inspection/audit and issues payment. Applicant jurisdictions are expected to retain **ALL** records relating to the project until an OES final audit is completed. Failure to do so can result in a loss of funds or funding for the requesting jurisdiction.

Hazard Mitigation Grant Program (HMGP)
The Hazard Mitigation Grant Program is designed to provide local jurisdictions with the funds to perform cost-effective work projects which will substantially reduce the risk of future loss or damage due to a major natural disaster. Jurisdictions are eligible to apply for these grants provided a Presidential Declaration of emergency exists and the jurisdictions proposed projects are within the declared area. These grants differ from the Public Assistance Program in that they are not used to restore existing public facilities but rather reduce the risk of future loss. State agencies, local governments, and specific private non-profit agencies are eligible for HMGP assistance.

Eligible Projects
Virtually any type of hazard mitigation project is eligible for grant assistance provided the project reduces the risk of future loss or damage due to a natural disaster. In order to ensure eligibility projects must meet the following criteria:

- The jurisdiction must have completed a Vulnerability Assessment and Hazard Mitigation Plan.
- The projects must be consistent with the jurisdictions Hazard Mitigation Plan
- The projects must address long-term changes that tend to reduce risk of loss
- The projects must comply with all applicable state, federal, and local codes
- The projects must not be used to fund personnel costs only
- The projects must provide a practical, effective, and environmentally sound solution.

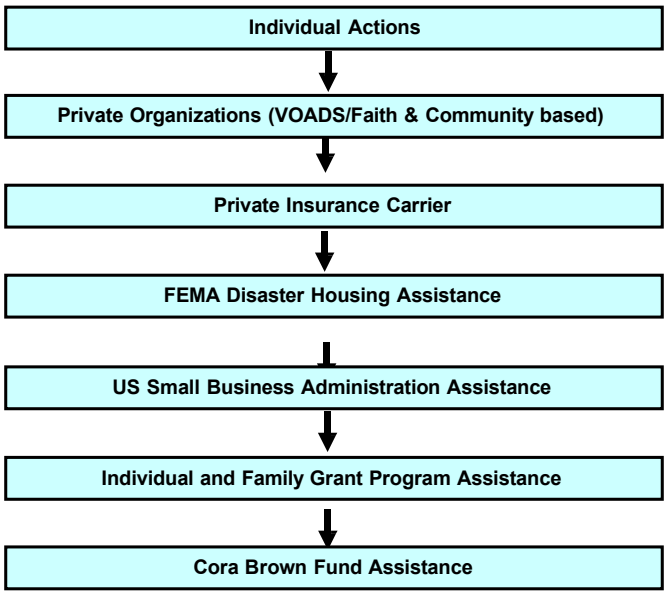
Project Funding

The HMGP is funded by the Federal Emergency Management Agency (FEMA). FEMA will fund up to 75% of a jurisdictions hazard mitigation project, applicant jurisdictions are expected to provide the required 25% matching funds. Matching funds may come from a combination of state, local, or private funding sources.

Individual Assistance Programs

Personal disaster recovery is the responsibility of individual. Individuals need to provide for themselves and be responsible for their own recovery efforts. However, many people will expect government agencies to provide recovery assistance well beyond immediate needs. Numerous private as well as governmental agencies exist that can provide individual with information and/or assistance in helping individuals help themselves.

Individual disaster recovery usually will follow the following progressive chart:



A partial list of Individual Assistance Programs offered by private non-profit organizations as well as governmental agencies is summarized below:

- **American Red Cross**
  The American Red Cross provides critical needs such as food, shelter, and medical assistance to individuals during emergencies. They also provide some individual recovery needs such as home repair, essential tools, and some bill payment.

- **Cora Brown Fund**
  Cora Brown funds are used for individuals disaster related expenses that have not, or cannot be met by government or private organizations. These funds are awarded through FEMA.

- **State Department of Consumer Affairs**
  The California Department of Consumer Affairs offers information, investigates claims of price gouging and provides a toll-free phone number for consumers to check on contractor licenses.

- **State Department of Insurance**
  The California Department of Insurance provides individual assistance in obtaining policy information and provides assistance in the filing of insurance claims.

- **Department of Veterans Affairs**
  The California Department of Veterans Affairs provides damage appraisal services and claim settlement services for VA insured homes and assists in veterans filing for survivor benefits.

- **Disaster Unemployment**
  The state program provides a weekly subsistence grant to those individuals who have become unemployed due to a major disaster or emergency. Applicants to this grant must have exhausted all other forms of benefits for which they are eligible.

- **Franchise Tax Board**
  Following a Governor's State of Emergency Declaration the California Legislature authorizes the Franchise Tax Board to accept casualty loss deductions from all California Tax Returns filed by those affected by the disaster or emergency.

- **Internal Revenue Service Tax Relief**
  Following a declared disaster the IRS provides extensions to the current year's tax return, allows affected individuals to deduct losses due to the disaster, and allows for the amendment of previous year's tax returns to reflect the loss back three years.

- **Individual and Family Grant Program**
  This program awards grants to individuals or families for disaster related costs associated with relocation, storage, medical costs, and essential personal costs. Eligibility for the grant is based on the level of need and the exhaustion of other FEMA and Small Business Administration funds.

- **Mennonite Disaster Service**
  The Mennonites provide assistance in the form of repair to private residences and community facilities and evacuation assistance. They also provide cleanup and repair services to the elderly, disabled, and underinsured.

- **Salvation Army**
  The Salvation Army provides mobile feeding kitchens, emergency shelter operations, clothing and supply distribution, language interpretation services, and assistance in locating missing persons.

- **United States Small Business Administration**
  The US Small Business Administration provides low interest disaster loans to qualifying individuals and businesses who have suffered a loss due disaster.

- **Federal Financial Institutions**
  Member banks of the FDIC, FRS, and/or FHLBB may waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts for individuals affected by the disaster.

- **Temporary Housing Assistance**
  FEMA may provide qualified individuals with temporary accommodations, rental assistance, and temporary use of mobile homes, furniture rental, mortgage assistance, and emergency home repairs.