

California State University Monterey Bay **Emergency Operations Plan**



Colorado Fire January 2022 (Bixby Bridge Big Sur)



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Emergency Operations Plan

Plan Administration

CSUMB Emergency Operations Plan

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Record of Distribution

Electronic copies of this plan are available on request from the CSUMB Emergency Manager, or may be obtained from the University Police Emergency Management Division website at: https://drive.google.com/file/d/1gKWDTIN3mgGpzL3S3M4H7-vUF0xQ_71g/view

Additional electronic media copies are maintained in the EOC section resource boxes, as well as the CSUMB mobile incident command post vehicle.

Hard or digital copies of this plan have been distributed to the following individuals/agencies:

1. CSU Chancellor's Office
2. CSUMB President's Office
3. University Counsel
4. Vice President for Administration and Finance
5. Vice President for Academic Affairs/Provost
6. CSUMB Police Chief
7. CSUMB Emergency Manager
8. CSUMB Emergency Operations Center
10. Monterey Co. Operational Area/Office of Emergency Services
11. City of Seaside Fire Department
12. City of Marina Fire Department
13. City of Sand City
14. Presidio of Monterey Fire Department



February 27, 2023

LETTER OF PROMULGATION

To: Faculty, Staff, Students, and Educational Partners

The preservation of life and property is an inherent responsibility of California State University, Monterey Bay. The University has prepared this Emergency Operations Plan to ensure the most effective and efficient allocation of resources for the maximum benefit and protection of the University campus community in times of emergency.

While no plan can prevent all loss of life, injury, or the destruction of property, effective plans carried out by knowledgeable, well-trained personnel can and will minimize losses. This plan establishes emergency organizations, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements consistent with the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).

The objective of this plan is to incorporate and coordinate all of the facilities and personnel of the University into an efficient and effective organization capable of preventing, mitigating, preparing for, responding to, and recovering from an emergency.

This Emergency Operations Plan is compatible with the State of California Emergency Plan, and those of Monterey County and the University's response partners. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The University President gives his/her full support to this plan and urges all faculty, staff, students, and educational partners, individually and collectively, to do their share in the total emergency preparedness effort of the University.

This promulgation letter constitutes the adoption of the National Incident Management System and Standardized Emergency Management System by the University. Therefore, all provisions of this Emergency Operations Plan are effective immediately.

A handwritten signature in blue ink, appearing to read "Vanya Quiñones".

Dr. Vanya Quiñones
President

CSUMB Emergency Operations Plan

Approval and Implementation

This Emergency Operations Plan (EOP) was prepared by California State University Monterey Bay (CSUMB) as a guide to establishing a comprehensive approach to providing consistent effective and efficient emergency response and recovery activities for the University. It has been developed in accordance with the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) as adopted by the State of California, these principles are designed to work effectively with Regional Partners, Monterey County, State of California and Federal Agencies.

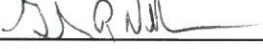
This plan shall apply to all University personnel participating in mitigation, prevention, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any University-sponsored events whether on or off-campus, and all public or private University-sanctioned activities.


The University will ensure that all response and recovery operations conducted on the campus will accommodate people with disabilities and access and functional needs, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.


The University's Vice President of Administration and Finance as the University's Emergency Operations Executive shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for a wide range of natural and man-made incidents. The plan is flexible allowing for part or the entire plan to be activated based on the specific needs of the situation.

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

Approved:  Date: 2.27.23
Dr. Vanya Quiñones, University President

Approved:  Date: 3-3-23
Glen Nelson University Vice-President for Administration and Finance

Approved:  Date: 2-27-2023
Katherine Kantardjiev University Provost and Vice President for Academic Affairs

Approved:  Date: 3-7-23
Earl Lawson, University Police Chief



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Base Plan

CSUMB Emergency Operations Plan

1. Purpose

The purpose of the CSUMB Emergency Operations Plan (EOP) is to develop, implement and maintain an integrated emergency management program for emergencies or major disasters, whether natural, man-made, or technological. The EOP guides the emergency response and recovery activities of the University. It has been developed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) as adopted by the State of California. These principles are designed to work effectively with Regional Partners, Monterey County, the State of California, and Federal Agencies.

2. Scope

This EOP is an all-hazard plan suitable for response to and recovery from incidents of all kinds and levels of severity. The University's risks and hazards have been identified in the CSUMB Threat/Hazard Inventory and Risk Assessment (THIRA) and the CSU Systems Hazard Vulnerability & Risk Assessment.

This plan is a living document subject to periodic review and updates to assure that it addresses all hazards, circumstances, emerging threats, technological advances, and applicable regulatory requirements. While this EOP specifically addresses incidents impacting the University and the campus community, it supports a whole-community approach to emergency management that involves the University, the campus community, its regional response partners, and Monterey County.

3. Authorities and References

Under CSU Chancellor's Office Executive Order 1056 and Coded Memo RM-2018-1, the President of CSUMB has ultimate responsibility for emergency management activities for the University. The Vice President for Administration and Finance has been designated by the president as the University's Emergency Management Executive, the lead position in University's emergency management program. The University Police Department and Police Chief have been assigned responsibility for the University's emergency management activities and programs by the Emergency Management Executive. In turn, the University's Emergency Manager, reporting to the Police Chief, administers the Emergency Management Division and the University's Emergency Management Programs Strategic Framework.

Executive Order 1056 and Coded Memo RE-2018-1 are in concert with The California Emergency Services Act in Section VII, Commencing with Section 8550, of Division I of Title II of the Government Code.

This EOP addresses the Jeanne Clery Act requirements for emergency response and evacuation procedures, as well as timely warning and emergency notifications and other requirements in the Higher Education Opportunity Act of 2008 in compliance with CSU Chancellor's Office Executive Order 1107.

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In addition, the Emergency Operations Plan has been prepared in compliance with the following statutes and regulations:

- California Education Code 66210
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- California Fire Code Section 403 and 404

Copies of applicable sections of the aforementioned regulations are kept in the Emergency Managers' Office.

4. Situation and Assumptions

4.1. Situation

The University's campus community spans several local political jurisdictions; including Monterey County, the City of Marina, and the City of Seaside, and is adjacent to the Presidio of Monterey U.S. Army Community.

Because of this, the University Police Department and its Emergency Management Division work closely with all response partners including, the Federal government, adjacent political jurisdictions, the private sector, and non-governmental organizations on emergency management activities that consist of prevention, mitigation, preparedness, response, and recovery plans and agreements.

The University has entered into a Memorandum of Understanding (MOU) creating a regional emergency response and management effort, the Monterey Peninsula Regional Emergency Coordination Center (MPRECC). The regional partners of the City of Marina, the City of Seaside, and the City of Sand City have agreed to participate in the MPRECC.

The University's main campus relies on the City of Marina Fire Department and the City of Seaside Fire Department for fire, rescue, and emergency medical response, both cities have auto-aid agreements with one another, as well as with the Presidio of Monterey Fire Department. The Monterey County Regional Fire District provides fire and emergency medical response to the CSUMB East Campus Housing complex.

American Medical Response (AMR) provides ambulance services to the campus community.

The highly residential nature of the campus and the diverse educational and business interests of the University result in emergency plans and contingencies that resemble those of a small city. For this reason, a "whole-community" approach is utilized in the development and maintenance of this plan.

The EOP addresses the needs of the whole campus community, including students, staff, faculty, and visitors, including those with disabilities and with access and functional needs, those from religiously, racially, and ethnically diverse backgrounds, international students, and people with limited English proficiency.

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4.1.1. CSUMB Campus Community

The CSUMB Campus Community consists of over 1,300 acres of property located on Monterey Bay. The campus is situated on the former Fort Ord U.S. Army Base. The University is surrounded by a combination of residential areas, state park lands, and the Fort Ord National Monument an over 14,000-acre of wilderness area.

4.1.1.1. Population

The University Campus Community population has a very diverse cultural, and ethnic makeup. The population includes international, non-English speaking, disabled, and individuals with access and functional needs.

- The University consists of over 7,500 students and 2,300 staff and faculty members.
- East Campus Housing Complex's population is approximately 4,000 residents.

4.1.1.2. Main Campus

The Main Campus consists of student housing complexes, classrooms, lecture halls, the Otter Sports Center, the University Center, the World Theater, Otter Student Union, other university buildings, and offices.

4.1.1.3. Special Events

The University conducts many special events throughout the year, these events draw from a few hundred to thousands of people from the campus community and the surrounding areas.

4.1.1.4. East Campus

The East Campus Housing Complex consists of two student-housing complexes Fredericks Park I and Fredericks Park II, and two staff, faculty, and community partners housing complexes Schoonover Park I and Schoonover Park II. There is a total of 1,153 housing units in the two complexes.

4.1.1.5. University Affiliates

Varieties of independent businesses are affiliated with the University, including contract food service and bookstore operations, the Panetta Institute, the University Corporation, and the Monterey Bay Football Club (Cardinale Stadium)

4.1.1.6. Auxiliary Campus Locations

The University has multiple auxiliary campus locations that conduct various activities. For this plan, all auxiliary locations fall under the authority of this plan, and all locations have facility emergency plans in place. Auxiliary locations are listed below.

4.1.1.6.1. CSUMB @ SALINAS CITY CENTER

Located at 1 Main Street, Salinas, California, this facility serves as a special events venue and conference hall for University and the community.

4.1.1.6.2. THE CSUMB @ NORTH SALINAS

Located at 1450 North Main Street, Salinas, California, this facility will serve as a satellite campus for the University operating extended education programs and other academic programs.

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4.1.1.6.3. CSUMB RYAN RANCH

Located at 8 Upper Ragsdale Drive, Monterey California, this facility serves as the University Corporation at Monterey Bay housing the corporation office for the University.

4.1.2. University Capabilities

University's capability to respond to emergencies is highly dependent on the kind and scope of the emergency. The University, within its normal authorities and agreements, is fully capable of responding to typical small (Type IV) incidents.

For larger, more complex incidents the University relies on assistance from local response partners in Monterey County through existing automatic and mutual aid agreements.

When incidents require more resources than available through local agreements, the University may call on other CSU campuses as well as Monterey County Operational Area resources to enhance local capabilities. Where the scope of the incident exceeds local and regional capabilities additional assistance may be requested from State and Federal sources through the Monterey County EOC.

4.1.3. CSUMB Mitigation Overview

To the greatest extent feasible, the University attempts to incorporate hazard mitigation measures into its normal operations. The University development projects incorporate current code requirements many of which are direct hazard mitigation requirements such as fire alarm and sprinkler systems, fire-resistant construction, access/egress features, earthquake protection, building air filtration, and wildfire fuel reduction.

The University incorporates Business Continuity Planning into the emergency response and recovery efforts ensuring an effective and efficient continuation and recovery of services to the campus community.

The University collaborates with regional response partners on communications, training, exercises, EOC operations, sheltering and mass care, and other emergency management functions.

Individual businesses are encouraged to maintain business continuity plans and to collaborate with University's business continuity specialists and emergency managers to assure contingency plans are in place to continue the provision of critical services and infrastructure during emergencies to the University.

4.2. Planning Assumptions

Due to its location, function, and geographic features, the CSUMB Campus Community is vulnerable to the damaging effects of natural, technological, and man-caused hazards. Although history indicates major events are infrequent, an emergency could affect the campus community at any time creating varying degrees of injury, death, property damage, and economic and personal hardship.

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Some of these situations may occur after the implementation of emergency notification (CSUMB OtterAlert) and other preparedness measures but others may occur with little or no warning.

In general, all campus emergency management programs encompass affiliated businesses operating on the campus.

4.2.1. Threat/Hazard Inventory and Risk Assessment

Information on the threats, hazards, and risks to the University is contained in the CSUMB Threat/Hazard Inventory and Risk Assessment. Additionally, in 2021 the CSU Chancellor's Office conducted a Hazard Vulnerability & Risk Assessment for the CSU System and all of the 23 campuses.

Threat/Hazard Inventory and Risk Assessment (THIRA) Overview

The THIRA process was conducted and a THIRA document was developed for the CSUMB campus. The THIRA considers all hazards, with a direct or indirect impact on the campus; the process looks at vulnerability to those hazards, and the risks to the community should those hazards cause an incident.

Utilizing both assessments, the following hazards were determined to present the highest level of risk or impact to the University:

Earthquake	Drought
Power Outage	Terrorism/Active shooter
Extreme Weather	Hazardous Materials Incident
Communicable Disease	Wildfires & Wildfire Smoke
Multi-Casualty Incident	Nuclear Incident
Water/Sewer Emergency	

4.2.2. All Hazard EOP

The EOP was developed with the Federal Emergency Management Agency's all-hazard approach and concepts and consists of:

- The Basic Plan of the EOP addresses the overarching activities the University will undertake regardless of the function, threat, or hazard.
- Support Annexes (SA) describe the details that outline the goals, objectives, and courses of action of support functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards.
- Incident Annexes (IA) describe general response and incident management actions for specific threats or hazards.
- Appendices providing references, resources, and support documentation supplementary to the plan.

CSUMB Emergency Operations Plan

5. Concept of Operations

5.1. General

It is the responsibility of the University to protect life and property from the effects or threat of hazardous events occurring within the campus community.

- When an emergency is of a magnitude that University operations are interrupted, or has the potential to threaten the health and safety of the campus community, the University's Emergency Operations Plan (EOP) will be implemented and the University's Emergency Operations Center (EOC) will be activated.
- The EOC will serve as the site to coordinate or direct the emergency response and recovery operations.
- The EOC will assess the impact of the emergency on the University and establish priorities and objectives based on the following priorities: preservation of life, the safety of responders and the public, property conservation, environmental protection, and University business continuity, and then respond accordingly.
- The University's EOC will coordinate with the Monterey County OES to maintain situational awareness and the coordination of available resources. The University EOC will continually re-assess the situation and update the County OES to maintain regional situational awareness.
- The EOC will provide the CSU Chandler's Office with a situation report and updates on regular bases.
- When the emergency exceeds the University's capability to respond, assistance will be requested from the Monterey Regional Emergency Coordination Center partners, the Monterey County Office of Emergency Services (OES), the state and/or federal government, the CSU System, or other external sources.
- This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible.
- Curtailment of non-essential University functions and those functions that do not contribute directly to the emergency operation may be suspended for the duration of an emergency. Efforts that would normally be required of those functions will be redirected to the accomplishment of emergency tasks set forth by the EOC.
- All CSUMB state employees are by oath or affirmation per California Code 3102 signed by all CSUMB employees as part of the hiring paperwork you are Public Employee Disaster Service Workers (DSW).
- At any time during a declared campus emergency, CSUMB State employees may be required to report to work and may be assigned to disaster service work.
- In large-scale disasters, it may be necessary to draw on people's basic capacities (CSUMB State Side Employees) and use them in areas of greatest need to support the disaster.

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- In keeping with the National Incident Management System (NIMS), this plan provides a consistent, broad approach for the University to work effectively and efficiently together to prepare for, respond to, and recover from an emergency. On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS) to facilitate this approach. The ICS is explained in more detail in other portions of this plan.

5.2. Disability/Access and Functional Needs

It is critical to address the needs of those individuals with disabilities, access, and functional needs during all phases of emergency management taking place at the University.

- The University formed a Disaster Disability/Access, and Functional Needs Workgroup to assist with the preparedness efforts for the campus community.
- The University's EOC is staffed with a technical specialist as a Disability and Access and Functional Needs (D/AFN) Coordinator.
- The EOC Technical Specialist position of D/AFN Coordinator understands issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and federal laws, regulations, and requirements, and will serve in the EOC staff as the advocate for this population within the campus community.
- The EOC D/AFN Coordinator will plan, coordinate, respond to issues, evaluate and monitor emergency response, and recovery efforts, with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community following Federal and state guidelines, state emergency plans, and University policies and standards.
- The University will ensure that all response and recovery operations conducted on the campus will accommodate people with disabilities and access and functional needs, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

5.3. EOC Levels of Activation

There are three levels of activation of the University's EOC, the level of EOC activation depends on the situation and the need for coordination and support. The levels of activation range from partial activation (monitoring level) to full activation (fully staffed emergency operations center).

Level III Activation (Monitor)

An incident or event that may occur or might have the potential to require a response by multiple resources, the event may last for more than one operational period.

In a Level-III activation, the Emergency Operations Center Manager monitors the situation, provides basic support to field operations, and provides information and situation reports (SITREPS) to the Chief of Police, the Deputy Chief of Police, the Emergency Operations Executive, the University PIO, and the senior leadership team as appropriate.

EOC Organization and the escalation of a Level-III activation are at the discretion of the Emergency Operations Manager.

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Level II Activation (Partial)

An incident or event that has or will occur that has special or unusual characteristics requiring a response by more than one agency may require the acquisition and use of specialized resources, or is beyond the scope of available resources and may require an elevated activation. The EOC may be partially or fully staffed at this level.

In a level-II activation, the EOC Manager notifies the Incident Management Team (IMT) members of the need for EOC operations, monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, and senior leadership team as appropriate. Escalation of a Level-II activation is at the discretion of the EOC Manager. The EOC Manager will also notify the Monterey County OES of the Level II activation.

EOC Organization will be at the discretion of the EOC Manager, the staffing level will be determined.

Level I Activation (Full)

An incident or event has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property.

In a Level-I activation, the EOC Manager notifies the Incident Management Team (IMT) members of the need for EOC operations, monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, and senior leadership team (Executive Policy Group) as appropriate. The EOC Manager will also notify the Monterey County OES of the Level-I activation.

EOC Organization at Level-I EOC will be fully staffed and prepared to be operational for multiple operational periods.

5.4. Phases of Emergency Management

The University's emergency management program has outlined strategies and objectives for addressing the phases of emergency management these are outlined in the CSUMB Emergency Management Strategic Framework. Even though they are listed separately, they work together to represent an integrated approach to emergency management.

Prevention

Prevention is an action taken to decrease the likelihood that an event or crisis will occur.

Mitigation

Mitigation is the action taken to eliminate or reduce the loss of life and property related to an event or crisis, particularly those that cannot be prevented.

Preparedness

Preparedness includes designing strategies, processes, and protocols to prepare the University for potential emergencies.

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Response

A response is an action taken to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the mitigation and preparedness phases. During the response phase, University officials will implement the EOP and may activate the EOC. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event.

Recovery

Recovery establishes procedures, resources, and policies to assist the University and its members return to functioning after an emergency. Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. The goal of the recovery phase is to restore the campus environment to normal operations. Planning for recovery begins in the preparedness phase.

6. Organization and Assignment of Responsibilities

6.1. Organization

6.1.1. National Incident Management System (NIMS)

The University uses the NIMS, ICS, and SEMS for managing all response and recovery efforts. The EOP and the EOC follow these management concepts by utilizing the University's Incident Management Team to coordinate emergency management activities between the Incident Command Post, the University's EOC, and its regional partners in the MPRECC, the Monterey County Operational Area, the State of California, the Federal government and the CSU System. (EOP SA 1, Direction and Control)

6.2. Responsibilities

The EOP describes in general terms the responsibilities for various University positions, departments, groups, authorities, and the actions of a variety of response agencies. These responsibilities are expanded upon in Incident Annexes, and are outlined further in the CSUMB IMT Job Action Sheets and Position Check Lists; Executive/Policy Group, Command Staff, and General Staff. Additional information is contained in the SA-1 Direction and Control depicting additional roles and responsibilities.

6.2.1. The President of California State University Monterey Bay Responsibilities

The University President has overall responsibility for the provision of emergency services to the campus. These responsibilities include:

- Preside over the Executive/Policy Group.
In the event that the President is unavailable, the Provost or the Vice President for Administration/Finance (VP-A/F) will preside over this group.
- Proclamation of a Campus State of Emergency, Appendix SA-3
In the absence of the President, the succession of proclamation authority will be the Provost and VP-A/F.
- Adopt emergency policies and procedures.

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- Request Mutual Aid from CSU Campuses across the state or assistance from the Chancellor's Office.
- Authorizes protective and precautionary measures

The President has named the Vice President for Administration and Finance (VP-A/F) to serve as the University's Emergency Management Executive responsible for oversight of the University's emergency management and public safety functions.

6.2.2. The Vice President for Administration and Finance Responsibilities

The University's Vice President of Administration and Finance serves as the University's Emergency Operations Executive and shall be responsible for plan oversight and coordination with applicable stakeholders and the direction and control of the University's emergency management program and will:

- Provide policy guidance and executive support for the implementation of CSUMB emergency management programs across the campus community.
- Provide funding for campus emergency management programs, facilities, and resources.

6.2.3. Executive/Policy Group Responsibilities

The University President and the Executive/Policy Group have the ultimate authority over all University policies. The University President or their designee will preside over the Executive Group/Policy. The executive/policy group is comprised of the University President, Provost, General Counsel, and the University Cabinet will provide policy direction and support to the University's EOC and the campus community in general.

6.2.4. The University's Incident Management Team (IMT) Responsibilities

The IMT is an interdisciplinary University group approved by the Emergency Management Executive and delegated responsibility for staffing the EOC. The IMT will provide support and coordination with the incident command post.

In certain circumstances, the IMT may have the command and control function as the Incident Command or Unified Command for an incident or event.

- The IMT is responsible for the implementation of this plan.
- The IMT will staff the EOC for all operational periods.
- The organizational structure of the IMT operating under the ICS may not resemble the day-to-day organization of the University.
- As IMT members employees may report to other employees with whom they do not normally have a reporting relationship.
- As the incident expands or contracts, IMT members' assignments may change in the EOC ICS organization based on immediate incident support needs.
- EOC Organizational Chart (SA-Direction and Control)
- Additional CSUMB employees may be assigned to the IMT/EOC as the incident dictates.
- The EOC is considered fully operational when the following positions are present in the EOC or virtually: EOC Manager, PIO, Operation Section Coordinator, Planning Section Coordinator, Logistics Section Coordinator, and Finance/Admin Section Coordinator.

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6.2.5. University Police

The University Police Department (UPD) is responsible for the coordination of all emergency response activities taking place on all University property, this includes all auxiliary locations.

- The UPD will be the on-scene Incident Commander or part of the Unified Command Structure in an emergency affecting the University.
- Directly provides law enforcement services to the University as well as law enforcement mutual aid to the surrounding communities and other CSU campuses.
- Will provide a representative to the IMT or EOC staff.

6.2.6. Emergency Management Division Responsibilities

The Emergency Management Division is under the direction of the UPD Chief.

- Develop and maintain effective, up-to-date emergency plans addressing all phases of emergency management.
- Maintains the EOP.
- The guiding document for the University's Emergency Management Program is the CSUMB Emergency Management Framework.
- Maintain the CSUMB EOC in a constant state of operational readiness
- The University Emergency Manager will serve as the EOC Manager at any activation level.
- Coordinate all emergency response and recovery operations through the CSUMB EOC.
- Coordinate with the CSU Chancellor's Office Systemwide Emergency Support Team.
- Collaborate with response partners and stakeholders on emergency planning and preparedness programs.

6.2.7. Local Fire Department Responsibilities

The University spans several local political subdivisions fire protection is provided by the fire department of that jurisdiction, in conjunction with existing mutual between these agencies and other local jurisdictions. Fire Departments include the Monterey County Regional Fire District, the City of Marina Fire Department, the City of Seaside Fire Department, and the Presidio of Monterey Fire Department. The CSUMB auxiliary locations in the City of Salinas are covered by the Salinas Fire Department. The local fire jurisdiction will form a Unified Command on any incident affecting the University.

Each local fire jurisdiction will communicate directly with its field forces and in turn, will keep the University's EOC informed and coordinate with via the Fire and Rescue Branch Coordinator of all activities performed, personnel and equipment deployed, and additional personnel and equipment needed to maintain adequate response and recovery efforts. The Fire department is responsible for:

- Fire suppression
- Search and Rescue
- Coordination of Emergency Medical Services
- Hazardous Materials Response

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6.2.8. University Affairs Responsibilities

University Affairs facilitates a relationship between University and the larger community, through government affairs, marketing and communications, and special events.

- University Affairs' role in an emergency is to facilitate the flow of information to the campus community including all auxiliary facilities, the larger community, and the media.
- The staff serves in the IMT/EOC as the Public Information Officer and staffing for the Public Information Group.

6.2.9. University Health Center/Health and Wellness Service Responsibilities

The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of people, animals, and the campus population's mass care and sheltering activities during the emergency. This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring the campus community's physical and mental health.

The Health and Welfare Branch will coordinate the caregiving activities through resources available within the jurisdiction, or by obtaining such services as required through agreements and/or established mutual aid programs. These responsibilities include:

- Safeguard the public health of the campus community by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- Track victim information severity of injuries, location transported, and names.
- In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
- Coordinate the mental health response, for victims, responders, and the campus community.
- Coordinate companion and service animal care and sheltering.

6.2.10. Department of Environmental Health, Safety and Risk Management

The University's Department of Environment Health, Safety, and Risk Management play an important role in an emergency. The department ensures the health and safety of the University and any risk posed to the university. In addition, the department is the lead department overseeing the University's Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer.
- The lead University department for ensuring the implementation of Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unit Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

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6.2.11. University Facilities Management Department Responsibilities

The University's Facilities Management Department (FMD) representatives serve on the IMT in the various positions they are responsible for coordinating all infrastructure building and facility-related activities during an emergency. Typically, it may include coordination of utility services (public and private), public works, engineering, and damage assessment and safety inspections. These responsibilities include:

- Provide staff and facilities to support emergency logistics activities including support for the Staging Areas, Points of Distribution, procurement and receiving procedures, etc.
- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all facilities, assess the damage to such facilities and coordinate the repair of damage during the recovery effort.
- Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
- Maintain inventories of available durable resources under their control in the CSUMB EOC.
- Assure hazard mitigation and responder safety concerns are addressed in campus construction projects following the CA Building and Fire Codes.
- Assure FMD staff operating during emergencies are properly trained and equipped for the activities being conducted.
- Coordinate all emergency activities with the EOC Safety Officer.

6.2.12. University Administration and Finance Department Responsibilities

The University Administration and Finance Department's representatives will serve on the IMT as the Finance and Administrative Section Coordinator, responsible for coordinating all financial and administrative-related activities during an emergency. These responsibilities include:

- Assure all University contractors providing essential goods and services to the campus have and maintain business resilience plans and procedures, including contingencies for supply chain interruptions and other service impacts related to the incident (i.e. alternate means of providing food service in the event of a gas or electrical service interruption)
- Assure all University contractors maintain contingency plans and procedures for obtaining critical supplies, materials, and equipment required for continued operations under emergency conditions impacting resource availability through the supply chain and infrastructure interruptions.
- Ensuring emergency expenditures are incurred in accordance with existing University purchasing procedures.
- Track all emergency expenditures equipment purchases, labor costs, overtime cost contracted services, and CSUMB equipment hours used during emergencies or disasters.

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The University Administration and Finance Department will also provide a representative to serve as the Logistics Section Coordinator, responsible for managing the procurement, transportation, storage, and distribution of supplies, materials, and equipment required to support emergency response and recovery efforts.

6.2.13. University Personnel Department Responsibilities

The University Personnel Department will representatives provide a technical specialist to support the EOC IMT and are responsible for coordinating all personnel-related activities during an emergency. These responsibilities include:

- Assist with HR-related issues related to response and recovery operations.
- Assist the CSUMB EOC in managing volunteer resources and the CSUMB Disaster Service Workers Program.
- Provide policy support and guidance related to the implementation of occupational safety and health programs among CSUMB employees in an emergency.
- The ADA Leaves & Workers' Compensation Analyst assists the IMT as the Disability/ Access and Functional Needs Coordinator, a technical specialist assigned to the EOC IMT to address the disability/access and functional needs of individuals during the emergency.

6.2.14. Student Disability Resources Department Responsibilities

The University Student Disability Resource Department assists the IMT as the Disability/ Access and Functional Needs Coordinator, a technical specialist assigned to the EOC IMT to address the disability/access and functional needs of individuals during the emergency.

6.2.15. University Building Emergency Coordinators (BEC) Responsibilities

The CSUMB Building Emergency Coordinator (BEC) program is established to facilitate enhanced emergency preparedness and coordinate initial emergency procedures in every regularly occupied main campus building. The BEC Plan establishes the concurrent responsibilities for University staff assigned as BECs, and procedural guidelines to assist them in the performance of those duties before and during an emergency event. BEC Plan is incorporated as a support annex of the University's EOP (SA-2).

6.2.16. Other University Departments Responsibilities

The University plans for the effective use of the department's workforce, resources, and facilities for dealing with any emergency or disaster that may occur. The needed workforce, resources, and facilities may come from any University department. Each University department shall:

- Provide staff representatives to the CSUMB Incident Management Team (IMT)
- Participate in training and exercises related to incident management, EOC operations, and other subjects as necessary to assure safe and effective emergency preparedness, response, and recovery operations.
- Provide staff representative (s) for each building and/or functional area to the CSUMB Building Emergency Coordinator (BEC) program. BECs are encouraged to participate in appropriate training and exercises necessary to assure effective and legally compliant building/functional area-level preparedness and response to emergencies.

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- Each University department will outline its respective emergency functions by time phase (before, during, and after) in the form of standard operating procedures and a business continuity plan in cooperation with the University's Emergency Manager.

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

- At the time of an emergency, all University employees are eligible to be called upon to assume an emergency assignment.
- Should that become necessary, the University President may suspend normal University business activities.
- The Personnel Unit in the University EOC Logistics Section will coordinate recruiting, orienting, and assigning employees to emergency tasks, as directed by the EOC Manager.
- In addition to being available for an emergency assignment, it is the responsibility of all staff to:
 - Be familiar with the University's emergency organization, the concept of emergency operations, the Emergency Action plans, and the Emergency Operations Plan (EOP).
 - Be familiar with their department's emergency procedures as outlined in the Department/College Emergency Plan.
 - Attend required emergency training and exercises.
 - Maintain proficiency in any special skills needed for an emergency assignment.

6.2.17.1. University Employee Notification and Recall

All University employee's emails are automatically entered into the University's emergency notification system (OtterAlert) and are encouraged to register their cell phones into the system.

For obvious emergencies, (e.g., major earthquakes) all employees must:

- Follow the University's Emergency Action Plans.
- Follow their respective department's response plans.
- Be cognizant of mass communications alerts (OtterAlert) and follow directions given in such alerts.
- Monitor the University's home page for emergency updates.

6.2.18. University Cooperation Responsibilities

The University Cooperation will provide staff representatives to the CSUMB Incident Management Team (IMT). During an emergency, the University Cooperation will assist with student housing issues and the continuation of campus food services.

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7. Direction and Control

7.1. General

Direction and control provide supervision, authority, and coordination of emergency management activities to ensure the continued operation of the University and its essential services during emergencies.

The University uses the NIMS, ICS, and SEMS for managing all response and recovery efforts. The EOC also follows these management concepts by utilizing the University's Incident Management Team to coordinate emergency management activities between the Incident Command Post the University's EOC and its regional partners in the MPRECC, the Monterey County Operational Area, the State of California, and the Federal government.

Annex SA-1 (Direction and Control) describes the University EOC facilities, IMT staffing patterns, guidelines, and support requirements necessary to carry out this function.

This plan applies to all University staff, faculty, and departments assigned emergency responsibilities within the plan.

If it is necessary to transfer command and/or shift change in the EOC, the process must include a written and verbal briefing that captures all essential information for continuing safe and effective operations.

7.1.1. The University President

The President of California State University Monterey Bay has overall responsibility for the provision of emergency services to the campus.

7.1.2. The Vice President of Administration and Finance

The President has named the Vice President for Administration and Finance to serve as the University's Emergency Management Executive responsible for oversight of the University's emergency management Program and public safety functions.

7.1.3. University Police Chief

The Vice President for Administration and Finance has appointed the University Police Chief to serve as the Director of Public Safety. Public Safety is responsible for the provision of all campus emergency services.

7.1.4. University Emergency Manager

The Police Chief has delegated the Emergency Manager to oversee the University's emergency management program and the operation of the Emergency Operations Center.

- The Emergency Manager is responsible for the planning and implementation of all phases of emergency management.
- The Emergency Manager in consultation with the University Police Chief or their designee will establish operational support, direction, control, and coordination through the University EOC to support the University's response to an emergency. The Emergency

CSUMB Emergency Operations Plan

Manager serves as EOC Manager and the Health and Safety Specialist will serve as the EOC Coordinator.

- The Emergency Manager, in cooperation with the Human Resources Department, is responsible for coordinating the direction and control of volunteer resources including but not limited to damage/safety assessment, shelter operations, and management, the university's Disaster Service Worker program, and spontaneous volunteers.
- For training and exercise purposes, the University Emergency Manager may activate this plan as necessary to ensure a readiness posture for the University.

7.2. Incident Commander/Unified Command

Operational direction and control of response activities within the campus are conducted by the on-scene Incident Commander/Unified Command who will coordinate with and provide situation reports to the University's EOC.

In certain circumstances such as a wildfire threat, hazardous materials incident off campus, etc. where the incident is not directly on the campus, the IMT may function as the Incident Command/Unified Command staff for the Incident affecting the University. This may also be true when the transition is made from the response to the recovery phase of the incident.

7.3. Resource Request

Requests for University, Regional Resources, and CSU System resources will be requested and coordinated through the University's EOC. When the resource needs exceed existing and mutual aid capabilities, additional resource requests are sent from the University's EOC to the Monterey County Operational Area EOC.

7.4. Emergency Notification and Public Information

The University will release timely and accurate emergency warnings and notifications to the campus community in the event of an actual or potential emergency affecting the campus community. If a threat to the health or safety of students, faculty, staff, or visitors of any dangerous situation on or imminently threatening the campus the University will issue an emergency warning or notification to the campus community.

The University's Public Information Officer (PIO) will provide the campus community with up-to-date information on the emergency on a regular basis.

- The EOC will coordinate and issue emergency warnings and notifications through all available and established notification systems.
- The University will release timely, accurate, and coordinated emergency public information to the campus community, stakeholders, and the media through the CSUMB EOC PIO.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the CSUMB EOC PIO and the Monterey County Joint Information System.

CSUMB Emergency Operations Plan

8. Continuity of Operations (Business Continuity Plans)

8.1. General

The possibility that emergency and disaster occurrences could result in the disruption of university functions necessitates that all levels of the University and their departments develop and maintain measures to ensure the continuity of operations. The Department of Environment Health, Safety, and Risk Management is the lead University department for Business Continuity Planning.

Each department of the University including the University Cooperation will take action to:

- Pre-designate lines of succession
- Pre-delegate authorities for the successors to key personnel
- Make provisions for the preservation of records
- Develop plans and guidelines for the relocation of essential departments
- Specify guidelines to deploy essential personnel, equipment, and supplies to maximize their survival
- This information is included in all departments' Business Continuity Plan.

9. Communications and Logistics

9.1. Communications

Incident communications are provided in accordance with the Incident Communications Plan (ICS Form 205) developed by the Logistics Section - Communications Unit, in the EOC. Communication methods may include face-to-face, written, phone, e-mail, radio, and any other available and appropriate means possible.

9.1.1. Radio Communications

Radio communication methods include various systems such as the VHF, UHF, and 700/800 MHz systems used by first-response agencies. Radio communications also include amateur radio (HAM) as well as any other radio-based systems employed during the incident.

9.1.2. Telephone Communications

Telephone communications include both hard-wired and cellular phone systems. Within the EOC, telephone communications are provided digitally by Voice over Internet Protocol (VoIP) phones through the university's IT-based phone system. Analog phone service is also provided through lines connected to the commercial landline telephone system. Wi-Fi Calling is also available in the EOC.

9.1.3. E-mail Communications

E-mail communications, which include messaging and chat functions included in incident management software, are available to incident managers and responders. Within the EOC, all command and general staff positions at the Section Chief level are provided with computers connected to the university's network.

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9.1.4. Emergency Notifications

CSUMB utilizes several systems to provide emergency notifications and information to community members. A commercial emergency notification system is used to broadcast emergency messages via telephone (cell or land), social media (Twitter, Facebook), RSS feed, and e-mail. An outdoor speaker system installed throughout the campus provides an additional means of reaching those who are outdoors at the time of the emergency. Additional notification capability is provided through the Alert Monterey system, the federal Emergency Alert, Integrated Public Alert Warning System (IPAWS), and Wireless Emergency Alert (WEA) systems.

10. Logistics

Logistical support for emergency operations is provided through normal supply channels whenever possible. In the event of EOC activation, a Logistics Section will be established to coordinate emergency resource management with other local and regional agencies and organizations. The University maintains standing purchase orders with local merchants to provide specified emergency equipment and supplies such as bottled water, portable restrooms, and generators. Additional logistical support is available through the CSU System with system-wide contracts.

11. Administration and Finance Emergency Management

11.1. Administration

The Emergency Management Division of the University Police Department administers the University's Emergency Operations Plan. The University's Incident Management Team (IMT) staff is made up of various University departments, and the IMT implements and carries out the Emergency Operations Plan. The Emergency Management Division coordinates maintenance of the University's Emergency Operations Center as well as an emergency shelter and mass casualty equipment cache and the CSUMB staging area.

11.2. Finance

Emergency management and operations activities for the University are primarily financed through its general fund, though some supplemental funding and support are received through varied grants and cooperative agreements. In the event of EOC activation, a Finance Section will be staffed by designated and trained Finance/Administration Department staff. Emergency accounting and purchasing procedures are established under University policy and campus-level standard operating procedures.

12. Plan Development and Maintenance

The University's Emergency Operations Plan is a "living" document intended to be reviewed and revised periodically to address identified deficiencies and incorporate new information, technology, or procedures. The plan will undergo a scheduled comprehensive review every three years. Other amendments identified through training, exercises, or actual emergency response will be made in a timely manner.

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The University's Emergency Manager has the overall responsibility for University emergency planning and coordination with the responding agencies, University departments, and organizations that are providing disaster operations. The Emergency Manager will provide assistance for disaster planning activities to all University departments.

All University departments, supporting organizations, and agencies that participate in the University EOP are responsible for maintaining internal plans, suggested operating guidelines, and employee notification rosters, including 24-hour phone numbers and resource data to ensure a prompt and effective response to emergencies.

This Plan will be executed upon the order of the University president through the University Emergency Manager.

This plan shall be effective upon the approval and signature of the University President.

13. Training, Testing, and Exercises

The University will annually conduct various appropriate training and exercises based on the most recent THIRA and Hazard, Risk, and Vulnerability Assessment. These training and exercises will be selected and designed to test and evaluate the University's Emergency Operations Plan, its appendices, and annexes and are outlined in the University's Emergency Preparedness Multi-Year Training and Exercise Plan.

The Emergency Management division of the UPD will maintain and update the University's Emergency Preparedness Multi-Year Training and Exercise Plan.

Exercises will conform to the Homeland Security Exercise and Evaluation Program (HSEEP) and an after-action report will be created to document identified strengths, areas for improvement, and corrective actions. A variety of exercises, testing, and/or training of simulated emergency incidents and emergency communications, including the periodic exercising of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event: tabletop exercises, drills, campus building evacuation drills, campus building evacuation drill, functional exercises, full-scale exercises.

13.1. After Action Reports (AAR)

The university is committed to reviewing every incident response to discover lessons learned.

The Emergency Manager is responsible for collecting feedback and reviewing documentation following an incident and directing the development of the AAR.

Depending on the scope of the incident, the process of developing the AAR may include one or more after-action conferences, used to collect input from people and organizations participating in the response.

The purpose of an AAR is to enhance future preparedness, and the completed document should reflect this goal by focusing on improvement opportunities, while also ensuring that beneficial practices are acknowledged and institutionalized for future response.

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14. List of Appendices and Annexes

14.1. Incident Annexes

- 1 Earthquake
- 2 Power Outage
- 3 Severe Weather Event
- 4 Pandemic Event
- 5 Multi-Casualty Incident
- 6 Water/ Sewer Emergency
- 7 Acts of Violence
- 8 IT Disaster Recovery Plan
- 9 Public Health Emergency
- 10 Hazardous Materials
- 11 Civil Disturbance
- 12 Wildland/Structural Fire
Addendum for Wildfire Smoke Conditions Affecting the Campus Community

14.2. Support Annexes

- 1 Direction and Control
- 2 Building Emergency Coordinators Plan
- 3 Campus Emergency Proclamation and Proclamation temple
- 4 Emergency Notification and Public Information
Addendum Emergency/Crisis Communication Plan
- 5 Evacuation Plan
- 6 Mass Care and Sheltering
Addendum for Mass Care & Sheltering Operations Maintaining Social Distancing During Pandemic
- 7 Damage Assessment
- 8 Debris Management Plan
- 9 Volunteer and Donations Management
- 10 Recovery Plan

14.3. Appendices

- Appendix 1 Terms and Acronyms
- Appendix 2, Authorities and References



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Emergency Operations Plan

Incident Annexes 1-12

CSUMB Emergency Operations Plan

Incident Annex IA – 1 Earthquake

1 Purpose

This Incident Annex provides additional guidance on the University's response to an earthquake occurring that affects the campus community.

2 Scope

IA – 1 Earthquake This Annex supplements the CSUMB Emergency Operations Plan (EOP) which provides the overall guidance for emergency response activities for the University. The annex provides considerations that can be used to prepare for and guide the execution of tactical response and recovery operations.

3 Situation and Assumptions

3.1 Situation

Many variables govern the specific effects of an earthquake, from the amount of energy it releases and the location of its origin to the specific qualities of the soil and rock upon which a community is built.

3.2 Assumptions

Given these variables and the complexity of earthquake effects, no plan can identify all considerations for a response. Additional information on Earthquake incidents and their risk to the campus community refer to the CSUMB Threat/Hazard Inventory and Risk Assessment (THIRA).

- Response to an earthquake incident will be required with little or no advanced notice.
- Response to a major earthquake will likely require search and rescue, evacuation, and sheltering operations to work in concert.
- Local medical facilities may be damaged. Hospital capacity may be inadequate to treat casualties and other medical emergencies, requiring that some severely injured patients be relocated to alternate care sites and facilities outside the area.
- In many cases, sheltering-in-place may be more appropriate than evacuation.
- The emergency response phase of a major earthquake can last from days to weeks, during which emergency services will be overwhelmed by demand.
- Infrastructure and utility systems may fail resulting in loss of water, sewer, electricity, lateral gas, phone/internet service, and fuel sources for vehicles and equipment including emergency generators, food preparation appliances, etc.
- Any major earthquake event will likely affect Monterey County and surrounding jurisdictions including the greater San Francisco Bay Area creating competition for scarce resources.
- Damage to CSUMB facilities may require alternative arrangements for the management of response activities.
- Aftershocks may generate additional incidents/emergencies, fatalities, injuries, and unsafe structures.

CSUMB Emergency Operations Plan

Incident Annex IA – 1 Earthquake

4 Concept of Operations

4.1 General

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including an earthquake. Key concepts are repeated here for emphasis.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- When an event such as a major earthquake exceeds the capabilities of CSUMB to respond, the University may request assistance from neighboring jurisdictions through the Mutual Aid system, from the Monterey County Operational Area, and from the CSU System through the CSU Chancellor's Office.
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an earthquake. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major earthquake, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.2 General Response Objectives

In the event of a significant earthquake, this annex provides potential specific objectives that the emergency response organization may integrate into its operations. Immediately after a major earthquake, and for as long as a state of emergency exists within the Campus Community, response to the earthquake will be the priority of all University departments. The general objectives for all University departments are as follows:

- Save Lives.
- Reduce immediate threats to life, public health and safety, and public and private property.
- Action should be taken to protect people that survived the initial earthquake from damage or loss due to aftershocks.
- Identify at-risk populations, notify them, and provide assistance or begin an evacuation if warranted.
- Ensure efforts are made to assist in the evacuation and sheltering of any persons with Disaster Disability/Access, and Functional Needs.
- Provide necessary care, shelter, and medical services to the campus community.
- Provide initial and follow-up damage assessment information to the CSU Seismic Review Board (SRB).

CSUMB Emergency Operations Plan

Incident Annex IA – 1 Earthquake

- Ensure the restoration of the operations of facilities, whether University or privately owned, that are essential to the health, safety, and welfare of the campus community, including critical University facilities, utilities, and transportation infrastructure.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

5 Emergency Management Phases Earthquake Specific

5.1 Prevention

Earthquakes cannot be prevented, but the University maintains and tests an emergency notification system to alert the campus community of an event and to provide ongoing emergency information during an event.

5.2 Mitigation

The University makes all efforts to ensure new and existing buildings meet current earthquake standards.

5.3 Preparedness

Preparedness activities related to earthquakes are both an individual and collective responsibility.

- Individuals are responsible for creating personal and family response plans and caching the resources needed to implement them.
- Individuals should learn and implement earthquake preparedness and safety practices described on the University's Emergency Management, Monterey and CA OES, and FEMA websites.
- The University will participate in earthquake-related drills and exercises such as the California Great ShakeOut drill.
- The University will provide emergency preparedness education to the campus community.

5.4 Response

Response activities related to earthquakes are both an individual and collective responsibility. It cannot be assumed that University or government agencies will be able to mitigate all effects of the earthquake quickly or effectively in the short term.

- Coordination with the CSU system, Monterey County Operational Area (MCOA), regional mutual aid agencies, and private and Non-Governmental Organizations (NGOs) will be required.
- The number of casualties and people trapped in buildings may initially exceed the capacity to respond. The number of potential fatalities may exceed local resources for handling deaths and remains.
- Identify potential sites for evacuation centers to accommodate displaced people while emergency shelters are opening.

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Incident Annex IA – 1 Earthquake

- Damage to transportation systems will require alternative solutions to the evacuation of residents, the injured, and the medically fragile, as well as the movement of response personnel and resources onto the campus.
- Ensure that an adequate system is in place to fuel and maintain generators providing power to critical facilities.
- In a major earthquake with regional impacts, the University's EOC will also serve as the Monterey Peninsula Regional Emergency Coordination Center (MPRECC) following existing agreements. Additional IMT resources are available through the MPRECC partners.
- The ability to collect information and verify damages will be impacted by limited communication avenues. Phones, both landlines, and cells are not expected to function, potentially limiting sources to:
 - Communications from observations from first responders and University staff and faculty.
 - Amateur radio operators.
 - News reports
 - Damage Assessment Teams
- Coordinate all building damage assessments with the CSU Seismic Review Board (SRB) in accordance with the SRB Emergency Response Protocol.
- A major earthquake will likely generate tons of debris. Initially, collapsed structures will block roads and limit the movement of evacuees, response personnel and vehicles, and relief resources.
- The response to the need for debris removal and disposal operations will include the following:
 - Deployment of Damage Safety Assessment Teams to provide situational awareness as to the need for implementation of the Debris Management Plan.
 - Deploy University resources as soon as possible to remove debris hampering the response.
 - Develop priorities for debris removal.

5.5 Recovery

- Ongoing up-to-date Public Information
- Assist the campus community to remove and dispose of debris.
- Coordinate debris management with Monterey County OES.
- Coordinate debris management with recovery efforts and business continuity.
- Coordinate all building inspections for structural safety with the CSU Seismic Review Board (SRB) in accordance with the SRB Emergency Response Protocol.

6 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an earthquake operation leading to serious consequences.

CSUMB Emergency Operations Plan

Incident Annex IA – 1 Earthquake

6.1 Organization

All Response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a major earthquake. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the disaster and that external resource requests are pushed up to the County and State levels without delay.

6.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the disaster:

- Determine the scope of the incident, and develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, and FMD personnel to develop and maintain an up-to-date situation report.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate University damage assessment with the CSU Seismic Review Board (SRB) in accordance with the SRB Emergency Response Protocol.

6.2.1.1 EOC Earthquake Analytical and Assessment Tools

Analytic tools include information on fault source, location, depth of epicenter, magnitude, shaking potential, duration of the quake, and potential for cascading effects such as tsunami and landslide. Information about the earthquake and tsunami potential can be found at :

- California Integrated Seismic Network (CISN)- <http://www.cisn.org> . This information is available within 10 minutes of a magnitude 3.5 or greater earthquake
- US Geological Survey (USGS) – <http://earthquake.usgs.gov> . The USGS also provides information on earthquake characteristics, including ShakeMaps illustrating the parameters of the earthquake within minutes of the event.
- National Oceanic and Atmospheric Administration, Pacific Tsunami Warning Center at <https://www.weather.gov/safety/tsunami-twc>

Damage assessment tools include the use of UAV/Drones this resource is available through the MPREEC UAV Program. The UPD has several UAV/Drone pilots associated with the program

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Incident Annex IA – 1 Earthquake

6.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the earthquake response and recovery to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

6.2.3 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

6.2.4 University Facilities Management Department Responsibilities

University Facilities Management will coordinate all response and recovery efforts with the University EOC.

- Coordinate the shutdown of all utilities with the Operations Section of the EOC.
- Provide representatives to the Incident Management Team (IMT).
- Lead the damage assessment of University buildings and coordinate with the EOC Damage Assessment Unit Leader.
- Coordinate with the CSU System’s Chief Building Official and the Seismic Review Board (SRB) for the inspection of affected buildings per the SRB Emergency Response Protocol
- FMD is the lead University department responsible for building inspections and coordinating structural and civil engineers.
- The lead University department responsible for debris removal and disposal in coordination with the Environmental Health and Safety Specialist.
- Coordinate with CPD on all debris removal efforts. (for additional debris removal guidelines see SA–8)
- FMD will coordinate with any vendors contracted.
- Coordinate debris removal priorities and activities with the EOC Construction/Engineering Branch Coordinator.
- Coordinate all vendors contracted for debris removal and disposal.
- Coordinate with the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

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Incident Annex IA – 1 Earthquake

6.2.5 Other University Departments Responsibilities

Immediately following an earthquake, University personnel around the campus will begin reporting on its effects. Information will flow to Public Safety Answering Points (911 Dispatch), the CSUMB EOC, and other points of collection established for the incident.

The actual number of CSUMB personnel on-site at any given time varies with the time of day and day of the week. All personnel located on campus at the time of the earthquake are expected to do the following:

- Assess their situation and identify any possible threats to life safety.
- Take action to protect themselves and members of the public in their immediate vicinity.
- Make note of the critical information listed above for their immediate area.
- Report emergency life safety information to emergency dispatchers by phone or other available means.
- Follow the response procedures established by their department's emergency plan.

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

7 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 1 Earthquake

8 Earthquake EOC Checklist

Critical Information and Intelligence

Information and intelligence gathering will be challenging in the aftermath of an earthquake. The following checklist is the information needed to be collected as soon as possible to gain the status of the University and the campus community following an earthquake. This information must be collected and updated every hour to maintain situational awareness.

1. Operational status of CSUMB, local, county, and state EOCs
2. Status of the President, Provost, and other members of the CSUMB Policy Group including succession replacements.
3. Status and general mission capability for CSUMB critical departments.
4. Status of critical CSUMB systems (phone, IT, Otter Alert, public safety radio systems, call center, etc.
5. Operational status of hospitals, clinics, and other care facilities servicing the campus including bed capacity, and details on current or anticipated site evacuations.
6. Locations, estimated number, and extent of secondary incidents such as fires, building collapses, and hazardous materials incidents, and estimates of numbers of casualties and people needing rescue assistance.
7. Operational status of the water supply system.
8. Status of major transportation routes including the location of roadway, highway, or bridge closures.
9. Geographic areas with concentrations of damage.
10. Preliminary damage assessment for public buildings, including information on any potential relocation requirements.
11. Estimated number of University buildings (including residential) damaged by tagged category and percentage of completion of the preliminary assessment.
12. An estimate of food and housing needs for responders and disaster service workers.
13. An estimate of food and housing needs for University staff, students, and faculty.
14. Locations of major evacuations and the estimated number of people displaced.
15. Public Health Advisories.
16. Operational status and initial damage reports from critical University facilities.
17. Estimated staffing levels and reserve capacity for police, EOC, and other essential staff positions.
18. Details regarding any significant law enforcement activities, curfews, or other security concerns.
19. Locations of casualty collection points.
20. Number of CSUMB and local shelters open, locations, points of contact, the estimated number of residents, and remaining capacity.
21. Details regarding shelter sites, including lead agency, name of the manager, resource requirements, critical issues, the status of utilities, meals served, etc.
22. Breakdown of critical resource shortfalls.

CSUMB Emergency Operations Plan Incident Annex IA – 1 Earthquake

23. Estimated number of deaths and injuries, including number requiring hospitalization broken out by the severity of the injury and updated information on hospital damage and current capacities.
24. Location, status, and designated use of staging areas.
25. Location and risks from any environmental health hazards on campus and off.
26. Status of campus, County, and State declarations.
27. Boundaries and details of any “no entry” security areas established.
28. Availability of unassigned CSUMB personnel.
29. IMT/EOC Staff travel and entry permits.
30. Status of fuel resources required for University operations including in key supplier inventories.

CSUMB Emergency Operations Plan

Incident Annex IA – 2 Power Outage

1 Purpose

This Incident Annex provides additional guidance on the University’s response to an incident affecting or disrupting infrastructure or the operations of the normal electrical power delivery systems utilized by the campus community.

2 Scope

IA – 2 Power Outage This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of incidents affecting the electrical power systems and services utilized in the campus community.

3 Situation and Assumptions

3.1 Situation

The University is dependent on electrical power services provided by an off-campus provider. The electrical power infrastructure is a combination of University-owned infrastructure and an off-campus provider.

3.2 Assumptions

Planning, preparing for, and coordinating the response to power outages affecting the campus is a joint responsibility of the University and its utility service providers (PG&E, etc.).

- Electrical system failures may be stand-alone incidents (building outages, area outages, or campus-wide) the cause may be event-related or equipment failures.
- Most power outages occur without warning.
- Not all power outages constitute an emergency. Duration, scope, time of day, weather conditions, and other factors determine the level of emergency response appropriate for the incident.
- Outages may range from a few hours to several days.
- Any disruption in these provided services can drastically affect the University and the campus community.
 - Environmental controls, heating, and cooling equipment may be lost to residents, dorm facilities, University buildings, and dining facilities.
 - Streetlights, traffic signals, and other public safety equipment could be out of service.
 - ATMs, point-of-sale terminals, and banking activities may be interrupted.
 - Telecommunications and information infrastructure could be impaired.
 - Pumps for gasoline and diesel delivery may be out of service.

CSUMB Emergency Operations Plan Incident Annex IA – 2 Power Outage

- A power out may result in the closure of the University building due to inadequate ventilation, air circulation, or the shutting down of the HVAC unit.
- Restoration of electrical service will lead to the stabilization of emergency conditions related to the electrical power outage.
- A power outage may be the result of Public Safety Power Shutoffs (PSPS) for the prevention of wildfires.
 - The utility may provide 48-hour and 24-hour notice whenever possible, the PSPS shutdown may last up to 5 days and may occur up to 15 times per year.
 - The PSPS has the great potential to disrupt campus operations because they are expected to be more frequent, last longer, and provide shorter notice than maintenance outages.
 - In PSPS the University Emergency Manager and the Director of Energy & Utilities in most cases will receive prior notification from PG&E if a PSPS is to accrue.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a disruption of the electrical power system.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- The EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the electrical power infrastructure in the region, the EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.
- The University will coordinate with electrical power infrastructure providers on emergency efforts to restore systems following disruptions.

4.1 Response Objectives

In the event of a disruption of the electrical power systems, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the disruption on the Campus Community.

CSUMB Emergency Operations Plan Incident Annex IA – 2 Power Outage

- When it appears, that the system disruption will extend for a long period, actions shall be taken to provide the campus community with sheltering options.
- Identify at-risk populations, notify them, and provide assistance or begin an evacuation if warranted.
- Provide necessary care, shelter, and medical services to the campus community.
- Ensure efforts are made to assist in the evacuation and sheltering of any persons with Disaster Disability/Access, and Functional Needs.
- Secure and schedule fuel deliveries for backup power generators.
- Restore the operations of facilities, whether University or privately owned, that are essential to the health, safety, and welfare of the campus community, including critical University facilities, utilities, and transportation infrastructure.
- Keep the Campus Community informed with up-to-date information on the response and throughout the recovery process.
- Ensure key University officials and the CSU Chancellor’s Office are notified of an impending Public Safety Power Shutoff (PSPS).
- Conduct Incident Action Plan (IAP) meetings to implement University Business Continuity Plans for power outages.
- Inform the campus community when a Public Safety Power Shutoff is planned.
- Restoration of systems and/or provision of emergency electrical power will be prioritized as follows:
 - Public safety/health and medical facilities
 - Designated shelters (when opened)
 - Residential uses
 - Business support services facilities (IT, Admin./Finance, Facilities)
 - Academic facilities
 - University Corporation facilities
 - Other

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to an electrical power outage. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

CSUMB Emergency Operations Plan

Incident Annex IA – 2 Power Outage

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, and FMD personnel to develop and maintain an up-to-date situation report.
- In case of impending PSPS, the EOC will notify the following University Officials:
 - Vice President, Administration, and Finance
 - Vice President, and Provost, Academic Affairs
 - Vice, President, Student Affairs
 - Chief, University Police
 - Associate Vice President, Facilities Management
 - Director of Facilities & Operations
 - Emergency Manager
 - Director of Energy & Utilities
 - Director of Housing
 - Director of the University Health Center
 - Child Day Care Center
 - Office of Information Technology
 - University Affairs (University Communications)
- In case of impending PSPS, the EOC will notify the following Chancellor’s Office Officials:
 - Assistance Vice-Chancellor, Strategic Initiatives, and Support Services
 - Assistance Vice-Chancellor, Capital Planning, Design, and Construction
 - Chief of Facilities Operations
 - Chief of Energy and Sustainability
- The EOC will coordinate with the President’s Office on potential campus closure due to the electrical power outage.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Conduct Incident Action Plan (IAP) development meetings for the Power Outage Event

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the electrical power outage response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

CSUMB Emergency Operations Plan

Incident Annex IA – 2 Power Outage

5.2.3 University Facilities Management Department Responsibilities

University Facilities Management Department (FMD) will coordinate all response and recovery efforts with the University EOC.

- Tests and maintains emergency generators for University facilities in accordance with applicable standards for emergency power equipment.
- Ensures that emergency generators are kept fueled and serviced throughout the incident.
- Coordinate with the Operations Section of the EOC on the distribution of emergency power generator placement.
- Coordinate the required fire watch for any buildings where fire alarms or sprinkler systems have been affected. In addition, coordinate with the University Code Official.
- Coordinate with the electrical power service provider on the restoration of services.
- FMD will coordinate with any vendors contracted for assistance and additional emergency power generators.
- Coordinates the post-outage restoration of building systems and services
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.
- Provide representatives to the Incident Management Team (IMT).
- Conduct a damage assessment of University infrastructure and buildings due to the power outage.
- Coordinate response and recovery priorities and activities with the EOC Construction/Engineering Branch Coordinator.
- Coordinate with the Recovery Unity Leader.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Lead University department for the University Business Continuity.
- Coordinate with University Personnel on all buildings closer for Health and Safety issues.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

CSUMB Emergency Operations Plan Incident Annex IA – 2 Power Outage

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- Report any issues associated with the power outage.
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 3 Severe/Extreme Weather Event

1 Purpose

This Incident Annex provides additional guidance on the University's response to a severe weather event affecting the campus community.

2 Scope

IA – 3 Severe/Extreme Weather Event This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides the overall guidance for the management of a severe storm event affecting the campus community.

3 Situation and Assumptions

3.1 Situation

Weather-related emergencies may occur without warning at any time of day or night and may cause casualties as well as property damage and infrastructure disruption. Other extreme weather events may come with adequate warning to prepare for them.

3.2 Assumptions

Because of access to state-of-the-art meteorology and warning systems, advanced notice of severe weather will likely be provided to the campus community well in advance of an incident.

- Severe weather emergencies can affect the University in many ways; power outages, infrastructure damage, flooding, downed trees, building damage, and extreme heat or cold emergencies.
- Climate change impacts will differ in each region and community depending on community location, and the socio-economic and environmental system present. The University has researched the hazards, threats, and risks posed to California State University Monterey Bay (CSUMB) by climate change. As well as an evaluation of the campus's strengths, assets and initial indicators of resiliency.
- The University is vulnerable to many severe/extreme weather events:
 - Drought
 - Extreme Heat or Cold Events
 - Rainfall Flooding
 - Severe Storms
 - Red Flag Warnings/Wildfire
 - Wind Damage
 - Ice Storms
- Electric power may be most susceptible to damage and, at the same time, be essential for recovery from the effects of a severe/extreme weather emergency.
- Both response and recovery operations may be hampered by blocked or damaged roads and bridges, downed trees, and utility poles.

CSUMB Emergency Operations Plan

Incident Annex IA – 3 Severe/Extreme Weather Event

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including severe/extreme weather events.

- The primary campus response to a severe weather event will utilize normal University resources and procedures to the greatest extent possible.
- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.
- The University will coordinate with infrastructure providers on emergency efforts to restore systems following disruptions.

4.1 Response Objectives

In a severe/extreme weather event, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the event on the Campus Community.
- Identify at-risk populations, notify them, and provide assistance or begin an evacuation if warranted.
- Ensure efforts are made to assist in the evacuation and sheltering of any persons with Disaster Disability/Access, and Functional Needs.
- Provide necessary care, shelter, cooling/warming centers, and medical services to the campus community.
- Restore the operations of facilities that are essential to the health, safety, and welfare of the campus community, including critical University facilities, utilities, and transportation infrastructure.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

CSUMB Emergency Operations Plan

Incident Annex IA – 3 Severe/Extreme Weather Event

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in operations leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a severe/extreme weather event. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the potential severe weather event and the emergency:

- The EOC may be activated to a Level III in advance of the event to monitor conditions before and during the severe weather event.
- Coordinate with the National Weather Service to provide updated forecasts, weather observations, and other meteorological data to support pre-event planning, response, and recovery operations.
- Monitor weather reports as the event changes.
- The EOC will coordinate with the President's Office on potential campus closure due to the severe/extreme weather conditions.
- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, and FMD personnel to develop and maintain an up-to-date situation report.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate telecommunications system restoration with the EOC and Information Technology Dept.
- Assist with public warnings and notifications through the NOAA Weather Radio and other systems.

CSUMB Emergency Operations Plan

Incident Annex IA – 3 Severe/Extreme Weather Event

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to severe/extreme weather, impending weather, updated information notification, response, and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

5.2.3 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer.
- Lead University department for the University Business Continuity.
- Assist with monitoring the weather event and determining the effects on the campus population's health and safety.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.4 University Facilities Management Department Responsibilities

The University Facilities Management Department (FMD) plays an important role in the recovery from a severe weather event.

- In cooperation with the EOC and FDM will coordinate immediate property conservation /protective measures and safety assessments for damaged campus facilities.
- Provide representatives to the Incident Management Team (IMT).
- Assist in damage assessment of University infrastructure and buildings.
- The lead University department responsible for debris removal and disposal in coordination with the Environmental Health and Safety Specialist.
- Coordinate all needed severe/extreme weather pre-event efforts.
- Coordinate utility restoration with providers and the EOC.
- Coordinate with the Operations Section of the EOC.
- Coordinate response and recovery priorities activities with the Construction/Engineering Branch Coordinator.
- Coordinate all vendors contracted for assistance.
- Coordinate fire watch for any buildings where sprinkler systems or fire alarms have been affected.
- Coordinate with the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

CSUMB Emergency Operations Plan

Incident Annex IA – 3 Severe/Extreme Weather Event

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 4 Pandemic Response

1 Purpose

This Incident Annex provides additional guidance on the University's response to a pandemic event affecting the campus community. It also outlines the fundamental steps that the University will take to prepare for and manage the response and recovery from the pandemic event.

2 Scope

IA – 4 Pandemic Response This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides the overall guidance for the management of a pandemic event affecting the campus community. Additional information can be found in Incident Annex 9 – Public Health Emergency for detailed guidance on public health emergency response.

3 Situation and Assumptions

3.1 Situation

A pandemic is an epidemic of infectious diseases that becomes very widespread, affecting an entire region, continent, or world. While numerous diseases have been responsible for pandemics, the most common and recent ones have involved various strains of influenza. These outbreaks are generally from new mutations of the virus to which the human population has no immunity.

3.2 Assumptions

Because of the speed with which these diseases spread, and the extended time required to design medications to fight them, pandemics pose a significant threat.

- A pandemic is a public health emergency that has political, social, and economic dimensions and will be governed by factors that cannot be fully known in advance.
- The University relies on the Monterey County Health Department (MCHD) for intelligence and advice on potential communicable disease outbreaks.
- Campus Health and Wellness Services provides information and education related to disease prevention strategies and monitors the incidence of illness within the student population.
- Off-campus, the Monterey County Health Department (MCHD) conducts surveillance, prevention, and response programs and planning for public health emergencies on a county level that includes the University.
- Because of their infectious qualities, large numbers of people in close proximity as found on the University campus provides an efficient means of transmittal.
- A highly mobile population increases the opportunities for diseases originating in other regions to be brought into the community or vice versa.
- Large gatherings such as classes, lectures, concerts, and athletic events provide excellent venues for disease transmission. Students living in close quarters with shared facilities can contribute to the spread of germs and viruses.

CSUMB Emergency Operations Plan

Incident Annex IA – 4 Pandemic Response

- A pandemic will affect the health of the campus community and potentially that of the surrounding region and the state.
- Such emergencies may result from an abnormally high incidence of relatively normal illnesses such as seasonal flu.
- The absences of students, faculty, and staff may disrupt educational and business operations.
- Epidemic and pandemic diseases may affect the University's ability to provide essential services and continue operations. Such occurrences may result in quarantines and prohibitions on public gatherings (social distancing).
- University food services and other campus business interests will be impacted by staff absences while alternative food distribution methods will be required to provide meals to students unable to leave their rooms.
- Disinfecting and sanitizing facilities to prevent spread may have financial impacts.
- Supply chain disruptions from a regional emergency may affect food services as well as the availability of other goods and services on which the University relies.
- May has caused widespread illness and death, taxing government agencies and healthcare systems as well as causing panic among the population.
- Mitigation measures related to public health on the campus level, food service contractors are responsible for following appropriate food safety standards, and the campus Environmental Health, Safety and Risk Management Department monitors food coming onto campus from other sources.
- Campus water supplies are protected from contamination by code-required backflow preventers.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a pandemic event.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- The EOC will coordinate all resources for the response and recovery.
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the water/sewer infrastructure in the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

CSUMB Emergency Operations Plan

Incident Annex IA – 4 Pandemic Response

- The Monterey Co. Health Department is the lead agency for pandemic response. The University through the Campus Health Center/Health and Wellness Services and EOC supports the health department's response efforts.

4.1 Response Objectives

In the event of a pandemic event, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health, and safety.
- Determine the size, scope, and effect of the pandemic event on the campus community.
- Identify at-risk populations, notify them, and provide assistance.
- Ensure efforts are made to assist in the evacuation, sheltering and the needs of any persons with Disaster Disability/Access, and Functional Needs.
- Rapid detection of the outbreak or introduction of the illness into the University.
- Determination of vectors and routes of transmission including assessing the efficiency of transmission.
- Provide necessary care, shelter, and medical services to the campus community.
- Control and containment of the pandemic when possible, and use of mitigation strategies when containment is not possible.
- Rapid dissemination of key safety information, appropriate personal protective equipment, and necessary medical precautions.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a pandemic event. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State level without delay.

CSUMB Emergency Operations Plan

Incident Annex IA – 4 Pandemic Response

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the pandemic event.

- Implementation of the Emergency Management, EOC, and UPD Business Continuity Plans to ensure staffing and maintain public safety.
- Determine the scope of the incident; develop an assessment map and other documents to maintain a common operating picture.
- Analyze situation information from sources such as University Personnel, Building Emergency Coordinators, Student Residential Life, and FM, to develop and maintain an up-to-date situation report and to determine the effect on the campus population; students, staff, and faculty.
- To minimize the impact on students and employees should any university operations be reduced or suspended, and to resume those operations as quickly as possible.
- The EOC will coordinate with the President and the Executive/Policy Group on potential campus closure due to the pandemic event.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate planning for and implementation of disease containment strategies and authorities with response partners and the campus community.
- Coordinate with MCHD and Monterey County OES for the need to use the University for public testing or vaccination centers.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the pandemic event response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

Pro-active communication in a public health emergency allows the public to adopt protective behaviors, facilitates heightened disease surveillance, reduces confusion, and allows for better use of resources, all of which are necessary for an effective response.

- Implement the Campus Communications Business Continuity Plan.
- Develop a communication plan to inform students, parents, employees, and other groups of our actions.
- Coordinate public information and rumor control efforts throughout the emergency with the Campus Health Center/Wellness Services and the MCHD
- Information should be communicated to at-risk and implicated audiences in a timely, accessible, and proactive manner.

CSUMB Emergency Operations Plan Incident Annex IA – 4 Pandemic Response

- When dealing with the media regarding a public health emergency, no one speaks to the media except the authorized University PIO in coordination with the Campus Health Center/Health and Wellness Services and the MCHD.
- A Joint Information System/Joint Information Center may be activated to support regional or county public information needs.
- The University PIO will supply a representative to the Joint Information Center.

5.2.3 Campus Health Center/Health and Wellness Services Responsibilities

In coordination with the Monterey County Health Department, the Campus Health Center/Health and Wellness Services is the lead University department for a pandemic event response.

In this role, they coordinate activities including public health surveillance, epidemiologic investigation, laboratory coordination, mass prophylaxis/vaccination, public, and public health information, education activities, and guidance on infection control practices, including isolation and quarantine for the University.

- Implement Campus Health Center/Health and Wellness Services Business Continuity Plans
- Analysis and surveillance of infectious disease outbreaks.
- Conduct campus-wide surveillance to track the spread of the public health emergency and its impacts on the campus community. Coordinate and provide the collection of information gathered with the EOC Situation Unit leader and the MCHD.
- Coordinate with the MCHD for conducting disease surveillance activities including monitoring and testing possibly infected persons.
- Dissemination of information and education to the campus community, University responders, and the University leadership about the health emergency.
- Take all appropriate measures to reduce the spread of infection among the campus community.
- Coordination of the University's efforts for infection control practices to include specific containment prevention and treatment guidance for the infectious disease that causes the emergency, provide guidance on any type of disinfection that may be required and provide guidance on the limitation on movement (e.g., quarantine orders) to limit the spread of the infectious disease.
- Coordination of mass prophylaxis/vaccination to include determining priority guidelines for chemoprophylaxis/vaccination administration and ensuring access to vaccines or pharmaceuticals to identified populations.
- Coordinate treatment and prophylaxis delivery to essential personnel and at-risk citizens in cooperation with the MCHD to assure the continuation of essential University services.
- Providing ongoing communication to the University PIO for distribution to the campus community regarding the impact of and response to the infectious disease emergency on campus.
- Tracking and preventing secondary or additional disease outbreaks.

CSUMB Emergency Operations Plan

Incident Annex IA – 4 Pandemic Response

- Coordinate with the University Environmental Health, Safety, and Risk Management Department.
- Coordinate and assess the mental health needs of the University’s first responders, emergency workers, recovery workers, students, staff, faculty, and the campus communities.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the environmental health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Lead University department for the University Business Continuity
- Implement University-wide Business Continuity Plans
- Provide representatives to the Incident Management Team (IMT) including Safety Officer.
- Conduct environmental health, occupational safety, and risk assessment for the campus community during response and cleanup operations.
- Coordinate all occupational safety and environmental health precautions for the protection of the campus population.
- Coordinate response and recovery priorities and activities with the EOC.
- Recommend and coordinate PPE for University staff as needed.
- The University’s lead department for the coordination of the removal and disposal of hazardous material (including biohazards) on the campus, in coordination with FMD.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate and provide support as the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- All University departments implement Business Continuity Plans.
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical Specialist to the EOC IMT when requested.

6 Public Health/Hygiene Etiquette

At the onset of the pandemic, access to vaccines and antiviral drugs may be extremely limited, and non-medical intervention measures may be recommended by Occupational Safety and Health Administration (OSHA) and the public health agencies to delay the spread of the disease. The non-medical interventions may include:

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Incident Annex IA – 4 Pandemic Response

Infection control measures to avoid spreading the disease may include but are not limited to:

- Proper handwashing or use of hand sanitizers when handwashing is not possible,
- Using appropriate cough etiquette,
- Avoiding close contact with people who are sick,
- Staying home and away from work or the public,
- Sanitizing “touchable” surfaces,
- Implementing “no-touch” procedures, such as foot-operated trash can lids or door openers,
- Using appropriate personal protective equipment (PPE).

Social distancing, such as

- Minimizing unnecessary social interactions,
- Minimizing face-to-face meetings or conferences,
- Maintaining a 6-foot distance between individuals,
- Closing schools, daycares, and universities,
- Prohibiting large public gatherings,
- Modifying employee’s schedules

Interruption or curtailment of non-essential travel

7 A Pandemic and Phases

An influenza pandemic is a global outbreak of disease that occurs when a new influenza A virus appears or “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide. Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that are already in existence among people, whereas pandemic outbreaks are caused by new subtypes or by subtypes that have never circulated among people or that have not circulated among people for a long time. Past influenza pandemics have led to high levels of illness, death, social disruption, and economic loss.

Pandemic Phase 1

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Phase 2

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered below.

Pandemic Phase 3

Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close.

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Pandemic Phase 4

Small cluster(s) with limited human-to-human transmission but the spread is highly localized, suggesting that the virus is not well adapted to humans.

Pandemic Phase 5

Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Phase 6

Pandemic: increased and sustained transmission in the general population.

Colleges and universities will be essential partners in protecting the public's health and safety when an influenza pandemic occurs. At the onset of an influenza pandemic, public health officials will determine the severity of the pandemic and recommend actions to protect the community's health. People who become severely ill may need to be cared for in a hospital. However, most people with influenza will be safely cared for at home.

8 CDC Colleges & University Pandemic Influenza Checklist

https://www.cdc.gov/flu/pandemic-resources/pdf/colleges_universities.pdf

A copy of this checklist is available in the EOC and in the EM shared drive.

9 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

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Incident Annex IA – 5 Multi- Casualty Incident (MCI)

1 Purpose

This Incident Annex provides additional guidance on the University's response to a multi-casualty incident (MCI) affecting the campus community.

2 Scope

IA – 5 Multi-Casualty Incident. This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of a multi-casualty incident on campus or outside campus, which affects the campus community.

3 Situation and Assumptions

3.1 Situation

A multi-casualty incident (MCI) can occur at any time on campus or in the surrounding area that will affect the campus community.

3.2 Assumptions

An incident where the number of victims exceeds the number of rescuers and resources that can immediately triage, treat, and transport them.

- MCIs can occur at any time either as stand-alone incidents or as the result of another incident.
- MCIs may occur because of an act of violence or criminal activity requiring a coordinated response of medical and law enforcement personnel.
- MCIs involving CSUMB students, staff, and faculty may occur outside the campus but will have a significant effect on the campus community.
- MCIs will tax the resources and capabilities of first responders and the Emergency Medical System in general.
- Operational/tactical response to an MCI will follow the guidance of the Monterey Co. Health Department Emergency Medical Services Division's, Multi-Casualty Incident Plan (copy available in the EOC), supported by the University's EOP, and this Annex.
- The primary response to an MCI will be in accordance with the normal policies and procedures of CSUMB and its response partners.
- MCIs will likely require mutual aid from surrounding jurisdictions.
- MCIs may have significant impacts on the mental health of victims, witnesses, and responders.
- MCIs will likely result in considerable media attention and will require a robust public information capability.
- MCIs will likely attract well-meaning citizens and family members to the scene requiring additional scene security and facilities and arrangements for managing convergent volunteers and assisting impacted family members.

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Incident Annex IA – 5 Multi- Casualty Incident (MCI)

- The University has limited capabilities to respond to a multi-casualty incident and relies on the local fire department and local EMS to respond to and manage this type of incident.
- The MPRECC has a Multi-Casualty Incident Support Trailer station at CSUMB that can be deployed to the scene.
- The University's EOC will activate to support the incident when requested by the on-scene Incident Commander/Unified Command, the Police Chief, or the Emergency Manager.
- MCIs may require the establishment of a reunification center to reunite those separated by the incident.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a hazardous materials emergency.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major multi-casualty incident affecting the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a multi-casualty incident, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and the public.
- Determine the size, scope, and effect of the emergency on the campus community.
- Establish communications between the incident command post and the EOC.
- If the incident is outside the campus community but involves University students, staff or faculty determine the size, and scope of the incident and establish a liaison with the incident command/unified command post.
- Provide necessary care, shelter, and medical services to the campus community.

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Incident Annex IA – 5 Multi- Casualty Incident (MCI)

- Ensure efforts are made to assist in the evacuation and sheltering of any persons with Disaster Disability/Access, and Functional Needs.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.
- Establish communication with area hospitals for tracking victims and the coordination of family reunification.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.1.1 Incident Response and Recovery Coordination

5.1.1.1 Response

- Establish communications between the EOC and the incident command post.
- Deploy MPRECC Multi-Casualty Incident Support Trailer to the incident when requested (stations at CSUMB)
- The EOC will support emergency operations in the field as well as coordinate short and long-term recovery efforts.
- Coordinate and support scene security, traffic control, fatality management, and crime scene investigation when appropriate.
- Coordinate with Campus Health Center (Doctors on Duty) for activation to assist with the MCI event.
- Keep the University President and the EOC Executive/Policy Group informed of the status of the incident.
- The EOC will coordinate with the President’s Office on potential campus closure or evacuation of the campus due to the incident.
- Coordinate emergency notification and ongoing notification of the campus community.
- Assists with the identification of staging areas and other incident facilities located on the campus to support the incident.
- Establish a reunification center or family information center as needed.
- Providing support for concerned family and friends and assisting with reunification operations.
- Coordinate with hospitals on family reunification, hospitals already have family assistance or family support plans.
- Coordinate tracking of patient status and receiving location when transported from the scene.

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- Establishing a phone bank to field calls from individuals trying to locate family members.

5.1.1.2 Recovery

MCI's take a toll on everyone involved—the injured, first responders, and even uninjured bystanders. Helping those involved recover from an MCI starts during the event itself.

- Coordinates post-incident mental health/stress management services as needed for students, staff & faculty.
- When the initial response to an incident has ended, coordinate the resources needed to support the investigation and return the building or area to operations.
- Clean up and dispose of spilled materials, and decontaminate and restore areas, which have been affected.
- Indoor air monitoring may be required to ensure the health and safety of the University students, staff, and faculty.
- The recovery process may continue for an extended period, the EOC will support the recovery for as long as necessary.

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a multi-casualty incident. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the size and scope of the incident, determine the number of victims, and develop documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, and incident command/unified command liaison.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System only when approved by incident command/unified command.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to an MCI response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

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Incident Annex IA – 5 Multi- Casualty Incident (MCI)

- When dealing with the media regarding multi-casualty incidents, no one speaks to the media except the authorized University PIO in coordination with the Incident Command/Unified Command PIO. No exceptions are allowed.
- A Joint Information System/Joint Information Center may be activated to support incident public information needs.
- Public information about the incident may go on throughout the incident and the recovery process.

5.2.3 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the University, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Conduct health, safety, and risk assessments for the campus community during response and recovery operations.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.4 Campus Health Center/Health and Wellness Services Responsibilities

The Campus Health Center/Wellness Services staff serves on the IMT as the Health and Welfare Branch staff, responsible for the coordination of people, animals, and the campus population's mass care and sheltering activities during the emergency. This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring the physical and mental health of the campus community.

- Provide representatives to the Incident Management Team (IMT).
- Establish contact with hospitals for tracking of victims involved in the MCI.
- Coordinate any assistance the Campus Health Center/Health and Wellness Services can provide including Doctors on Duty staff from the Campus Health Center.
- Coordinate with Operations Section Coordinator as to the number of victims, their triage levels (Green, Yellow, Red, or Black), and their status (transposed or in triage).
- Coordinate and communicate with Operations Section Coordinator to establish contact with the EMS Transport Office on the scene of the incident for tracking the patient status and receiving location when transported from the scene. (Numbers and triage levels)
- The Health and Welfare Branch will coordinate all mental health/stress management activities related to the MCI.

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- Coordinate and request CSU System mental health mutual assistance.
- Coordinate or assist with mental health follow-up for the campus community including for all bystanders and other persons who are not handled through a receiving facility.
- Coordinate with volunteer and private agencies.

5.2.4.1 Campus Health Center (Doctors on Duty)

The Campus Health Center (Doctors on Duty) will assist in the event of an MCI event on campus with available resources at the time of the incident.

- Provide representatives to the Incident Management Team (IMT) and the EOC when activated to assist with an MCI.
- Receive triaged tagged “Green Patients” or “walking wounded” victims.
- If available the Campus Health Center has the ability to activate other Doctors on Duty locations in the area, such as Marina, Seaside, and Monterey facilities to receive patients from the MCI. These other Doctors on Duty locations may have office hours other than the Campus Health Center and be staffed to take victims on weekends and evenings.
- Track any patients sent to or arriving at (self-transported) any of their facilities from the MCI event.
- Assist the Health and Wellness Branch with patient tracking.

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

7 Definitions

Multi-Casualty Incident - Any incident that injures enough people to overwhelm resources usually available in a particular system or area.

Monterey Co. Health Department Emergency Medical Services division Multi-Casualty Incident Plan – The plan was developed to ensure adequate and coordinated efforts to minimize loss of life and disabling injuries. The Plan establishes a common organizational and management structure for the coordination of emergency response to an MCI in Monterey County using the Incident Command System (ICS), California’s Standardized Emergency Management System (SEMS).

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Incident Annex IA – 5 Multi- Casualty Incident (MCI)

MCI Activation Levels - The Monterey County MCI Plan prescribes three levels of MCI activation as follows:

- Level 1 – Any incident in which the volume of patients overwhelms initial responders, but the system has adequate resources to respond, treat and transport. It is initiated by the response of 3-5 Advanced Life Support (ALS) ambulances or at the request of EMS or public safety personnel on the scene.
- Level 2 – An incident with multiple patients where there is a need for more than five (5) ambulances or more than five (5) ambulance transports. It should be initiated with a response of 5-10 ambulances or at the request of EMS or public safety personnel on the scene.
- Level 3 – A large-scale incident such as an airliner crash or building collapse. All resources of the jurisdiction are overwhelmed by responders to receiving hospitals. Level 3 activation should initiate a response of 11+ ambulances, an ambulance supervisor, and an EMS Duty Officer to the scene or EOC and the Disaster Medical Support Unit.

Triage - The process of sorting people based on their need for immediate medical treatment as compared to their chance of benefiting from such care.

Triage Levels - In the triage process, injured people are sorted into categories. There are four classifications with corresponding colors.

- **Red** – Serious injuries, immediate life-threatening problems with the potential for survival, all viable infants (<12 months).
- **Yellow** – Serious Injuries, requiring care, but management can be delayed without increasing morbidity or mortality.
- **Green** – Injuries requiring minimal or no care without adverse effects, walking wounded.
- **Black** - Expired or expected to, unlikely to benefit from scarce resources.

Reunification - Reunification is the process of reuniting friends and family members who have been physically separated as a result of a disaster or emergency.

Reunification Center - The building or area designated for the reunification process.

Family Information Center or Assistance Center – The FIC/FAC is very different from the Reunification Center, it provides a secure and controlled area for families of patients, away from medical treatment areas, where information can be shared to facilitate family reunification and to provide access to support services (social services/mental health, spiritual care). The Media is never allowed in an FIC/FAC.

CSUMB Emergency Operations Plan

Incident Annex IA – 6 Water/Sewer Emergency

1 Purpose

This Incident Annex provides additional guidance on the University's response to an incident affecting or disrupting infrastructure or the operations of the normal water/sewer delivery systems utilized by the campus community.

2 Scope

IA – 6 Water/Sewer Emergency This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides the overall guidance for the management of incidents affecting the potable water and/or the sanitary sewer systems and services utilized by the campus community.

3 Situation and Assumptions

3.1 Situation

The University is dependent on water/sewer services provided by an off-campus provider. The water and sewer infrastructure are owned and maintained by off-campus providers.

3.2 Assumptions

Water and/or sewer system failures may be stand-alone incidents (ruptured pipelines, equipment failures, etc.) or the result of another incident (earthquake, flood, etc.)

- Emergency potable water and sanitation services are a joint responsibility of the University and service providers.

Any disruption in these provided services can drastically affect the University and the campus community.

- Loss of potable drinking water.
- Loss of fire sprinkler systems and firefighting water supply.
- Disruption of food services/preparation
- Loss of sanitation (restrooms, hand washing, etc.)
- Loss of emergency decontamination showers/ eyewash.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a disruption of the water/sewer system.

- All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

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Incident Annex IA – 6 Water/Sewer Emergency

- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the water/sewer infrastructure in the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.
- The University will coordinate with water/sewer infrastructure providers on emergency efforts to restore systems following disruptions.

4.1 Response Objectives

In the event of a disruption of the water/sewer system, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the disruption on the Campus Community.
- When it appears, the system disruption will extend for a long period of time, actions shall be taken to provide the campus community with emergency water and sanitation facilities (portable restrooms, showers, potable water tanks, bottled water, etc.)
- Identify at-risk populations, notify them and provide assistance or begin an evacuation if warranted.
- Provide necessary care, shelter, and medical services to the campus community.
- Restore the operations of facilities, whether University or privately owned, that are essential to the health, safety, and welfare of the campus community, including critical University facilities, utilities, and transportation infrastructure.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.
- Restoration of systems and/or provision of emergency water and sanitation facilities will be prioritized as follows:
 - Residential Uses – Main Campus & East Campus
 - Designated shelters (when opened) – Otter Sport Center
 - Public safety/health and medical facilities – CSUMB Health & Wellness Center
 - Business support services facilities - IT, Admin./Finance, Facilities
 - Academic facilities
 - University Corporation facilities

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5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All Response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a Water/Sewer Emergency. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State level without delay.

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident, develop damage assessment maps, and other documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, and Facilities Management Department (FMD) personnel to develop and maintain an up-to-date situation report.
- The EOC will coordinate with the President’s Office on potential campus closure due to the water/sewer disruption.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Cooperate with FM, Access & Functional Needs, and Residential Life departments on the acquisition and distribution of emergency water supplies and sanitation facilities.
- Coordinate security at distribution sites and facilities.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the water/sewer system disruption response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

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Incident Annex IA – 6 Water/Sewer Emergency

5.2.3 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT) and as IMT Safety Officer.
- Lead University department for environmental health and safety issues.
- Lead University department for risk management.
- Lead University department for the University Business Continuity.
- Coordinate with FMD on clean-up if needed.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.4 University Facilities Management Department Responsibilities

University Facilities Management Department (FMD) plays an important role in the recovery from a water/sewer emergency. FMD will coordinate all response and recovery efforts with the University EOC.

- Provide representatives to the Incident Management Team (IMT)
- Coordinate with the Operations Section of the EOC on the distribution of emergency water distribution.
- Coordinate with water/sewer service providers on the restoration of services.
- Assist in damage assessment of University infrastructure and buildings.
- Coordinate response and recovery priorities and activities with the EOC Construction/Engineering Branch Coordinator.
- The lead University department responsible for debris removal and disposal in coordination with the University Environmental Health and Safety Specialist.
- FMD will coordinate with any vendors contracted for assistance.
- Coordinate fire watch for any buildings where sprinkler systems have been affected.
- Coordinate with the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

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6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 7 Acts of Violence

1 Purpose

This Incident Annex provides additional guidance on the University's response to an act of violence affecting the campus community.

2 Scope

IA – 7 Acts of Violence. This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of an act of violence affecting the campus community.

3 Situation and Assumptions

3.1 Situation

The threat associated with acts of violence and most notably an active shooter on campus presents an immediate danger to students, faculty, staff, and visitors to the University.

3.2 Assumptions

Acts of violence include, but are not limited to, the following: an active shooter incident, explosive incident or bomb threat, barricaded subject, armed intruder, or terrorist event.

- When these life-threatening incidents occur, they will require specific and immediate response actions to stop the attack, minimize injuries and loss of life, and begin recovery efforts.
- Acts of violence incidents present a life-threatening situation, which requires immediate and appropriate law enforcement actions to eliminate or contain the threat.
- Large groups, often the targets of bombs or shootings, meet frequently in lecture halls, dining facilities, and event venues.
- The response to acts of violence incidents involves making management and executive decisions during emergencies, which may affect campus operations, schedules, and work assignments in the campus community.
- An act of violence may result in a multitude of things that will affect the campus community.
 - A multi-casualty incident response (Additional information see IA-5 Multi-Casualty Incident Annex)
 - The areas involved in the act of violence on the campus will be a crime scenes and may be unusable for University operations for a long period.
 - The interruption or disruption of critical infrastructure including transportation, communications, utilities, and other essential services.
 - Congregation of large numbers of people and witnesses at the scene
 - Structural damage to streets, buildings, utilities, and other property.

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Incident Annex IA – 7 Acts of Violence

- Students, faculty staff, visitors, and responders experiencing emotional trauma will require mental health resources, counseling, critical incident stress debriefing, and psychological first aid.
- Extensive need for public information and response to media inquiries.
- Disruption of the University’s normal operations.
- Response to a terrorist incident will be determined by the Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) material involved and by the authorities, plans, and operations triggered by the event.
- The University has an active training program for students, staff, and faculty and a video available on the University website for the response to an active shooter, training the concept of “Run, Hide, Fight” for an act of valance on campus.
- The University Police Department has procedures in place for the response to an act of violence.
- The University Police Department trains regularly with surrounding jurisdictions for the response to an act of violence or the threat of one.

4 General Organization

The general organization of the University’s emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including acts of violent disturbance.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University’s EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university’s Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of an act of violence, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the incident on the campus community.

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Incident Annex IA – 7 Acts of Violence

- Prompt initial emergency notification and alerts of the act of violence are critical to an effective response. (Emergency notifications are addressed in Support Annex SA 4 Emergency Notification and Public Information).
- Identify at-risk populations, notify them and provide assistance or begin an evacuation if warranted.
- Provide necessary security, care, shelter, and medical services to the campus community.
- Restore the operations of the University that are essential to the health, safety, and welfare of the campus community as a priority.
- Restore the operations of the University to normal as quickly as possible.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to an act of violence. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 University Police Department Responsibilities

The University Police Department (UPD) will be the lead University Department for the response to acts of violence affecting the University.

- UPD will establish an on-scene Incident Command and an Incident Command Post to coordinate on-scene operations.
- The Chief of Police will be notified of any on-campus act of violence.
- The Chief of Police will notify senior leadership as soon as possible of the incident.
- If additional response resources are needed the University Police will request them.
- If an unauthorized gathering occurs on campus, the Chief of Police or designated University official will be posted near the demonstration to monitor the situation.
- The UPD will request emergency notification messages to be issued as appropriate to the situation.

CSUMB Emergency Operations Plan

Incident Annex IA – 7 Acts of Violence

- If the situation warrants the Chief of Police or his designee will activate the EOC to provide support to emergency resources in the field and to coordinate the University’s reporting obligations and Public Information function.
- If the UPD determines the situation has escalated to an unsafe condition, based on the situation on campus the students, staff, and faculty will be advised of emergency protective measures (i.e. Shelter-In-Place, Evacuation, etc.) through the emergency notification system.
- UPD will notify University senior leadership when normal operations can resume.

5.2.2 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources to maintain an up-to-date situation report.
- The EOC will coordinate with the President’s Office on potential campus closure due to the act of violence.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- For biological agents and radiological materials, the Monterey County Department of Health guidelines and regulations, as well as those of applicable State and Federal agencies apply.

5.2.3 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the act of violence response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- In this type of incident, the Incident Commander must approve the release of any information to the public or the media before its release.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the University, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer

CSUMB Emergency Operations Plan Incident Annex IA – 7 Acts of Violence

- Conduct health, safety, and risk assessment for the campus community during response and recovery operations.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 Campus Health Center/Health and Wellness Services Responsibilities

The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of people, animals, and the campus population's mass care and sheltering activities during the emergency. This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring the physical and mental health of the campus community.

- Provide representatives to the Incident Management Team (IMT).
- Establish contact with hospitals for tracking of victims involved if an MCI. (For additional MCI information see IA 5 Multi Casualty Incident)
- The Health and Welfare Branch will coordinate all mental health/stress management activities related to the incident.
- Coordinate CSU System mental health mutual assistance.
- Coordinate or assist with mental health follow-up for all bystanders and other persons who are not handled through a receiving facility
- Coordinate with volunteer and private agencies.

5.2.6 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- University departments will activate emergency personnel and implement response actions identified in the CSUMB Emergency Response Guide and EOP.
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of the Plan.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan Incident Annex IA – 8 Telecom & Network Service Response, and Recovery Plan

1 Purpose

This Incident Annex provides additional guidance on the University’s response and recovery to an incident affecting or disrupting the operations of the University’s Telecommunications, and Network Services Systems utilized by the campus community.

2 Scope

IA – 8 Telecommunications, and Network Services This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides the overall guidance for the management of incidents affecting the Electrical Power, Telecommunications, and Network Services utilized in the Campus Community.

3 Situation and Assumptions

3.1 Situation

The University’s campus-wide wired and wireless network ties these various systems together and provides communications to other computer networks, universities, and the computer diagnostic facilities of the various computer vendors involved. In addition, the operation of the campus network provides a vital support component for the campus.

3.2 Assumptions

Computer failures that occur can normally be diagnosed automatically and repaired promptly using both local and remote diagnostic facilities.

- Many computer systems contain redundant components or high-availability options which improve their reliability and provide continuous operation when some failures occur.
- The University’s IT disaster recovery plan is to minimize the operational and financial impact of a disaster upon an organization in terms of understanding the needs and anxieties of customers and having a program appropriately structured to return the customers to their expected level of acceptable output in a timely fashion.

4 General Organization

The general organization of the University’s emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a disruption of the Telecommunications, and Network Services Systems. (Additional Information is contained in the IA 8 IT Disaster Recovery Plan Attached to this Annex)

CSUMB Emergency Operations Plan

Incident Annex IA – 8 Telecom & Network Service Response, and Recovery Plan

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the University's Incident Management Team (IMT).
- The EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the electrical power infrastructure in the region, the EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a disruption of the Telecommunication, and Network Services this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the disruption on the Campus Community.
- When it appears, that the system disruption will extend for a long period, actions shall be taken to provide the Campus Community with sheltering options.
- Identify at-risk populations, notify them, and provide assistance or begin an evacuation if warranted.
- Restore the operations of facilities that are essential to the health, safety, and welfare of the campus community, including critical University facilities, utilities, and transportation infrastructure.
- Keep the Campus Community informed with up-to-date information on the response and throughout the recovery process.
- Conduct Incident Action Plan (IAP) meetings to implement University Business Continuity Plans for Telecommunication, and Network Services outages.
- When the Telecommunication and Network System is affected the University's IT Department will implement its Disaster Response and Recovery Plan.

CSUMB Emergency Operations Plan

Incident Annex IA – 8 Telecom & Network Service Response, and Recovery Plan

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a Telecommunication, and Network Services outage. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are made without delay.

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from IT personnel to develop and maintain an up-to-date situation report.
- The EOC will coordinate with the President’s Office on potential campus closure due to the Telecommunication, and Network Services outage.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Conduct Incident Action Plan (IAP) development meetings for the Telecommunication and Network Services Outage.
- The University will coordinate the CSU Systemwide Emergency Support Team.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the Telecommunication, and Network Services outage response and recovery to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

CSUMB Emergency Operations Plan

Incident Annex IA – 8 Telecom & Network Service Response, and Recovery Plan

5.2.3 University Facilities Management Department Responsibilities

University Facilities Management Department (FMD) will coordinate all response and recovery efforts with the University EOC.

- Coordinate the required fire watch for any buildings where fire alarms or sprinkler systems have been affected.
- In addition, coordinate with the University Code Official.
- Coordinate with IT regarding the post-outage restoration of building systems and services
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.
- Provide representatives to the Incident Management Team (IMT).
- Conduct a damage assessment of University infrastructure and buildings due to the power outage.
- Coordinate with the Recovery Unity Leader.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Lead University department for the University Business Continuity.
- Coordinate with University Personnel on all buildings closer for Health and Safety issues.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 University Telecommunication & Network Services Department

The University Telecommunication & Network Services Department will be the lead University Department in a systems outage.

- The department maintains an IT Disaster Response and Recovery Plan. In the event of an issue, they will implement the plan. (Attached to this Incident Annex)
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

CSUMB Emergency Operations Plan Incident Annex IA – 8 Telecom & Network Service Response, and Recovery Plan

5.2.6 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- Report any issues associated with the University’s Telecommunications, and Network Services Systems outage.
- Implementing their department’s Business Continuity Plan for the incident
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

ISO17.MB2 – IT DISASTER RECOVERY PLAN

CSU Policy	ISO Domain 17: Information Security Aspects of Business Continuity Management Policy		
Standard	ISO Domain 17: Business Continuity Management Standard		
Responsible Unit	All CSUMB Units	Distribution	Campus-wide, CSU Monterey Bay
Contact	Information Security Officer (informationsecurity@csumb.edu)		
Implementation Date	August 15, 2022		

CSU Monterey Bay

IT Disaster Recovery Plan

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MISSION & VALUES

California State University, Monterey Bay envisions technology as a distinctive element in its educational commitment to economic and social justice. In the spirit of that vision, The Division of Information Technology offers the University an organization of individuals with technically creative talents dedicated to the highest professional standards. The Division of Information Technology supports the university's teaching and learning mission, the pursuit of effective business practices, and the practice of applying technology to bridge the digital divide. The Division of Information Technology professionals are committed to the stewardship of the campus' information technology resources and to fostering an environment where integrity, communication, collaboration and support are paramount across all aspects of their involvement with the campus community.

INTRODUCTION

CSU Monterey Bay (CSUMB) has constructed a sophisticated technology-rich environment to support the needs of academic, administrative and auxiliary units. This includes stationary and mobile computing devices, on premise servers, and numerous "cloud" based solutions that provide information technology resources to administrative and academic units of the campus. A campus-wide wired and wireless network ties these various systems together and provides communications to other computer networks, universities, and the computer diagnostic facilities of the various computer vendors involved. In addition, the operation of the campus network provides a vital support component for the campus.

The reliability of computers and computer-based systems has increased dramatically over the years. Computer failures that occur can normally be diagnosed automatically and repaired promptly using both local and remote diagnostic facilities. Many computer systems contain redundant components or high-availability options which improve their reliability and provide continual operation when some failures occur.

The current trend to hosted, or "cloud," services has provided an opportunity to further enhance the campus's resilience in the event of a more significant event. By moving certain key systems to an off-premise service provider it is unlikely that these services would be negatively impacted should an on campus event render a campus data center inoperable.

In the case where an event has occurred the goal of this recovery plan is to provide alternate data processing facilities and resources until such a time as regular services can be restored. This may require additional equipment to be shipped in rapidly, temporary data connections be established and personnel be stationed in temporary work locations.

PURPOSE

The purpose of an IT disaster recovery plan is to minimize the operational and financial impact of a disaster upon an organization in terms of understanding the needs and anxieties of customers and having a program appropriately structured to return the customers to their expected level of acceptable output in a timely fashion. Our particular situation at California State University, Monterey Bay (CSUMB) must address not only applications for processing data for student records, business and fiscal affairs, financial aid, library circulation, etc., but must also deal with the implications of a telecommunications and networking (T/N) system that could fail in a major disaster.

As with any other plan, the IT disaster plan is a living document. As the data processing environment and criticality changes, so must the recovery plan. It is best to schedule a formal review of CSUMB's plan on an annual basis and at times when major changes occur that would have an impact on CSUMB recovery capability. The campus should also test out the plan periodically to ensure that the recovery team is kept apprised of changes that have been implemented.

PREPARATION FOR IMPLEMENTING RECOVERY

This section contains the minimum steps necessary to prepare for implementing the recovery procedures. The importance of ensuring that the off-site storage facility contains adequate and timely computer backups and documentation for applications systems, support packages, and operating procedures is crucial to recovery.

OPERATIONAL RECOVERY PLAN

The Chief Information Officer or designee is responsible for ensuring that each of the following procedures is current.

1. Maintaining and updating the IT disaster recovery plan.
2. Ensuring that all IT personnel are aware of their responsibilities and have been trained for a disaster.
3. Establishing a schedule for off-site backups and ensuring that they are available and viable in the case of a Disaster.

4. Maintaining and periodically updating disaster recovery materials; specifically, documentation and systems information stored in off-site areas.
5. Maintaining a status of equipment.
6. Informing all IT personnel of the appropriate emergency and evaluation procedures for their areas.
7. Maintaining campus Uninterruptible Power Supplies systems and ensuring they are functioning properly and are tested periodically.
8. Periodically checking with the campus leadership to ensure that the campus community is aware of appropriate IT disaster recovery priorities and procedures and any potential problems and/or consequences that could affect their operations.
9. Periodically work with CSUMB's emergency manager to test all campus systems and services.
10. Ensuring that the IT operations procedure manual is kept current.
11. Periodically checking to ensure that proper temperatures are maintained in equipment areas.

SOFTWARE SAFEGUARDS

Systems software and data are secured by full and incremental backups, using Data Backup and Recovery systems, with secondary backups sent to Wasabi to mitigate accidental loss of data. On-site and Redundant backups are maintained for 30 days, recoverable through the campus' Backup and Recovery System.

Notes:

- Data on the HDs of local desktop computers is NOT backed up. Users are encouraged to store business critical documents on file server shares or in Google Drive.
- All data on server farm storage (except test systems) is backed up.
- All backups are sent off-site except TracNet and Security Camera Footage data for UPD.
- All on-premise application systems are backed up on a daily basis. Computer application systems classifications have been reviewed and priorities for the jobs to be processed have been assigned a range of classifications based upon the nature of the job and the urgency of its restoration to the university community. (except Research servers)

HARDWARE SAFEGUARDS

The Division of Information Technology is aware that hardware equipment is sensitive to power conditions. Surges can permanently damage sensitive electronic parts. The damage of a power failure is second only to a fire in its potential severity. The amount of

time it will require to bring the systems back up varies, but they can never be restored without some risk of data loss in the process.

The Division has entered into an agreement with CCS Disaster Recovery Services to provide replacement hardware within 1-5 working days of a reported disaster. This assures that the Division can bring up the necessary critical networking and application hardware and services in a timely manner.

Vendor:	CCS Disaster Recovery Services
Phone:	800-274-0042
Contact:	Michael Nemiroff, Disaster Recovery Manager
Contract #:	4014
Expiration:	Ongoing (180 day cancellation requirement)
Delivery:	1-5 days

Current lists of all Datacenter and Network hardware is maintained by Network Operation and Network Engineering and will be immediately made available to the Vendor for replacement equipment to be ordered.

OBJECTIVES/CHALLENGES

The major objective of this plan is to define procedures for recovery from disruption of computer and/or network services. This disruption may come from total destruction of the central site or from minor disruptive incidents. Similar procedures can be used to deal with the different types of incidents affecting different departments in Information Technology. However, special attention and emphasis are given to an orderly recovery and resumption of those operations. The critical operations of the university, including providing support to academic departments which rely heavily on computing, were highly regarded in the development of this plan to provide student services within a reasonable time cost effectively while ensuring data integrity.

The objectives are limited to the computing support given to CSUMB clients from IT, which includes academic and administrative systems. The elements that concern desktop computers and servers are addressed; however, client-related functions not directly tied to computer and telephone support by IT are not addressed. CSUMB departments should develop their own disaster recovery (business continuity) plans, such as the use of manual operations should computer and/or network services be disrupted. Due to excessive cost and limited benefits, the alternative of hot sites and contracts with disaster recovery companies were not considered feasible or necessary for CSUMB at this time.

All major computing systems that are vital for the daily operations of the university under the stewardship of IT are maintained through service contracts with the equipment vendors. This ensures that routine maintenance problems will be addressed in a timely

manner. The service contracts range from remote telephone support to full hardware replacement.

The campus has approached data disaster recovery on two levels. The first is the necessary steps required to support centralized applications. The second is the requirements at the department level.

ASSUMPTIONS

General assumptions, but not all-special situations that may occur, are included. Senior technology staff members on site will make any special decisions for situations not covered in this plan needed at the time of an incident.

- This is an IT Disaster Recovery Plan. It does not assume a campus-wide disaster and can be activated either in concert with an Emergency Operations Center activation in the event of a campus-wide disaster or alone in the event of an IT localized event.
- The following steps will be invoked upon the occurrence of an incident. The senior staff member on site at the time of the incident or the first IT staff member to come in following an incident will contact the Chief Information Officer or designee to determine the actions to be taken.
- The IT staff member will assume immediate responsibility. S/he will assess the safety and welfare of everyone. If injuries have resulted or might occur because of the incident, immediate attention will be given to those injured. The Director of Facilities Services and Operations will be notified if the incident may require attention be focused on shutting down systems, turning off power, etc.
- Once an incident has been evaluated a plan of action which assigns duties and responsibilities will take effect until the incident is resolved.
- Invoking the plan implies that recovery operations have begun and will continue with top priority until workable support to the campus has been re-established.

DEFINITION OF AN INCIDENT

Campus Wide Emergency - An event or series of events that requires the university to disengage resources from normal operations of the university to provide extraordinary measures to protect life, property, and/or the operation of the university.

Localized Division of Information Technology Emergency - An event or series of events that requires the Division to disengage resources from normal operations to provide extraordinary measures to protect life, property, and/or the operation of the Division. Specifically, the resources located in the Telecommunications, Information Systems, and Library buildings (41/41A/43/508/11).

Emergency Preparedness - The discipline, which ensures an organization's readiness to respond to an emergency in a coordinated, timely, and effective manner.

Loss Reduction - The technique of instituting mechanisms to lessen the exposure to a particular risk or emergency. Loss reduction is intended to react to an event and limit its effect.

Risk Assessment/Analysis - The process of identifying and minimizing the exposures to certain threats, which an organization may experience.

Business Impact Analysis - The process of analyzing all business functions and the effect that a specific service disruption may have upon them.

Business Continuity Planning (BCP) - An all-encompassing term covering both disaster recovery planning and business resumption planning.

Disaster Recovery Planning (DRP) - The technological aspect of business continuity planning. The advance planning and preparations, which are necessary to minimize loss and ensure continuity of the critical business functions of an organization in the event of service disruption.

Total Damage - Where physical facilities, hardware, and/or data are totally destroyed.

Major Damage - Where there is extensive damage to physical facilities, hardware, and/or data.

Partial Damage - Where there is moderate damage to physical facilities, hardware, and/or data.

Minor Damage - Where there is limited damage to hardware and/or data.

Critical Services - These services cannot be provided unless identical capabilities are found to replace the organization's damaged capabilities. Critical services cannot be replaced by manual methods under any circumstances. Tolerance to interruption is very low and the cost very high.

Vital Services - These services can be 'offline' for a very short time. There is a somewhat higher tolerance for interruption and a somewhat lower cost, provided that functional capabilities are restored within a predetermined time period. A brief interruption of processing can be tolerated, but a considerable amount of 'catching up' will be needed to restore these services to a current usable form.

Sensitive Services - These services can be provided with difficulty at a tolerable cost, by manual means for an extended period of time. However, they require considerable 'catching up' once functional capability is restored.

Non-Critical Services - These services may be interrupted for an extended period, at little or no cost to the university, and require little or no 'catching up' once functional capability is restored.

Downtime Limit - The length of time the University can be without computing support; currently defined as 5 working days.

Running Normally - Equipment that is functioning in a normal day-to-day manner.

Alternate Processing Strategy - The identification and implementation of alternative computing/communications capabilities in the event the data centers in the Telecommunication buildings (41/41a/11) and the Library (building 508) become unusable due to an event or series of events. Alternatives include: Our first option if available is to set up our server equipment in the IT Services Building (43), next the Public Safety building (EOC) located in Mountain Hall Suite E (building 82E). This building is a safe and secured site, equipped with a backup generator. If these sites are not available then one of three remote campus locations could be utilized (Ryan Ranch, CSUMB@North Salinas, or CSUMB@Salinas City Center) with minimal additional preparation or resource reallocation. The last option would be to ship server equipment to a sister CSU campus either north or south. To the north, the sister campus designated will be San Jose State located an hour away in San Jose; to the south the sister, campus designated will be Cal Poly located two hours away in San Luis Obispo.

IDENTIFICATION OF INFORMATION THREATS

Threats to information resources at CSUMB can be broadly classified into two categories: university wide threats and localized Information Technology building threats. University wide threats are those major catastrophes that affect the campus as a whole. The circumstances of these disasters vary and they are addressed by a campus-wide disaster recovery team. The Computer Center will play a part in the recovery operations, but only as an integrated member of the whole. University wide threats are dealt with in the document titled: Emergency Management Plan, Monterey Bay State University Monterey.

Localized threats are those events, which will affect only the Information Technology equipment, facilities, and personnel. These would be confined to very limited physical areas, that is, the Information Technology Building itself. They will be dealt with primarily by the Information Technology Services Disaster Recovery Plan. Localized threats may be broadly categorized as natural or man-made.

Natural threats

Because of the location of the CSUMB campus, an earthquake is the major natural disaster that could affect the Telecommunications buildings (41/41a) and the Library

(building 508). To a lesser extent, flooding due to torrential rains could isolate portions of the campus for a short period of time.

Man made threats:

Fire: The nature of the campus layout and its proximity within the community of Seaside preclude fire affecting more than one structure. Wildland fires are unlikely to affect the Telecommunications buildings (41/41a) and the Library (building 508) however; the campus can be shut down due to their close proximity. A fire in the Telecommunications buildings (41/41a) and the Library (building 508) poses a low threat. The machine room itself is equipped with fire suppression equipment designed for electronic machinery.

The machine room is equipped with smoke detectors; mounted on the ceiling and mounted under the raised floor. Manual fire alarms and fire extinguishers are located throughout the building.

Flooding: The machine room is not vulnerable to flooding from internal sources.

Hazardous Materials Spill: The campus is vulnerable to hazardous materials spills. Highway 1 is in close proximity. While a hazardous materials spill may impose little or no threat to the building or electronic equipment, the Division staff may need to be evacuated until the spill is removed or has dissipated. The electronic equipment may be required to run unattended for an extended length of time.

Airline Incident: The Monterey and Marina Airports are located approximately 8 and 5 miles respectively from campus. Small commuter type airplanes serve the airport. While the threat from this type of incident is very low, the possibility still exists.

Intentional Threats: Theft of computer equipment or software, vandalism, terrorism and sabotage.

Accidental Threats: Destruction of data, destruction of output, destruction of backup media, data entry error, operations error, loss of personnel, program malfunction, software failure, equipment failure, equipment malfunction, hazardous materials in building, power failure and air conditioning failure.

PHYSICAL SAFEGUARDS

- The CSUMB Telecommunications and Library buildings (41/41a/508/11) are protected by an electronic intruder alarm. All authorized employees have access through this entrance using their CSUMB identification badge, which is tracked. Keys to exterior doors are restricted.
- Key locks and badge entries are on both the entrances to the computer building and the server room.
- All computer equipment located in the computer building has uninterruptible power supplies (UPS).

- The computer building is hooked up to an emergency generator that is activated within 8 seconds after power loss to the computer building.

NORMAL COMPUTER SYSTEM PROBLEMS

The major hardware vendors represented on campus, as well as some of the software vendors, provide remote diagnostic testing for routine problems. Hewlett Packard (HP) has service personnel stationed in Palo Alto, California with a time response of four (4) hours for server hardware problems. IT maintains current contracts for these vendors.

Some minor hardware problems do not disrupt service. Maintenance then can be conveniently scheduled for these problems. Most hardware problems that disrupt the total operation of the computers can be fixed within hours. Hardware parts for the servers are available through airfreight. Night and weekend maintenance for the servers can be obtained as needed.

ENVIRONMENTAL PROBLEMS

Air Conditioning - Facilities Services personnel are responsible for maintaining these units. Units are periodically checked and serviced for emergency problems. Personnel are available nights and weekends. Response is usually within the hour reported. An updated list of service personnel to call is kept with IT staff members and facilities personnel.

Fire - The computer room is equipped with a Halon fire suppression system. The FM2000 system requires evacuation of the room once it is activated, and fire resistant walls lock off the room once it is evacuated, so there would be no spread of fire or of hazardous materials. Fire extinguishers are in a visible location on the wall and are clearly identified in the Computer building

CSU MONTEREY BAY RECOVERY STRATEGY

The Recovery Team Concept is a planned method of identifying and organizing individuals who have the specific expertise to respond to service disruption situations. Pre-determined Recovery Team staffing and responsibilities will help eliminate confusion when a catastrophic event occurs. A team leader, alternate team leaders and team members will staff each Recovery Team. A Recovery Team will be established for each set of major tasks and functions that must be performed during service disruption recovery efforts. Decisions concerning the recovery will be anticipated and included within each Recovery Team's responsibilities.

Teams have been staffed with members with the skills that best fit each team's defined responsibilities. Although each team has a defined set of responsibilities, as an emergency unfolds, circumstances not addressed in this document may arise. Team leaders should be prepared to add additional personnel as needed to address these circumstances.

An incident at CSUMB computing/networking facilities may place this plan into action. An incident may be of the magnitude that the facilities are not usable, that requires use of the alternative site, or the damage is such that operations can be restored but only in a degraded mode at the computer building in a reasonable time. In this case, all major support sections in Information Technology will need to function together in a disaster. It is assumed a disaster has occurred and the administrative recovery plan is to be put in effect. The Vice President will have made this decision for Academic Affairs upon advice from the Chief Information Officer.

ORGANIZATION OF THE UNIVERSITY DISASTER RECOVERY TEAM

Emergency Manager – Ken Folsom

Team Members

- Chief Information Officer – Chip Lenno
- Chief of Police, Director of Public Safety – Earl Lawson
- Associate Vice President, Facilities Services Operations – Marcel Forte
- Associate Director of Network Services – Nick Rodrigues
- Director of Technology Support Services – Henry Simpson
- Director of Enterprise & Engagement Application Systems – Veronica Flores
- Director of Digital Transformation - Greg Pool
- Associate Director of Enterprise Applications - Pete Fernandez
- Associate Director of Engagement Applications - Tom Burns
- Associate Director of the Center for Academic Technologies - Jeff McCall
- Center for Academic Technologies staff - See IT Organizational Chart
- Network Services Staff – See IT Organization Chart
- Enterprise Application Systems Staff – See IT Organization Chart
- Technology Support Services Staff – See IT Organization Chart

IT Recovery Team Leads

- Academic Computers/Labs Recovery Team – Director of Technology Support Services – Henry Simpson
- Administrative Systems/Operations Recovery Team – Director of Enterprise & Engagement Applications Systems – Veronica Flores
- Communications Recovery Team – Associate Director of Network Services – Nick Rodrigues
- Instructional/Classroom Recovery Team - Associate Director of the Center for Academic Technologies – Jeff McCall

DISASTER/RECOVERY TEAM FACILITIES

Disaster/Recovery Team Facilities are:

- Emergency Operations Center – Valley Hall Suite E (Building 82E)

- IT Services (Building 43)
- Telecommunications (Building 41/A)
- Beach Hall (Building 21)
- Gavilan Hall (Building 201)
- CSUMB @ Ryan Ranch
- CSUMB @ North Salinas
- CSUMB @ Salinas City Center
- If none of these campus facilities are usable, it is presumed that the disaster is of such proportion that recovery of computer support will take a lesser priority. The Disaster Recovery coordinator will make appropriate arrangements.

PRIORITIZATION OF SYSTEMS

Central Systems:

1. Network/Telecommunication Systems
 - a) Okta - critical
 - b) Internet Access – critical for hosted services
 - c) Telephone Switch – critical
2. Health/Safety
 - a) Law Enforcement System – critical
 - b) Space and Facilities Database – sensitive hosted
 - c) ID Card and Security/Access (Genetec) - critical
3. Administrative Systems
 - a) Email System (Gmail) – vital (cloud)
 - b) CMS Student/HR – critical hosted
 - c) Document Management – vital
 - d) Calendar System (Google) – sensitive (cloud)
 - e) Alumni System (RazorEdge) – sensitive
 - f) One Card System (Cbord) – vital
 - g) Library System Data – vital
 - h) 25Live – sensitive (cloud)
 - i) Canvas (cloud)
 - j) Zoom (cloud)
 - k) Web (cloud)
 - l) Salesforce (cloud)
 - m) Others
4. Classrooms

Distributed Systems

1. Local desktop systems
2. Applications with campus-wide information
3. Applications with departmental users

BUSINESS CONTINUITY PLAN

The services provided by Information Technology directly support the University's mission. A Business Impact Assessment was conducted with key application owners to identify the impact on CSUMB user community of not being able to access those computer resources housed in the IT Services and Telecommunications Buildings as well as software and services provided from campus entities. The analysis does not attempt to identify all business functions of the university and the effects a service interruption would have on each of them. Each campus department plays a role in support of the university's mission; the campus cannot function efficiently without its entire support structure in place. However, the individuals participating in this analysis were selected for the major role they play in the support of the university's mission.

Conclusions: The reviewed departments are prepared to deal with the effects of an emergency situation. Departments have continuity/recovery plans in place. Based on the results of the review, a downtime limit of five days has been established. The departments could withstand a service interruption of up to five working days without major impact. Services and applications could be restored utilizing existing staff and additional computer time. It must be noted however, that the departments reviewed would compete with each other in the use of additional computer center resources in their restoration efforts. Weekends would be heavily utilized to accomplish this and would compete with the normal computing workload. Service interruptions of greater than five working days would only exacerbate the problem.

IT DISASTER RECOVERY COORDINATOR

In the event of a declared campus emergency or disaster, the University's Incident Management Team (IMT) will be activated to staff the Emergency Operations Center (EOC), which is located in Valley Hall Suite E (Building 82E). Under the direction of the EOC Manager, members would carry out assigned duties to facilitate the EOC functions. The IT Disaster Recovery Coordinator will be a member of the IMT and will coordinate the University's IT recovery with the Planning Section, Operations Section, Logistics Section, and the Finance/Admin Section of the EOC. Their responsibilities include:

- Determining the extent and seriousness of the damage to the Telecommunications, and Information Systems and notifying the Vice President for Academic Affairs and keeping him/her informed of the activities and recovery progress. The Vice President for Academic Affairs will keep the President and other Vice Presidents informed.
- Invoking the IT Disaster Recovery Plan after approval of the Vice President.
- Supervising the IT recovery activities.
- Coordinating with the Vice President on priorities for clients while going from partial to full recovery.
- Naming replacements, when needed, to fill in for any disabled or absent disaster recovery members, or requesting that members return to work.

ACADEMIC CLASSROOM/LABS - INFORMATION TECHNOLOGY RECOVERY TEAM

The Director 's of the Center for Academic Technology and of Technology Support Services will serve as the Academic Computers/Labs Recovery team Leaders. The responsibilities in this area include recovery in the case of a complete or partial disruption of services in the Data Centers. Further, with the many academic labs including both workstations and servers, this group will be responsible for providing services for any academic lab disabled. Responsibilities include:

1. Identify potential alternative instructional modalities and locations.
2. Coordinate with facilities/space to assure the room is safe and primary access and power systems are available.
3. Coordinate with Network Services to assure networking is available/working.
4. Evaluate all designated (link to a list) classrooms and triage priority instructional spaces.
5. Coordinate with facilities/space planning to evaluate non-IT components of the classroom.
6. Identify all inoperative equipment for replacement in each room.
7. Coordinating hardware and software replacement with the academic hardware and software vendors.
8. Keep academic departments and campus leadership informed of the extent of damage and recovery procedures being implemented.
9. Coordinating recovery with academic departments, those using the academic servers and/or using labs.
10. Coordinating appropriate computer and communication recovery with the Communication Recovery Team Leader.
11. Keeping the Disaster Recovery Coordinator informed of the extent of damage and recovery procedures being implemented.

ADMINISTRATIVE SYSTEMS/OPERATIONS RECOVERY TEAM

The Director of Network Services will serve as Administrative Systems Recovery team Leaders. The responsibilities in this area include recovery in the case of a complete or partial disruption of services in the Data Centers. Responsibilities include:

1. Coordinating hardware and software replacement with the administrative hardware and software vendors.
2. Coordinating the activities of moving backup media and materials from the off-site security files and using these for recovery when needed.
3. Coordinating recovery with client departments.
4. Coordinating appropriate computer and communication recovery with the Communication Recovery Team Leader.
5. Coordinating recovery of administrative software with client departments.

6. Coordinating scheduling for administrative programming, production services, and computer scheduling.
7. Keeping the Disaster Recovery Coordinator informed of the extent of damage and recovery procedures being implemented.

COMMUNICATION SYSTEMS/OPERATIONS RECOVERY TEAM LEADER RESPONSIBILITIES

The Director of Network Services will serve as the Communication Systems Recovery Leader. The responsibilities include:

1. Coordinating hardware and software replacement with the communication systems hardware and software vendors.
2. Coordinating recovery of the network and telecommunications systems.
3. Assigning personnel duties from telecom analyst to project leaders of disaster recovery as needed.
4. Coordinating appropriate computer and communication systems recovery with the other Communication Recovery Team Leaders.
5. Keeping the Disaster Recovery Coordinator informed of the extent of damage and recovery procedures being implemented.

In case of either a move to an alternative site or a plan to continue operations at the campus data center, the following general steps must be taken:

1. Determine the extent of the damage and if additional equipment/supplies are needed.
2. Obtain approval for expenditure of funds.
3. Notify local vendors and/or service representatives of the need for immediate delivery of components to bring the computer systems to an operational level even in a degraded mode.
4. If it is judged advisable, check with third-party vendors to see if a faster delivery schedule can be obtained.
5. Notify vendor hardware support personnel that a priority should be placed on assistance to add and/or replace any additional components.
6. Notify vendor systems support personnel that help is needed immediately to begin procedures to restore systems software at CSUMB.
7. Rush orders any supplies, forms, or media that may be needed.

In addition to the general steps listed at the beginning of this section, the following additional major tasks must be followed in use of an alternative site:

1. Select an alternative site for the IT facility.
2. Coordinate moving of equipment and support personnel.
3. Bring the IT recovery materials from the off-site storage to the alternative site.
4. As soon as the hardware is up to specifications to run the operating system, load software and run necessary tests.

5. Determine the priorities of the client software that need to be available and load these packages in order. These priorities often are a factor of the time of the month and semester when the disaster occurs.
6. Prepare backup materials and return these to the off-site storage area.
7. Set up IT normal operations in the alternative site.
8. Coordinate client activities to ensure the most critical jobs are being supported as needed.
9. As production begins, ensure that periodic backup procedures are being followed and materials are being placed in off-site storage periodically.
10. Work out plans to ensure all critical IT support will be phased in.
11. Keep administration and clients informed of the status, progress, and problems.
12. Coordinate the longer range plans with the administration, the alternative site officials, and IT staff for time of continuing support and ultimately the restoring of the IT section.

SYSTEMS RECOVERY PROCEDURES

Systems recovery procedures have been developed for individual CSUMB systems. These procedures are stored in the Kualu Ready hosted application (<http://us.ready.kuali.org/csumb>) and printed copies are kept by IT department managers and leads.

EMERGENCY PROCEDURES

In case an incident has happened or is imminent that could drastically disrupt operations, the following steps should be taken to reduce the probability of personnel injuries and/or limit the extent of the damage if there is not a risk to employees.

1. An announcement should be made to evacuate the building, if appropriate, or move to a safe location in the building. As a preparation for a potential disaster, all IT personnel should be aware of the exits available.
2. If there are injured personnel, ensure their evacuation and call emergency assistance as needed.
3. If the computers and air conditioning have not automatically, powered down, initiate procedures to orderly shutdown systems when possible.
4. When possible and if time is available, set up damage limiting measures.
5. Designate available personnel to initiate lockup procedures normal to last shift procedures.
6. Keep everyone informed.

IT SPECIFIC EMERGENCY/DISASTER RECOVERY TEAM STRUCTURE

(Refer to IT Organizational Chart and Contact List)

Initial Evaluation Team includes:

- Chief Information Officer
- Director of Technology Support Services
- Associate Director of Network Services

Emergency Management Team includes:

- Chief Information Officer
- Director of Technology Support Services
- Associate Director of Network Services
- Director of Enterprise & Engagement Application Systems
- Associate Director of the Center for Academic Technologies
- Other IT Directors and Lead Staff as needed, based on the nature and extent of the disaster

Instructional/Classroom Recovery Team includes:

- Associate Director of the Center for Academic Technologies
- Director of Technology Support Services
- Other Academic representatives (Deans, TLA Director)

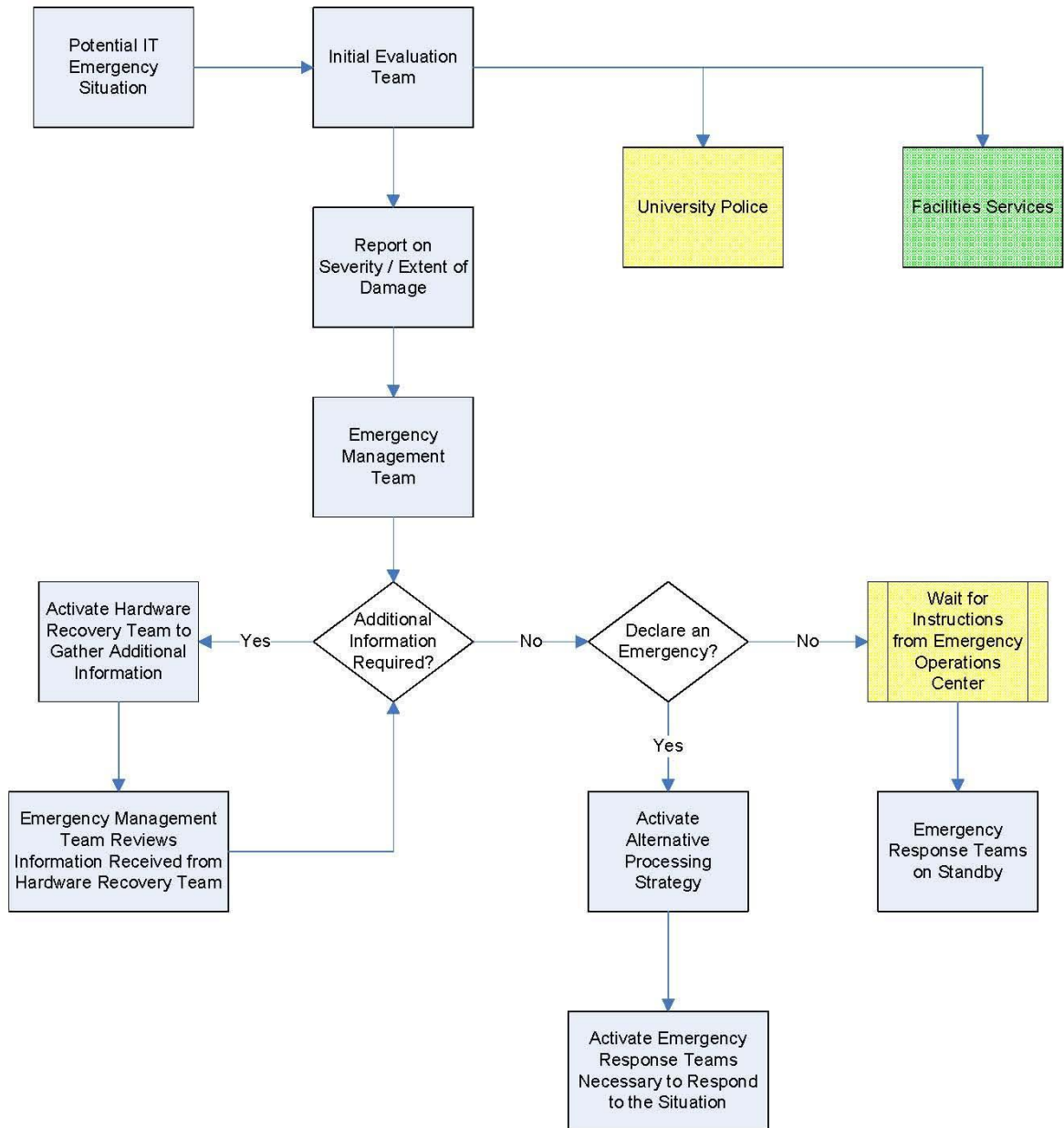
Hardware Recovery Team includes:

- Associate Director of Network Services
- Network Engineering Lead
- Network Operations Lead

Emergency Response Team(s) include:

- All IT Directors and Lead Staff as needed, based on the nature and extent of the disaster

IT Specific Emergency Response And Evaluation Overview



Emergency Management Team Response Checklist

1. Incident occurs
2. Initial Evaluation Team responds
 - a. See the Initial Evaluation Team Checklist for where to meet and how to proceed
3. Initial Evaluation Team reports findings to Emergency Management Team
4. Emergency Management Team assembles at command center
5. Emergency Management Team notifies all recovery team leaders to stand by
6. Emergency Management Team reviews/evaluates findings from Initial Evaluation Teams
7. Emergency Management Team evaluates report from Initial Evaluation Team and/or Hardware Recovery Team
 - a. Determines that critical services can be restored in 5 working days
 - i. Activates necessary emergency response teams to accomplish objectives
 - b. Determines that critical services cannot be restored in 5 working days
 - i. Activates necessary emergency response teams to accomplish objectives
 - ii. Notifies university executive management

Initial Evaluation Team Checklist

1. Team leader notifies team members
2. Assemble at command center
3. Interface with University Police and/or other emergency authorities
4. Evaluate site and situation
5. Are there Injuries?

Yes -- If yes, how many? _____

No

6. Are there fatalities?

Yes -- If yes, how many? _____

No

7. Which utilities available?

Electricity

Water

Gas

Sewer

8. Is emergency generator on?

Yes

No

9. Can building be accessed?

Yes

No – If no, give a brief description
why:

10. Is building safe to enter?

Yes

No – If no, give a brief description
why:

11. Are interior hallways and rooms free of debris?

Yes

No

12. Will interior doors open?

Yes

No – If no, list rooms that cannot be accessed:

13. Is phone service available?

Yes

No

14. Is machine room floor intact?

Yes

No

15. Are wall mounted panels intact

Yes

No – If no, list panels not intact:

16. Is there power in the machine room?

Yes

No

17. Are any bare power leads visible? (to be determined by qualified personnel only)

Yes

No

18. Is there debris on the machine room floor?

Yes

No

19. Is air conditioning available

Yes

No

20. Is there evidence of fire?
- Yes
 - No
21. Is there evidence of water damage:
- Yes
 - No
22. Has any equipment fallen through the floor?
- Yes
 - No
23. Have any equipment racks tipped over?
- Yes
 - No
24. After reviewing this checklist, if it is safe to do so, proceed to the next step
25. Using the Equipment Status List on the following pages, determine which machines appear to be Visibly Damaged, show No Visible Damage but Not Up or are Up Normally. This determination should include the status of the machine itself and its operating console.

EQUIPMENT STATUS LIST

Manufacturer/ Function	Model	Serial	Visible Damage	Accessible	Functional
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No
			Yes/No	Yes/No	Yes/No

Initial Evaluation Team Observations:

Recovery Team Observations:

Prepare a Machine Room Status Report (include the following information):

1. Information from this checklist
2. Information from the Equipment Status List
3. Identify location:

Building number:

Building description/name/function:

4. Rate the extent of the damage:
 - a. Total, where facilities, hardware and/or data are totally destroyed
 Yes
 No
 - b. Major where there is extensive damage to hardware and/or data
 Yes
 No
 - c. Partial, where there is moderate damage to hardware and/or data
 Yes
 No
 - d. Minor, where there is limited damage to hardware and/or data
 Yes
 No
5. Report findings to Emergency Management Team
 - a. Orally initially, by phone or in person
 - b. Follow up with a written report

Hardware Problem Description/Evaluation Checklist

Recovery Team responds:

1. Team leader notifies team members
 - a. Assemble at command center
2. Notifies hardware vendors as necessary
3. Retrieves offsite storage media if necessary
4. Review Machine Room Status Report filled out by Initial Evaluation Team
5. Review machines and consoles listed as up and running normally
 - a. Check for stability
6. Review machines and consoles listed as No Visible Damage/Not Up and if it is safe to bring them up
7. Attempt power on/reboot of each machine
 - a. Determine if console and/or machine is inoperable
8. Review machines and consoles listed as Visibly Damaged and if it is safe to do so
 - a. Attempt to power on/reboot each machine
 - i. Determine if console and/or machine is inoperable
9. Update the Equipment Status List, checking the appropriate box for each machine and, if applicable, give a brief problem description, resolution and estimated up time.
10. Prepare a Machine Room Status Report, include the following information:
 - a. Information from the Equipment Status List
 - b. List of machines and consoles that need repair
 - i. What is required to restore machine to normal operation
 - ii. Best time estimate to restore machine to normal operation
 - c. List of machines and consoles that need replacement
11. Report findings to Emergency Management Team
 - a. Orally initially, by phone or in person
 - b. Follow up with a written report

EMERGENCY DECLARATION PROCEDURE

The Information Technology Disaster Recovery Plan has defined a localized IT emergency to be an event or series of events that requires Information Technology to disengage resources from normal operations to provide extraordinary measures to protect life, property and/or the operation of the Information Technology department. Additionally, a Down Time Limit of five (5) working days has been defined as the length of time the University can be without those IT services housed in the buildings 41,41A, 508 - computer centers. If the emergency is localized to the buildings 41,41A, 508 - computer centers and the action is warranted, the CIO or his designee may declare that a localized IT emergency has occurred and notify the personnel shown on the Emergency Declaration Notification List.

Responsibility

The declaration of an emergency affecting Information Technology Services is the responsibility of the University Chief Information Officer or his designee.

Authority

In the event that the Chief Information Officer is not available, the following people in the order shown will assume the responsibility of declaring an emergency.

1. Director, Technology Support Services
2. Associate Director, Network Services
3. Director, Enterprise & Engagement Application Systems
4. Associate Director, Enterprise Applications

Emergency Declaration Notification List

The Chief Information Officer or designee will notify the following people in the order shown that Information Technology is declaring an emergency has occurred.

1. University President (or designee)
2. Provost and Vice President for Academic Affairs
3. Vice President for Administration and Finance
4. University Risk Manager
5. University Police Department
6. Information Technology Disaster Recovery Plan Recovery Team Leaders
7. Organizations that IT has service agreements with

When to Declare

The length of time of the service interruption should not dictate whether or not an emergency is declared. The Information Technology Disaster Recovery Plan may be activated for any service disruption to aid in the restoration of critical services. Service interruptions of 5 working days or less can be resolved using existing IT resources. Service interruptions greater than five working days may also be resolved utilizing existing IT resources, however, executive management has the option of enacting an alternate processing strategy if existing IT resources are not sufficient. An alternate processing strategy would require that alternate facilities and hardware be brought in (at

additional cost) on a temporary basis until a permanent solution could be found. For service interruptions greater than 5 working days, management must weigh the costs vs. benefits of bringing in outside resources to aid in the restoration of services.

IT ORGANIZATION

Current version of the [IT Organizational Chart](#):

(<https://drive.google.com/drive/folders/15eZgytMCHMyYRxAnzfY4ifARdmaKJq6Q>)

EMERGENCY CALL LISTS/PHONE TREE

IT PERSONNEL	CAMPUS PERSONNEL
Chip Lenno, Chief Information Officer Information Technology (831) 582-4700 (office) (831) 521-1375 (cell)	Earl Lawson, Chief of Police, Director, Public Safety (831) 582-3062 (office) (831) 402-6392 (cell)
Henry Simpson, Director Technology Support Services (831) 582-3892 (office) (831) 539-7052 (cell)	Ken Folsom, Emergency Manager University Police Department (831) 582-5347 (office) (831) 392-5663 (cell)
Nick Rodrigues, Associate Director Network Services (831) 582-3320 (office) (831) 915-5150 (cell)	Glen Nelson, VP Administration & Finance (831) 582-3397 (office) (831) 915-9164 (cell)
Veronica Flores, Director Enterprise Application Systems (831) 582-4149 (office) (831) 402-0405 (cell)	Amy Thomas, Director Enterprise Risk Management (831) 582-4766 (office) (209) 620-6492 (cell)
Mary Mauro, Senior Director Enterprise Data Management & ISO (831) 582-3918 (Office) (831) 419-3187 (cell)	Marcel Forte, AVP Facilities Services Operations (831) 582-4796 (office) (831) 869-2489 (cell)
Jeff McCall, Associate Director Center for Academic Technologies (831) 582-4679 (office) (831) 392-6136 (cell)	Natalie King, AVP University Personnel (831) 582-3609 (office) (408) 221-5716 (cell)
Pete Fernandez, Associate Director Enterprise Application Systems (831) 582-3972 (831) 582-5013 (office) (831) 588-0826 (cell)	Sandra Amorim Ruiz, Director Procurement and Contract Services (831) 582-5347 (office)

Rick Skibinski, Lead Engineer Network Services (831) 582-3365 (office) (831) 402-7056 (cell)	Aaron Bryant, Director Marketing and Communications University Affairs (831) 582-4768 (office)
Austin Fields, Lead Operations Analyst Network Services (831) 582-3333 (office) (831) 402-5821 (cell)	Walter Ryce, Manager News and Information, and Public Information Officer 831-582-3653 (office)
Tom Burns, Associate Director Engagement Applications (831) 582-3732 (office) (440) 364-2585 (cell)	

Review/Approval History

Review Date	Reviewed by (name/title)	Recommended Action, or Approval	Next Review Date
04/01/2010	Chip Lenno, CIO/ISO	Approved	
08/25/2016	Chip Lenno, CIO/ISO	Approved with edits	08/2017
07/14/2017	Chip Lenno, CIO/ISO	Reviewed, no changes	08/2018
08/10/2018	Chip Lenno, CIO/ISO	Reviewed, no changes	08/2019
06/21/2019	Chip Lenno, CIO/ISO	Reviewed, no changes	08/2020
08/15/2022	Mary Mauro, ISO, IT Directors	Reviewed, edited, updated header	08/2023
08/26/2022	Chip Lenno, CIO Ken Folsam, Emergency Manager	Reviewed, final edits	08/2023
09/02/2022	Mary Mauro, ISO	Approved with edits	08/2023

CSUMB Emergency Operations Plan

Incident Annex IA – 9 Public Health Emergency

1 Purpose

This Incident Annex provides additional guidance on the University's response to a public health emergency affecting the campus community.

2 Scope

IA – 9 Public Health Emergency This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides the overall guidance for the management of a public health emergency affecting the campus community. Additional information can be found in Incident Annex 4 – Pandemic for detailed guidance on pandemic response.

3 Situation and Assumptions

3.1 Situation

Public health emergencies are events that cause widespread illness and death among affected populations. They result from a variety of sources including contamination of food and water supplies, airborne or surface-borne pollutants, and bacterium and viruses.

3.2 Assumptions

In most cases, common illnesses such as influenza, bacterial infections, salmonella, etc. will present with minor consequences to the campus. However, given the prevalence of large gatherings, shared food services, close living arrangements, and a highly mobile society the probability of the campus being affected by a public health emergency of some sort is very possible.

- Public health emergencies can occur at any time, with or without advanced notice; and may be rapid in onset or develop slowly over an extended period of time.
- A public health emergency will affect the health of the campus community and potentially that of the surrounding region.
- Such emergencies may result from an abnormally high incidence of relatively normal illnesses such as seasonal flu.
- Incidents resulting from food products with E.coli, botulism, and salmonella contamination have occurred.
- The absence of students, faculty, and staff may disrupt educational and business operations.
- Outbreaks of communicable diseases may affect food service operations both in dining halls and for students confined to dorm rooms by the illness.
- Epidemic and pandemic diseases may affect the University's ability to provide essential services and continue operations. Such occurrences may result in quarantines and prohibitions on public gatherings (social distancing).
- Disinfecting and sanitizing facilities to prevent spread may have financial impacts.
- Supply chain disruptions from a regional emergency may affect food services as well as the availability of other goods and services on which the University relies.

CSUMB Emergency Operations Plan

Incident Annex IA – 9 Public Health Emergency

- May has caused widespread illness and death, taxing government agencies and healthcare systems as well as causing panic among the population.
- Mitigation measures related to public health on the campus level, food service contractors are responsible for following appropriate food safety standards, and the campus Environmental Health, Safety, and Risk Management Department monitors food coming onto campus from other sources.
- Campus water supplies are protected from contamination by code-required backflow preventers.
- Campus Health and Wellness Services provides information and education related to disease prevention strategies and monitors the incidence of illness within the student population.
- Off-campus, the Monterey County Health Department (MCHD) conducts surveillance, prevention, and response programs and planning for public health emergencies on a county level that includes the University.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a public health emergency.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the water/sewer infrastructure in the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a public health emergency, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health, and safety.
- Determine the size, scope, and effect of the health emergency on the campus community.
- Identify at-risk populations, notify them and provide assistance.
- Provide necessary care, shelter, and medical services to the campus community.

CSUMB Emergency Operations Plan

Incident Annex IA – 9 Public Health Emergency

- Keep the public informed with up-to-date information on the response and throughout the recovery process.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a public health emergency. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop an assessment map and other documents to maintain a common operating picture.
- Analyze situation information from sources such as University Personnel, Building Emergency Coordinators, FMD, and University Personnel to develop and maintain an up-to-date situation report and to determine the effect on the campus students, staff, and faculty.
- The EOC will coordinate with the President’s Office on potential campus closure due to the public health emergency.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate planning for and implementation of disease containment strategies and authorities with response partners and the campus community.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the public health emergency response and recovery to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

CSUMB Emergency Operations Plan

Incident Annex IA – 9 Public Health Emergency

Pro-active communication in a public health emergency allows the public to adopt protective behaviors, facilitates heightened disease surveillance, reduces confusion, and allows for better use of resources, all of which are necessary for an effective response.

- Coordinate public information and rumor control efforts throughout the emergency with the Campus Health Center/Wellness Services and the MCHD
- Information should be communicated to at-risk and implicated audiences in a timely, accessible, and proactive manner.
- When dealing with the media regarding a public health emergency, no one speaks to the media except the authorized University PIO in coordination with the Campus Health Center/Health and Wellness Services and the MCHD.
- A Joint Information System/Joint Information Center may be activated to support regional or county public information needs.
- The University PIO will supply a representative to the Joint Information Center.

5.2.3 Campus Health Center/Health and Wellness Services Responsibilities

In coordination with the Monterey County Health Department, the Campus Health Center/Health and Wellness Services is the lead University department for a public health emergency response.

In this role, they coordinate activities including public health surveillance, epidemiologic investigation, laboratory coordination, mass prophylaxis/vaccination, public health information, education activities, and guidance on infection control practices, including isolation and quarantine for the University.

- Analysis and surveillance of infectious disease outbreaks.
- Conduct campus-wide surveillance to track the spread of the public health emergency and its impacts on the campus community. Coordinate and provide the collection of information gathered with the EOC Situation Unit leader and the MCHD.
- Coordinate with the MCHD for conducting disease surveillance activities including monitoring and testing possibly infected persons.
- Dissemination of information and education to the campus community, University responders, and the University leadership about the health emergency.
- Take all appropriate measures to reduce the spread of infection among the campus community.
- Coordination of the University's efforts for infection control practices to include specific containment prevention and treatment guidance for the infectious disease that causes the emergency, provide guidance on any type of disinfection that may be required and provide guidance on the limitation on movement (e.g., quarantine orders) to limit the spread of the infectious disease.
- Coordination of mass prophylaxis/vaccination to include determining priority guidelines for chemoprophylaxis/vaccination administration and ensuring access to vaccines or pharmaceuticals to identified populations.

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Incident Annex IA – 9 Public Health Emergency

- Coordinate treatment and prophylaxis delivery to essential personnel and at-risk citizens in cooperation with the MCHD to assure the continuation of essential University services.
- Providing ongoing communication to the University PIO for distribution to the campus community regarding the impact of and response to the infectious disease emergency on campus.
- Coordinate with the University Environmental Health, Safety, and Risk Management Department.
- Coordinate and assess the mental health needs of the University’s first responders, emergency workers, recovery workers, students, staff, faculty, and the campus community.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the environmental health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Lead University department for the coordination of the removal and disposal of hazardous material (including biohazards) on the campus, in coordination with FMD.
- Conduct environmental health, safety, and risk assessment for the campus community during response and cleanup operations.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Recommend and coordinate PPE for University staff as needed.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate and provide support as the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical Specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 10 Hazardous Materials Emergency

1 Purpose

This Incident Annex provides additional guidance on the University's response to a hazardous materials incident on campus or affecting the campus community.

2 Scope

IA – 10 Hazardous Materials Emergency. This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of a hazardous materials emergency on campus or affecting the campus community.

3 Situation and Assumptions

3.1 Situation

A hazardous materials incident can occur at any time on campus or in the surrounding area that will affect the campus community.

3.2 Assumptions

A hazardous materials incident that results in the release of chemicals or other materials capable of causing or the threat of causing injuries, damage to property, and/or environmental damage can occur at any time without warning.

- Hazardous materials incidents vary in severity from small, isolated, and easily controlled releases to major incidents requiring extensive response and recovery efforts.
- Hazardous Materials incidents may result in a prolonged impact on the University operations and the campus community.
- The University maintains a Spill Prevention, Control, and Countermeasure (SPCC) Plan.
- Hazardous materials incidents may originate as accidents in campus facilities or operations, or result from transportation accidents or intentional acts.
- Hazardous materials releases may be in the form of liquid, gas, or solid materials or combinations of these forms.
- Hazardous materials incidents may result in mass casualties, fires, explosions, and other associated incidents.
- The University has limited capabilities to respond to a hazardous materials emergency and relies on the local fire department, hazardous materials response teams, and contractors to mitigate the emergency and conduct cleanup operations.
- The University EOC will support the on-scene incident command/unified command.
- The University will coordinate response and recovery operations with response partners and regulatory agencies as appropriate.
- University Environmental Health, Safety and Risk Management in cooperation with campus chemical users have identified the types and quantities of regulated chemicals in fixed campus facilities, which may pose a potential for hazardous materials release.

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Incident Annex IA – 10 Hazardous Materials Emergency

- University Environmental Health, Safety, and Risk Management in cooperation with chemical users and regulatory agencies perform periodic inspections of facilities that make, use, or store hazardous materials.
- University Environmental Health, Safety and Risk Management coordinates campus-wide hazardous materials/hazardous waste management program in cooperation with campus chemical users and private sector hazardous waste disposal contractors.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a hazardous materials emergency.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- The University's EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major hazardous materials incident affecting the region, the University's EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a hazardous material emergency, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the emergency on the campus community.
- Prepare for an evacuation or in-place sheltering order from the incident commander of the hazardous materials incident.
- Identify at-risk populations, notify them, and provide assistance or begin an evacuation if warranted.
- Provide necessary care, shelter, and medical services to the campus community.
- Ensure efforts are made to assist in the evacuation and sheltering of any persons with Disaster Disability/Access, and Functional Needs.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.
- Establish communications between the incident command post and the EOC.

CSUMB Emergency Operations Plan

Incident Annex IA – 10 Hazardous Materials Emergency

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.1.1 Incident Response and Recovery Coordination

5.1.1.1 Response

- Establish unified command
- Notify the University Emergency Manager of the incident.
- Activate the Emergency Operations Center (EOC) if warranted.
- Establish communications between the EOC and the incident command post.
- Coordinate emergency notification of the campus community.
- Notify the University Department of Environmental Health, Safety, and Risk Management as part of the initial response.
- Coordinate ongoing notification of the campus community.
- Coordinate scene security, traffic control, and evacuation assistance, and support crime scene investigation when appropriate.
- The EOC will coordinate with the President’s Office on potential campus closure or evacuation of the campus due to the hazardous materials emergency.

5.1.1.2 Recovery

- When the initial response to an incident has ended, a further effort may be required to control access to areas, which are still contaminated.
- Clean up and dispose of spilled materials, and decontaminate and restore areas, which have been affected.
- Indoor air monitoring may be required to ensure the health and safety of the University students, staff, and faculty.
- The recovery process may continue for an extended period.

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a hazardous materials incident. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the incident and that external resource requests are pushed up to the County and State levels without delay.

CSUMB Emergency Operations Plan

Incident Annex IA – 10 Hazardous Materials Emergency

5.2.1 University Police Department Responsibilities

The University Police Department (UPD) is the lead University Department in any emergency including a hazardous materials incident on University property.

- The UPD will form a unified command structure with the local fire jurisdiction responding to the hazardous materials incident when it occurs on the University property.
- The UPD will send a liaison to the hazardous materials incident command post when the incident occurs outside University property but has an effect on the campus community.
- Imitate Emergency Notification or Safety Notification to the campus community if necessary.
- Ordering a campus evacuation or shelter in place for the incident.
- Ensure the University's Emergency Manager is notified of the incident.

5.2.2 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, FMD, and personnel to develop and maintain an up-to-date situation report.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.

5.2.3 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the hazardous materials emergency response and recovery to the campus community. (For additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management play an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Lead University department for the coordination of the removal and disposal of hazardous material on the campus, in coordination with FMD.

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Incident Annex IA – 10 Hazardous Materials Emergency

- Conduct health, safety, and risk assessment for the campus community during response recovery and cleanup operations.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 University Facilities Management Department Responsibilities

The Facilities Management Department (FMD) plays an important role in the response to and recovery from hazardous materials incidents. The FMD will coordinate all response and recovery operations with the University EOC.

- Provide representatives to the Incident Management Team (IMT).
- Assist in damage assessment of University infrastructure and buildings.
- Coordinate with the Operations Section of the EOC on any response and any cleanup operations conducted by the department.
- In a hazardous materials incident involving an air release or threat of contaminated cloud affecting the University, ensure all building ventilation systems are shut off to outside air.
- Coordinate contract vendors for the response, cleanup, and air monitoring if required.
- Coordinate with the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.6 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

7 Appendix Emergency Response Provider

Contact information for emergency response agencies, cleanup contractors, and University departments.

CSUMB Emergency Operations Plan

Incident Annex IA – 10 Hazardous Materials Emergency

7.1 Fire and Hazardous Materials Response

Marina Fire Department

Address: 211 Hillcrest Avenue Marina, CA 93933

Station phone: (831) 275-1700

24-hour phone: 911

Seaside Fire Department

Address: 1635 Broadway Avenue Seaside, CA 93955

Station phone: (831) 899-6790

24-hour phone: 911

Monterey County Regional Fire District

Address: Main Station 19900 Portola Drive Salinas CA 93908

Station phone: (831) 455-1828

24-hour phone: 911

Presidio of Monterey Fire (POM Fire) and POM Hazardous Materials Team

Address: Building # 4400 General Jim Moore Blvd, Seaside, CA 93955

Station phone: 831-242-7701

24-hour phone: 911

Monterey County Hazardous Material Team

Dispatched and requested through fire judication

24-hour phone: 911

7.2 Law Enforcement

University Police Department

Day phone: 831-582-3360

24-hour non-emergency phone: 831-655-0268

24-hour emergency phone: 911

7.3 University Emergency Management

Primary: Ken Folsom, Emergency Manager

Campus Phone: 831-582-3589

24-hour Phone: 831-392-5663

Secondary: Earl Lawson, Police Chief

Campus Phone: 831-582-3062

24-hour Phone: 831-402-6392

7.4 University Environmental Health & Safety

Amy Thomas, Director of Environmental Health, Safety, and Risk Management:

Campus Phone: 831-582-4766

24-hour Phone: 209-620-6492

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Incident Annex IA – 10 Hazardous Materials Emergency

Arienne Tucker, Health & Safety Specialist

Campus Phone: 831-582-4096

24-hour Phone: 831-238-5499

Campus Environmental Health, Safety and Risk Management Safety Line: 831-582-3730

7.5 County and State Contacts

Monterey County Health Department Hazardous Materials

Address: 1270 Natividad Road Salinas, CA 93906

Phone: (831) 755-4505

24-Hour Phone: Contact through Monterey County Communication Center (831) 655-0268

Additional Contacts

Monterey County OES: Duty Officer (831) 796-1920

State Office of Emergency Services: 800-852-7550

Poison Control Center: 800-876-4766

Monterey County Toxics Branch: 831-755-4511

California EPA Department of Toxic Substances Control: 510-540-3739

Cal-OSHA Division of Occupational Safety and Health: 408-452-7288

Monterey Bay Air Resources District: 831-647-9411

Regional Water Quality Control Board: 805-549-3685

7.6 Hospital

Community Hospital of the Monterey Peninsula

23625 WR Holman Highway, Monterey:

Phone: (831) 624-5311

7.7 Hazardous Materials Cleanup Contractors

Clean Harbors

4101 Industrial Way Benicia, CA 94510

Phone: (408) 451-5000

Fax: (408) 451-5050

24-Hour ER Number: 800.645.8265 (800.OIL.TANK)

VISTA ENVIRONMENTAL CONSULTING, INC.

2984 Teagarden Street

San Leandro, CA 94577

(510) 346-8860

(888) 296-0271 fax

CSUMB-specific contacts:

Chris Burns - 925-348-5361

Javier Rocha - 925-818-6204

Chuck Bove- Admin/Technical - 925-948-5097

CSUMB Emergency Operations Plan

Incident Annex IA – 11 Civil Disturbance

1 Purpose

This Incident Annex provides additional guidance on the University's response to a Civil Disturbance affecting the campus community.

2 Scope

IA – 11 Civil Disturbance. This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of civil disturbance affecting the campus community.

3 Situation and Assumptions

3.1 Situation

The University does not have a history of violent civil disturbances the campus is familiar with protests, demonstrations, and non-violent civil unrest.

Higher education institutions have a long history of protests and demonstrations. War, social and political issues, institutional governance, and education expenses are all subjects that have spawned civil unrest in the past. In recent years, the topics of civil unrest have expanded to include sporting event results, economic issues, concerts and performances, and even holiday observances.

3.2 Assumptions

As a higher education institution with an involved and socially conscious students body the possibility of civil unrest is always a possibility.

- Generally, peaceful, non-disruptive demonstrations should not be interrupted, demonstrators should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.
- The more likely that a protest or demonstration will involve individuals from outside the campus community including other groups known to be involved in fomenting civil unrest as their mission.
- The severity of civil unrest incidents is driven by several factors including, the number of participants and potential participant pool, the issue-giving rise to the demonstration/protest, outside influences, and the weather.
- A civil disturbance generally begins as non-violent gatherings, which escalate to civil disorder resulting in casualties, property damage, and arrests.
- Civil unrest incidents will have a variety of effects on the University.
 - Classes and other activities may require rescheduling or cancellation.
 - First-responder resources will be stretched responding to law enforcement and medical issues resulting from the incident.
 - Trust and relationship issues between students and the University may be impacted.

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Incident Annex IA – 11 Civil Disturbance

- Financial impacts will result from response costs as well as longer-term recovery and litigation actions.
- A civil disturbance could spill over from off-campus events or could originate on campus.
- In all civil disturbance incidents affecting the campus, regardless of their place of origin, the University will coordinate with partner agencies and other University departments on response and recovery activities.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a civil disturbance.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the University's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major incident affecting the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a civil disturbance, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the civil disturbance on the Campus Community.
- Identify at-risk populations, notify them and provide assistance or begin an evacuation if warranted.
- Provide necessary security, care, shelter, and medical services to the campus community.
- Restore the operations of the University that are essential to the health, safety, and welfare of the campus community as a priority.
- Restore the operations of the University to normal as quickly as possible.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

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Incident Annex IA – 11 Civil Disturbance

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All Response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a civil disturbance. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 University Police Department Responsibilities

The University Police Department (UPD) will be the lead University department for security/safety planning and response to any planned protest or civil disturbance affecting the University.

- UPD will establish an on-scene Incident Command and an Incident Command Post to coordinate on-scene operations.
- The Chief of Police will be notified of any on-campus demonstrations or gatherings before the request is approved.
- If additional security coverage is required based on the size or time of the event, the Chief of Police will arrange for additional security or law-enforcement resources, as appropriate.
- The Police Chief may request the CSU Strategic Response Unit (SRU) response resources in support of the UPD.
- Faculty and staff are advised of any approved gatherings prior to the event. The notification includes the time, date, and any special instructions that campus leadership or the Chief of Police has concerning the event.
- If any demonstration should become disruptive, the Chief of Police in coordination with University senior leadership will ask the demonstrators to terminate the disruptive activity and inform them that failure to comply will result in law enforcement intervention, disciplinary action, and possible arrest.
- If an unauthorized gathering occurs on campus, the Chief of Police or designated University official will be posted near the demonstration to monitor the situation.
- If actions escalate, UPD will immediately notify the campus President or designated successor, and provide a situation update.
- When demonstrations escalate and threaten violence or damage to University property the Chief of Police will advise the Emergency Management Executive (the Vice President of Administration/Finance – A/F) and Emergency Manager of the situation.

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Incident Annex IA – 11 Civil Disturbance

- The UPD will request emergency notification messages to be issued as appropriate to the situation.
- If the situation warrants the Chief of Police will activate the EOC to provide support to emergency resources in the field and to coordinate the University's reporting obligations and Public Information function.
- If the UPD determines the situation has escalated to an unsafe condition, based on the situation on campus the students, staff, and faculty will be advised of emergency protective measures (i.e. Shelter-In-Place, Evacuation, etc.) through the emergency notification system.
- UPD will notify University senior leadership when normal operations can resume.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.2 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Analyze situation information from sources to maintain an up-to-date situation report.
- The EOC will coordinate with the President's Office on potential campus closure due to civil disturbance.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.

5.2.3 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the civil disturbance response and recovery to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

5.2.4 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of the Debris Management Plan.
- Provide a Technical specialist to the EOC IMT when requested.

CSUMB Emergency Operations Plan Incident Annex IA – 11 Civil Disturbance

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Incident Annex IA – 12 Wildland/Structure Fire

1 Purpose

This Incident Annex provides additional guidance on the University's response to a wildland or structure fire incident affecting the campus community.

2 Scope

IA – 12 Wildland/Structural Fire Incident. This Annex supplements the CSUMB Emergency Operations Plan (EOP) that provides overall guidance for the management of a wildland/structural fire on campus or affecting the campus community.

For the purposes of this Annex, the term "fire incident" refers to both wildland and structure fires occurring on, or affecting the campus. Impacts may include fire, heat, smoke, traffic congestion, support for a large response, and/or support to affected populations both on and off campus.

3 Situation and Assumptions

3.1 Situation

A wildland or structure fire can occur at any time on campus or in the surrounding area that will affect the campus community.

3.2 Assumptions

Fire incidents vary in severity from small, isolated, and easily controlled fires to major incidents requiring extensive response and recovery efforts.

- A fire incident is capable of causing or the threat of causing injuries, property, and/or environmental damage.
- These fire incidents may result in a prolonged impact on the University operations and the campus community.
- Fires pose a variety of threats to the campus community including life safety and health impacts, loss of campus facilities, interruption of campus operations, and disruption of transportation, utility, and supply chain lifelines.
- As the climate continues to exhibit extreme conditions, wildfires are believed to be more likely, more intense, and more invasive than ever before.
- The risk of extreme fire in wildlands is attributed to the increases in flammable vegetation due to factors including climate change, growth in insect pest populations, and diseases of vegetation.
- The University attempts to mitigate the effects of fires on campus through its fire prevention efforts, which include built-in fire detection and suppression systems, building/fire code mitigations, public awareness and education, landscaping/fuel management practices, and advanced planning and collaboration between the University and its response partners.

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Incident Annex IA – 12 Wildland/Structure Fire

- The University spans several local political subdivisions fire protection is provided by the fire department of that jurisdiction, in conjunction with existing mutual between these agencies and other local jurisdictions. Fire Departments include the Monterey County Regional Fire District, the City of Marina Fire Department, the City of Seaside Fire Department, and the Presidio of Monterey Fire Department.
- The local fire jurisdiction will form a Unified Command with the University Police Department on any Incident affecting the University.
- Each local fire jurisdiction will communicate directly with its field forces and in turn, will keep the University's EOC informed and coordinate with via the Fire and Rescue Branch Coordinator of all activities performed, personnel and equipment deployed, and additional personnel and equipment needed to maintain adequate response and recovery efforts.
- A fire in any building will interrupt operations in that building and may affect adjacent buildings.
- Wildland fires can occur at any time, though the threat of wildland fire is higher during periods of warm weather, drought, and high wind.
- The University EOC will support the on-scene incident command/unified command.
- The University will coordinate response and recovery operations with response partners and regulatory agencies as appropriate.
- A fire incident may not affect the campus community directly, however, the campus community may be affected indirectly, such as students, staff, and faculty's families or others in the community by the loss of homes or loved ones.
- The University may be called upon to assist with a large-scale wildland fire response in a support role providing, staging areas, areas for support services, and the housing of firefighters.
- The University has established a use agreement with Cal Fire to utilize portions of the University to support Cal Fire's response to a major incident affecting Monterey County.
- The University has developed a Campus Community Wildfire Protection Strategic Plan to address; Emergency Preparedness and Planning, and Campus Community Wildfire Fuel Reduction Planning. This plan addresses strategies for mitigating the wildfire threat the University faces.

4 General Organization

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a hazardous materials emergency.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

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Incident Annex IA – 12 Wildland/Structure Fire

- As described in the EOP, the University's EOC is the focal point for the coordination of the University's response and recovery from an emergency. University departments provide staffing and expertise to the EOC through the university's Incident Management Team (IMT).
- CSUMB EOC will direct all resource requests that can be met by County, State, or Federal agencies to the Monterey County Operational Area EOC.
- In a major fire incident affecting the region, the CSUMB EOC will function as the Monterey Peninsula Regional Emergency Coordination Center for the regional partners.

4.1 Response Objectives

In the event of a fire incident, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for the University are as follows:

- Reduce immediate threats to life, public health and safety, and public and private property.
- Determine the size, scope, and effect of the emergency on the campus community.
- Prepare for an evacuation or shelter-in-place orders from the incident commander of the fire incident. (For more information on evacuations see SA – 5 Evacuation Plan)
- Identify at-risk populations, notify them and provide assistance or begin an evacuation if warranted.
- Provide necessary care, shelter, and medical services to the campus community.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.
- Establish communications between the incident command post and the EOC.
- Support Cal Fire's response efforts to a major fire incident with University resources whenever possible.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in an operation leading to serious consequences.

5.1 Organization

All Response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

CSUMB Emergency Operations Plan

Incident Annex IA – 12 Wildland/Structure Fire

5.1.1 Incident Response and Recovery Coordination

5.1.1.1 Response

- Establish communications between the EOC and the incident command post.
- Coordinate emergency notification of the campus community.
- Notify the University Department of Environmental Health, Safety, and Risk Management as part of the initial response.
- Coordinate ongoing notification of the campus community.
- Monitor any smoke conditions affecting the campus community.
- Coordinate scene security, traffic control, and evacuation assistance, and support crime scene investigation when appropriate.
- The EOC will coordinate with the President’s Office on potential campus closure or evacuation of the campus due to the fire incident.
- Any closure of campus due to risk from wildfire should include the monitoring of roadway access points to ensure only authorized persons can enter the campus.
- Issue emergency protective measures such as an evacuation advisory or orders, shelter in place, or instruction to move to safe zones in the community to await evacuation or escape the fire conditions.
- It is a priority, when safe to do so, to maintain occupancy in the residential community.
- Coordination of the establishment of shelters when it is not possible to maintain occupancy in the housing community.
- The University may be called upon to assist with a large-scale wildland fire response in a support role providing, evacuation assistance, staging areas, areas for support services, and the housing of firefighters.
- Support Cal Fire’s response efforts to a major fire incident with University resources whenever possible. The University’s Emergency Manager will coordinate with Cal Fire on the use of the University resources.

5.1.1.2 Recovery

- When the initial response to an incident has ended, a further effort may be required to control access to areas, which are still affected.
- Provide short-term emergency sheltering and feeding to campus community members displaced by the incident.
- Coordinate campus sheltering and recovery operations with the Red Cross, Salvation Army, United Way, and other emergency relief agencies.
- Assist in coordinating the relocation of University departments, functions, and staff displaced by the incident.
- Wildland fires can affect the campus community for weeks, it is important that the campus address and/or mitigate immediate safety threats and the effects of on-campus facilities so that activities can continue or resume as soon as it is safe to do so.
- Clean up and dispose of any fire debris, and decontaminate and restore areas or buildings which have been affected.

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- Indoor air monitoring may be required to ensure the health and safety of the University students, staff, and faculty.
- The recovery process may continue for an extended period.

5.2 Responsibilities

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a fire incident. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State levels without delay.

5.2.1 University Police Department Responsibilities

The University Police Department (UPD) is the lead University Department in any emergency including a Wildland/Structure Fire on University property

- The UPD will form a unified command structure with the local fire jurisdiction responding to the incident when it occurs on the University property.
- The UPD will send a liaison to the incident command post when the incident occurs outside University property but has an effect on the campus community.
- Imitate Emergency Notification or Safety Notification to the campus community if necessary.
- Ordering a campus evacuation or shelter in place for the fire incident.
- The University's Emergency Manager will coordinate with Cal Fire on all support activities.
- When Cal Fire utilizes the University in support of a major fire incident the University's Emergency Manager will obtain a briefing from Cal Fire on the incident daily.

5.2.2 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all manage all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Determine the scope of the incident; develop damage assessment maps and other documents to maintain a common operating picture.
- Determine if the fire incident poses any risk to the students, staff, or faculty of the University or the campus community, in the form of a direct threat or any health effects from smoke conditions.
- Analyze situation information from sources such as field responders, Building Emergency Coordinators, and FMD personnel to develop and maintain an up-to-date situation report.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.

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5.2.3 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the hazardous materials emergency response and recovery to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- Large fire incidents on campus will require a coordinated and effective communication plan to keep the campus community and the media informed and updated on the situation.
- Wildland fires are often dynamic, large in scale, and affect large portions of the region, communication is critically important and requires a coordinated and effective communication plan to keep the Campus Community and the media informed and updated on the situation.
- Wildland fires or large structure fires off campus may affect the Campus Community in many ways the PIO shall keep the Campus Community informed with up-to-date information throughout the fire incident.

5.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the environmental health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as Safety Officer
- Monitor any wildfire smoke plumes that may affect the Campus Community's air quality.
- Lead University department for the coordination of the removal and disposal of hazardous material on the campus, in coordination with FMD.
- Conduct environmental health, safety, and risk assessment for the campus community during response and cleanup operations.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate and provide support as the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.5 University Facilities Management Department Responsibilities

University Facilities Management Department (FMD) will coordinate all response and recovery efforts with the University EOC.

- Provide representatives to the Incident Management Team (IMT).
- Coordinate with the Operations Section of the EOC on any response and any cleanup operations conducted by the department.

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- When ash and smoke are likely to affect the air quality in the area, University Facilities Services Operations shall check all buildings for open doors and windows. Depending upon the air quality, air returns should be closed and HVAC systems should be turned off to outside air to reduce the impact of ash and smoke into the facility's air filtration systems.
- FMD will coordinate with any vendors contracted for assistance.
- Assist in damage assessment of University infrastructure and buildings.
- The FMD/University's Code Official shall notify the State Fire Marshal's Office and the CSU System Campus Fire Marshal of any fire incident on University property.
- Coordinate contract vendors for the response, cleanup, and air monitoring if required.
- Coordinate with the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

5.2.6 University Student Housing and Residential Life Responsibilities

The University Student Housing and Residential Life Department plays an essential part in training, preparing, and responding to an evacuation of any student residential facility.

- Provide a representative to the EOC IMT as a Technical Specialist, when the EOC is activated.
- Staff to assist with the evacuation or relocation of the campus residents.
- Track the location of all students being relocated.
- Activate and implement the department's Continuity of Operations Plan.

5.2.7 Campus Health Center/Health and Wellness Services Responsibilities

The Campus Health Center/Health and Wellness Service staff serve on the IMT as the Health and Welfare Branch responsible for the coordination of people, animals, and the campus population's mass care and sheltering activities during the emergency. This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health.

- Provide representatives to the Incident Management Team (IMT).
- Coordinate any assistance the Campus Health Center can provide including Doctors on Duty staff from the Health Center.
- Coordinate with Operations Section Coordinator as to the number of victims involved.
- The Health and Welfare Branch will coordinate all mental health/stress management activities related to the fire incident.
- Coordinate CSU System mental health mutual assistance.
- Coordinate or assist with mental health follow-up.
- Coordinate with volunteer and private agencies for mental health services if necessary.

5.2.8 Other University Departments Responsibilities

All University Department may be called upon to assist with the response and recovery operations for the campus community.

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- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical specialist to the EOC IMT when requested.

6 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan Incident Annex IA – 12 Wildland/Structure Fires Addendum for Wildfire Smoke Conditions Affecting the Campus Community

1 Purpose

This Addendum is to provide guidance and strategies for wildfire smoke conditions that affect the air quality of the CSUMB campus community. It describes the roles and responsibilities when the air quality of the campus has been affected by smoke conditions from a nearby wildfire.

2 Scope

This addendum is a tool to facilitate the overall strategies for the response to wildfire smoke conditions that affect the air quality in the CSUMB campus community.

3 Situation and Assumptions

3.1 Situation

A wildfire smoke event can occur without warning, emitting tons of particulates and other pollutants that can cause serious health effects in people exposed to these conditions. The air quality of the CSUMB campus community could be compromised by smoke from a wildfire in any part of the state or neighboring states (Nevada or Oregon, or Mexico).

3.2 Assumptions

A wildfire that produces smoke conditions can occur at any time without warning which could affect the air quality of the campus community.

- Wildfire smoke produced from the combustion of natural biomass contains thousands of individual compounds, including particulate matter, carbon dioxide, water vapor, carbon monoxide, hydrocarbons, other organic chemicals, nitrogen oxides, and trace minerals. Wildfires can move into the wildland-urban interface (WUI), burning homes and structures and thereby consuming man-made materials in addition to natural fuels.
- Breathing in wildfire smoke by itself can produce harmful health effects. These range from minor symptoms, such as eye, nose, and throat irritation or headaches, to more severe symptoms like shortness of breath, chest tightness, asthma attacks, and worsening existing chronic conditions. Some of these respiratory symptoms include dry cough, sore throat, and difficulty breathing.
- These events cause mental health concerns and psychological stress.
- Wildfire smoke can also affect indoor air quality in campus offices, res-halls, classrooms, and the East Campus residential community.
- When the air quality is poor from wildfire smoke, reduce outdoor physical activity.
- As the air quality worsens you will need to go indoors and take additional steps to keep smoke out to improve indoor air quality, closing windows and doors and turning off air conditioning.

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- Properly wearing a NIOSH-certified N95 particulate respirator that fits closely to the face can help reduce personal exposure to wildfire smoke and ash.
- Smoke levels can vary throughout the day, so people may be able to plan necessary trips outside during times when the air is less smoky or minimize their time in smoke-impacted areas.
- Smoke events can last for weeks or even months. These longer events are usually punctuated by periods of relatively clean air. When air quality improves, even temporarily, buildings should “air out” to reduce indoor air pollution.
- The University used many reference documents in the development of this document most are attachments in the addendum. The Wildfire Smoke Considerations for California’s Public Health Officials August 2022 was also used and is listed in the EOP references.

4 Concept of Operations

4.1 General

The Emergency Operations Center (EOC) in coordination with the University’s Department of Environmental Health, Safety, and Risk Management, will monitor and manage a wildfire smoke event that potentially affects the campus community.

- The University will activate the EOC in coordination with the University’s Department of Environmental Health, Safety, and Risk Management to ensure timely decision-making and information flow during smoke crises.
- The University will monitor the Air Quality Index (AQI), and the wildfire smoke situation, and collect data as the AQI changes.
- As a smoke event develops the University will utilize a decision-making matrix to assist with decisions based on AQI for campus activities limitations. (Attachment 1 AQI-Based Decision-Making Matrix)
- When the air is unhealthy, the best option is to reduce physical activity and stay indoors with windows/doors closed. If the indoor temperature is high, establish a location with clean filtered air, a campus building with heating, ventilation, and air conditioning (HVAC) system filtration, and may be chosen as a shelter to accommodate the campus community.

4.1.1 Air Quality Index (AQI)

The AQI is a nationally uniform index promulgated by the Environmental Protection Agency (EPA) for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including those most relevant to wildfire smoke.

- The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category.

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AIR QUALITY INDEX FOR PARTICLE POLLUTION		
Air Quality Index	Air Quality	Health Advisory
0 to 50	Good	None.
51 to 100	Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion.
101 to 150	Unhealthy for Sensitive Groups	People with heart or lung disease, older adults, and children should reduce prolonged or heavy exertion.
151 to 200	Unhealthy	People with heart or lung disease, older adults, and children should avoid prolonged or heavy exertion. Everyone else should reduce prolonged or heavy exertion.
201 to 300	Very Unhealthy	People with heart or lung disease, older adults, and children should avoid all physical activity outdoors. Everyone else should avoid prolonged or heavy exertion.

- The University will utilize AirNow.Gov as its official source for air quality data to assess the AQI for the campus community. The Monterey Bay Air Resource District is an additional source for AQI data and information the University may use to monitor the AQI for the campus community.
- Air Quality of over 300 is considered hazardous for everyone and actions curtailing outdoor activities should be considered.
- When employees are exposed to wildfire smoke at PM 2.5 AQI of 151 or more, Cal OSHA requires a combination of training, communication, monitoring, PPE, and/or HVAC filtration.

<p>AQI above 100 Air quality is "unhealthy for sensitive groups". Move recess and lunch indoors. Excuse children with sensitivity to air pollution (e.g., asthma) from outdoor physical education activities.</p>
<p>AQI above 150 Air quality is "unhealthy". Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Move longer and more intense activities indoors.</p>
<p>AQI above 200 Air quality is "very unhealthy". Move all activities indoors or re-schedule outdoor events. If appropriate, close school.</p>
<p>AQI above 300 Air quality is "hazardous". If appropriate, close school.</p>

Wildfire Smoke Air Quality Guidelines for Schools

4.1.2 Building Ventilation

The CSUMB campus buildings could be affected by the smoke from a wildfire. The air quality of the campus community could be compromised as a result requiring the following recommendations be followed:

- Closing HVAC air intakes and maintaining circulation through filters will help maintain indoor air quality while buildings are closed during poor air quality events.

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- Ensure doors and windows are sealed tightly. Minimize air movement in and out of rooms and buildings.
- Campus buildings may have exhaust air systems for restrooms and kitchens, local exhaust systems for laboratory fume hoods, or other operations. These exhaust systems require makeup air (outdoor air) to function properly. Without an adequate supply of outdoor air, these systems may create negative pressure in the building.
- Negative pressure in a building will increase the movement of unfiltered air into the building through any openings, such as plumbing/sewer vents, doors, windows, junctions between building surfaces, or cracks.
- In general, buildings should be operated at slight positive pressure to keep contaminants out and to help exhaust air systems function properly.
- When feasible, designating one or more buildings with good air filtration (such as the Otter Student Union, University Library, the College of Arts Humanities & Social Sciences, or the BIT Building, for example) can provide students with a safe place to study during poor air quality events.

4.1.3 Wildfire Smoke Training

Cal OSHA Rule §5141 section 3203 requires employers to provide employees with effective training and instruction regarding protection from wildfire smoke.

- The CSU has established a training module for campuses to use to meet this requirement and promote awareness of AQI and appropriate actions for employees and students to take during poor air quality incidents. This Training is called “Protection from Wildfire Smoke (CSU)” and can be accessed through the CSYou Learn system.

4.1.4 Personal Protective Equipment (PPE) (Masks)

The University will provide N95 respirators per Cal OSHA requirement of the provision; voluntary use respirators (N95 respirators) when the PM 2.5 AQI equals or exceeds 151 (but does not exceed 500) for employees working outside for more than an hour while exposed to wildfire smoke.

- Masks and face coverings have limitations. Non-medical face coverings/masks do not protect from smoke. N95 respirator masks are designed for professional use by trained adults and are not intended for children. Therefore, masks are not recommended for children by air quality districts/public health agencies.
- N95 respirators require a perfect seal to be effective. If these masks are not fitted correctly, they will provide little if any protection.
- N95 respirators can exacerbate breathing difficulty for sensitive breathers or potentially cause deeper breathing, which draws particulates deeper into the lungs if they are not fitted correctly.
- N95 respirators must be kept clean and replaced frequently to be effective.

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- N95 respirators will be made available to all staff, faculty, and students during a wildfire smoke event affecting the campus.
- Wildfire smoke protection fact sheets with N95 use instructions will be provided to the campus community when N95 respirators are made available.
- When available N95 respirators will be made available to the entire campus community (nonaffiliated residents).
- Where the PM 2.5 AQI exceeds 500, N95 respirator use is required in accordance with Title 8 section 5144 and the campus respiratory protection program.
- The Chancellor’s Office procurement team maintains a supply of N95 masks that can be requested by the CSUMB through the EOC during a wildfire event.
- Per the 2022 California Department of Public Health guidance internationally certified respirators such as KN95s or the KF94s are another option for protection in a wildfire smoke event.

4.1.5 On-Campus and Off-Campus Activities

- On-campus outdoor activities such as outdoor facilities work, athletics activities, student activities, and events, and campus community events should be canceled if the campus air quality AQI demand is unhealthy.
- The University must identify off-campus student activities that can/cannot be suspended during campus closure (i.e. nursing clinical placements, student teaching, internships, service learning, field trips, events, etc.). Include University auxiliary facilities in wildfire smoke possible closures and air quality monitoring, considering their unique geographical circumstances.

4.1.6 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs in the event of a wildfire smoke event affecting the University. The University’s EOC is staffed with a technical specialist, the Disability and Access and Functional Needs (D/AFN) Coordinator to support all D/AFN needs.

- The Technical Specialist – EOC Disability and Access and Functional Needs (D/AFN) Coordinator understands issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and federal laws, regulations, and requirements and will serve in the EOC staff as the advocate for this population of the campus community.
- The role of an EOC D/AFN Coordinator will plan, coordinate, respond to issues, evaluate and monitor emergency response, and recovery efforts with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community in accordance with Federal and state guidelines, state emergency plans, and University policies and standards.

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- The University will ensure that in a wildfire smoke event affecting the campus community people with disabilities and access and functional needs are accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters this including seeing thought face-coverings for the hearing impaired.
- The University will ensure that people with disabilities and others with access and functional needs are not separated from their families/personal care attendants (PCAs) and service animals during a wildfire smoke event.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during a wildfire smoke event may lead to serious consequences.

5.1 Organization

All wildfire smoke event operations will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 General Responsibilities

The following list is general responsibilities for the EOC and the University Department of Environmental Health, Safety & Risk Management when a wildfire smoke event threatens the campus community.

- Coordinate the monitoring of the wildfire smoke situation operation and assess the AQI for the University and the campus community.
- Coordinate with and provide a situation report to the Executive/Policy Group.
- Provide a situation report to the CSUMB Incident Management Team (IMT).
- Coordinate with the University's Facilities Management Department.
- Coordinate with the University Public Information Officer (PIO) on current wildfire smoke conditions.
- Coordinate with the University's Student Affairs, Res Life, Athletics, Health Center, and all Auxiliaries.
- Coordinate with University Personnel Department to address labor impacts of decisions made for curtailing activities, modifying employee work, and staff and faculty communications.
- Identify key stakeholders and campus activities, as well as points of contact for message dissemination for each group/activity.

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- Provide notification of any level of campus closure to the CSU Chancellor’s Office Director of Systemwide Emergency Management and Senior Advisor for Academic and Student Affairs.

5.2.1 Emergency Operations Center Responsibilities

The Emergency Operation Center is responsible for emergency response and all coordination during a wildfire smoke event affecting the campus community. During a wildfire smoke event, the EOC needs to coordinate and monitor the conditions of the campus community.

- Notify the EOC IMT of the wildfire smoke event and maintain situational awareness during the event.
- Coordinate logistical needs for the wildfire smoke event.
- Coordinate the establishment of any facilities opened as a designated building with good air filtration to accommodate students, staff, and faculty.
- Coordinate the establishment of any mass care and sheltering operation with the American Red Cross and the Monterey County OES.
- Maintain a stockpile of Personal Protective Equipment (PPE) (N95 Respirators) that will be needed during wildfire smoke events.
- Document all expenses due to the wildfire smoke event that has been incurred for potential reimbursement of funds via CSU’s property insurance, FEMA, or other potential sources of funds.

5.2.2 President and Executive/Policy Group Responsibilities

The Executive/Policy Group must be kept informed on any wildfire smoke event affecting the CSUMB campus Community. A key decision will need to be made to protect the campus community.

- Determine or define when to curtail activities (using established emergency decision-making processes) and alter business / academic operations. Levels of curtailment might include:
 - Full campus closure – no access, lockdown, entrances blocked, residence halls evacuation.
 - In-person classes canceled/suspended or all classes canceled/suspended.
 - Non-instructional closure/Business closure.
 - Essential services only (define).
 - Residential students only

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5.2.3 The Department of Environmental Health, Safety, and Risk Management

The University Department of Environmental Health, Safety, and Risk Management staff serve on the IMT. The Department of Environmental Health, Safety, and Risk Management plays a key role in a wildfire smoke event and will provide occupational safety guidelines for any wildfire smoke event threatening the campus community.

- Monitor the AQI when possible wildfire smoke conditions may threaten the campus community.
- Provide situation response on air quality to the Executive/Policy Group and the emergency manager when wildfire smoke conditions threaten the campus community.
- Advise the University’s Facilities Management Department of wildfire smoke conditions affecting the campus and recommend changes to the building's ventilation systems.
- Provide communications to managers of outdoor workers.
- Warn support services and essential services leadership before closing or curtailing activities (such as IT, UPD, Facilities, RM/EHS, and PIO)
- Advise the University PIO on current wildfire smoke conditions and coordinate with the EOC for safety or emergency notification (OtterAlert) to the campus community.
- Coordinate with the University’s Student Affairs, Res Life, Athletics, Health Center, and all Auxiliaries for changes to conditions.
- Coordinate with the University Personnel department to understand the labor impacts of decisions made for curtailing activities, modifying employee work, and staff and faculty communications.
- Ensure that Cal/OSHA emergency rule “§5141.1. Protection from Wildfire Smoke” requires:
 - Provision of voluntary use respirators (N95) to all employees who are not exempt at AQI > 150
 - Mandatory respirator use at AQI >500
 - Other requirements include the identification of hazards, training, communication, etc.
 - Exemptions involve enclosed buildings or structures with air filtered by a mechanical ventilation system.
- Advise the University Athletics of poor air quality issues, and the NICA set guidelines for athletes.
 - Athletes are at special risk during poor air quality conditions due to breathing rates and other related factors.
 - The NCAA refers to the AirNow site and its AQI and monitoring of readings and conditions.
 - Consider removing sensitive athletes at AQI of 100 or more, reducing outdoor exertion at 150, and canceling or moving outdoor activities indoors at AQI of 200 and 300 or more.

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5.2.4 University Personnel

University Personnel (Stateside and Corporation) is the lead department for communicating and forwarding information on a wildfire smoke event to University staff and faculty.

- Identify key stakeholders and campus activities, as well as points of contact for message dissemination for each group/activity. These may include:
 - Outdoor workers & volunteers
 - Classes – particularly any that may be held outdoors.
 - Athletics, including Recreation Center and Club Sports and teams that may be traveling
 - Outdoor camps, movies/concerts, fairs, rallies, farmer’s markets, or other events.
 - Child & Infant Care Centers
 - Sensitive groups and persons with disabilities related to breathing
 - Auxiliary locations, off-site centers, or any other location where campus activities are conducted
- Coordinate with the University Department of Environmental Health, Safety, and Risk Management on all impacts on staff and faculty.
- Coordinate essential/emergency employee status and pay implications that may come from utilizing such terms in crisis communications with Campus Communications.
- Assure telecommuting policies and procedures are followed.

5.2.5 Public Information Officer Responsibilities

The PIO is responsible for the dissemination of all public information related to the smoke event affecting the campus community, (Additional public information responsibilities see SA-4 Emergency Notification and Public Information). The EOC, in cooperation with University Communications, will manage all public information and emergency notifications for a wildfire smoke event affecting the campus.

The goal of air quality monitoring during a wildfire smoke event is to relay information to the public in a timely manner so people can make informed decisions about how to protect their health.

- A communication plan will be developed that includes details on who should be given specific information, when that information should be delivered, and what communication channels to use to deliver the information.
- The communications planning for recommendations should address not only messages and actions during a wildfire smoke event.

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- The PIO should consider utilizing a banner announcement on the university’s home page to communicate air quality information and campus status. The banner will link to the emergency information webpage with wildfire smoke information, references, and safety information to protect the campus community.
- The PIO will keep key internal stakeholders who may require targeted advance communications might include Academic Deans, the Dean of Students, Directors, Managers & the communications team.
- The PIO will keep the campus community informed as to the situation and safety issues affecting the campus community.
- After the initial emergency notification is transmitted, all follow-up notifications and updates will be coordinated by the PIO.
- During a wildfire smoke event, public advisories based on air quality levels should address special needs of at-risk life stages and populations (in the Air Quality Index, the term “sensitive groups” is used), including people with heart or lung disease, older adults, children, pregnant women, and people of lower Socioeconomic Status (SES).
- Provide communications to managers of outdoor workers
- Warn support services and essential services leadership before closing or curtailing activities (such as IT, PD, Facilities, RM/EHS, and PIO)
- Identify vendors and third-party contractors and prepare communication.
- Develop and coordinate press releases and interact with the media.
- Develop and coordinate communications with parents, alumni, and other key stakeholders.

5.2.6 University Facilities Operation Responsibilities

Consider replacing HVAC filters, flushing buildings with maximized outside air, and conducting industrial hygiene assessments needed. When possible, campuses should increase filter stock in advance of wildfires as shipping delays can occur during a wildfire event. Consider precautions to prevent exposure during ash cleanup.

- Before a wildfire smoke event, Facilities Management will analyze campus buildings for the quality of air filtration systems.
- Pre-identify buildings that do not have modern air filtration systems and establish an understanding of which classes, faculty, departments, and activities take place in these buildings.
- Identify buildings on campus that have high-quality air filtration systems that can be used as smoke-safe locations in a wildfire smoke event. When feasible, designating one or two buildings with good air filtration (such as the Otter Student Union, Otter Sports Center, or University Library, for example) can be a way to provide students with a safe place to study during poor air quality events.

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- Ensure all windows and doors are closed in all buildings during a wildfire smoke event on campus.
- Coordinate with the EOC PIO and Campus Communications to communicate with those buildings' occupants with poor air filtration systems during a wildfire smoke event.
- Closing HVAC air intakes and maintaining circulation through filters and maintaining indoor air quality while buildings are closed during wildfire smoke events.
- Identify vendors and third-party contractors and prepare communication to notify them of the Wildfire smoke condition and AQI.
- Consider replacing HVAC filters, flushing buildings with maximized outside air, and conducting industrial hygiene assessments needs after a wildfire smoke event. If possible in preparation for wildfire events Facilities Management should increase filter stock in advance of wildfires.
- Recovery from a wildfire event may require ash cleanup of outside areas of the campus this should be added to the recovery plan for after an event.

5.2.7 University Health Center/Health and Wellness Services Responsibilities

During a wildfire smoke event affecting the campus community, a shelter operation may be necessary for the health and safety of the campus community. The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of sheltering people, animals, and the campus population's mass care and sheltering activities during the emergency.

- The University Health Center/Health and Wellness Service will be the lead University department for coordinating wildfire smoke events or during an evacuation for all shelter operations.
- Responsibilities include providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health needs are met.
- Safeguarding the public health of the campus community by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- Additional Mass Care & Shelter responsibilities are included in the Support Annex SA - 6 Mass Care & Sheltering

5.2.7.1 Mental Health

Mental Health staff resources are typically needed following any disaster or emergency a wildfire smoke event may cause stress and even panic in the campus community. Health and Wellness Services will make counselors available to staff, faculty students, or in a shelter facility to provide mental health services.

5.2.8 University Student Housing & Residential Life Responsibilities

During a wildfire smoke event, University Res Life and Student Housing will play an important role in protecting the safety and health of the student residential population on the campus.

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- The University Student Housing and Residential Life will provide a representative to the IMT.
- Coordinate communication to the student population with University Communication to ensure a consistent message to the campus community.
- Coordinate the distribution of PPE (N95 Respirators) to the student population.
- Ensure all residential halls keep windows and doors closed during a wildfire smoke event on campus.

5.2.9 Other University Departments Responsibilities

All University Department at the University will have a role in a wildfire smoke event affecting the campus community.

- All departments will ensure all windows and doors are closed when occupying and upon leaving a building during a wildfire smoke event on campus.
- All departments will coordinate the need for PPE (N95 Respirators) for their respective staff.
- When requested University departments will participate in training, exercises, and drills related to wildfire smoke events.
- Assist with the establishment and management of on-campus shelters.
- Provide a Technical Specialist to the EOC IMT when requested.

6 Appendices

- Attachment 1 AQI-Based Decision-Making Matrix
- Attachment 2 CSUMB Guidelines for Health & Safety Mitigation for Wildfire Smoke Event
- Attachment 3 US EPA Air Quality Guide for Particle Pollution
- Attachment 4 CSU System Guidance on Building HVAC Operations During Compound Crises of COVID-19 and West Coast Wildfire
- Attachment 5 Monterey Bay Wildfire Risk Map
- Attachment 6 Summary of Cal/OSHA Wildfire Smoke Protection Rule and Guidance on Protecting Workers in the Indoor Workplace
- Attachment 7 CSUMB Guidelines for AQI Monitoring During Pandemic
- Attachment 8 Wildfire Smoke reference webpages

Attachment 1: AQI-Based Decision Making Matrix

Levels of Health Concern	PM2.5 (24hr avg; µg/m³)	Current AQI Value	Who is Affected?	Actions						
				Outdoor Workers/Volunteers	Classes	Campus Operations	Health System Operations	Athletics & Outdoor Rec	Outdoor Camps/Events	Pre-K-12
Good	0-50	0-50	None expected	No Action Anticipated	No Action Anticipated	No Action Anticipated	No Action Anticipated	No Action Anticipated	No Action Anticipated	No Action Anticipated
Moderate	51-100	51-100	Unusually Sensitive Individuals (people with lung and heart disease) may be affected.	• Unusually sensitive people may require work accommodations.	No Action Anticipated	No Action Anticipated	• In patient care areas, consider modifying filtered mechanical ventilation systems and/or implementing other controls to reduce outdoor air intake.	No Action Anticipated	No Action Anticipated	No Action Anticipated
Unhealthy for Sensitive Groups	101-150	101-150	Sensitive groups including people with heart or lung disease, older adults, pregnant women, and children.	• Workers in sensitive groups may require work accommodations.	No Action Anticipated	• Consider closing building doors and windows to reduce outdoor air intake.	• As feasible, modify filtered mechanical ventilation systems to reduce outdoor air intake in patient care areas.	• Medical/athletic staff/outdoor recreation staff should consult with individuals who fall into the sensitive groups about participation in practice, competition, and/or outdoor events.	• At higher end of range, consider moving activities indoors.	• For longer activities such as athletic practice, take more breaks and do less intense activities.
Unhealthy	151-200	151-200	Everyone	• Limit outdoor work and prolonged or heavy exertion if practicable. • Reassign employees who work outdoors for more than one hour or provide N95 respirators for voluntary use.	• Consider academic accommodations for students and faculty with pre-existing health conditions. • Consider staggering or moving outdoor classes indoors.	• Consider making N95 respirators and use/care guidance available for voluntary use. • Consider increasing campus managed shuttle/bus service. • As feasible, modify filtered mechanical ventilation systems to reduce outdoor air intake.	• Consider making N95 respirators and use/care guidance available for voluntary use. • In patient care areas, consider monitoring indoor air quality and implement mitigation actions if indoor AQI is within this range.	• Medical/athletic training staff should closely monitor the health of all athletes in practice and competition. Modifications to athletic activities should be considered and implemented as necessary. • Shorten/modify outdoor recreational activity to limit prolonged or heavy exertion.	• Consider cancellation of more intense outdoor events or move events indoors.	• For all outdoor activities, take more breaks and do less intense activities. • Consider moving longer or more intense activities indoors or rescheduling them to another day or time.
Very Unhealthy	201-300	201-300	Everyone	• Suspend outdoor work. If work is absolutely necessary, provide N-95 respirators for voluntary use.	• Per local procedures and in consultation with the divisional Academic Senate Chair or designee, cancel or restructure classes. If current AQI levels have not improved in this range and are expected to continue, academic activities that support clinical operations or research may be excluded from consideration.	• To the extent feasible, curtail campus operations. • Consider monitoring indoor air quality and implement mitigation actions if indoor AQI is within this range.	• To the extent feasible, curtail health system operations. • Consider monitoring indoor air quality and implement mitigation actions if indoor AQI is within this range.	• Outdoor athletic activities should be moved indoors or delayed, postponed, or relocated. • Cancel or move indoors outdoor recreational activities.	• Cancel outdoor events involving activity (e.g., sports). • Consider cancellation of outdoor events that do not involve activity (e.g., concerts).	• Close school if current AQI levels have not improved in this range and are expected to continue.
Hazardous	301-500	301-500	Everyone	• Follow recommendations for the Very Unhealthy category.	• Follow recommendations for the Very Unhealthy category.	• Follow recommendations for the Very Unhealthy category.	• Follow recommendations for the Very Unhealthy category.	• To the extent possible, move indoors or delay, postpone, or relocate outdoor athletic activities. • Consider cancellation of indoor events/activities based on indoor air quality measurements.	• Cancel all outdoor events and camp activities. • Consider cancellation of indoor camps that require participants or families to travel to and from campus.	• Follow recommendations for the Very Unhealthy category.
Beyond the AQI	> 500.4	> 500	Everyone	All groups	• Follow recommendations for the Hazardous Category. • Suspend outdoor work and activities. If outdoor work is absolutely necessary, N95 respirators are mandatory and require training and fit testing.					

Attachment 2

**CSUMB Guidelines for Health & Safety Mitigation for
Wildfire Smoke Event**

**CSUMB guidelines for health & safety mitigation
during periods of increased risk due to poor wildfire air quality *and* COVID-19**

RESPONSIBILITIES

During periods where wildfire smoke air quality impacts the campus during the COVID-19 pandemic:

- **CSUMB** will comply with Ca Dept. of Industrial Relations codes for worker safety in wildfire regions
 - <https://www.dir.ca.gov/dosh/worker-health-and-safety-in-wildfire-regions.html>
 - https://www.dir.ca.gov/title8/5141_1.html
- **EHSRM will monitor local air quality** through public resources, and will alert Cabinet members and FMD when conditions deteriorate requiring assessment or potential campus wide action
 - Primary reliable sources = airnow.gov and air.mbard.org
 - Optional sources = purpleair.com (most local with LRAPA and 1-hour avg. filters), AirMatters app, Weather Channel App, [weather underground](http://weatherunderground.com)
- **FMD will monitor indoor air quality systems/HVAC** and implement mitigation actions
 - due to wildfire smoke the fresh air intake for occupied buildings may be reduced to 0%-5%
 - system alterations will remain until midnight on the day activated; unless otherwise directed due to forecasted AQI conditions
 - NOTE: This action counters CSU COVID-19 recommendations for increased fresh air intake, but is necessary due to poor outdoor
- **UP Labor Management will address concerns** for sensitive employees related to air quality and COVID-19 through interactive process accommodations and/or leaves options
- **Managers will address individual employee health and safety** concerns including the provision of PPE, schedule changes, and flexible work as air quality conditions change during wildfire threats

MITIGATION AND ASSESSMENT BASED ON AIR QUALITY INDEX (AQI)

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health warnings of emergency conditions. The entire population is more likely to be affected.
Hazardous	301 to 500	Health alert: everyone may experience more serious health effects.

POTENTIAL CSUMB ACTIONS
Monitor
Monitor, sensitive staff may require accommodation, assess the need to alter building fresh-air intake
Alert, consider additional PPE measures for outdoor workers, sensitive staff may require accommodation
Alert, possible reduction of outdoor work tasks, PPE required
Alert, possibly eliminate outdoor tasks, consider indoor essential only with PPE
High Risk, consider suspension of on-campus work activities, or closure

Attachment 3

US EPA Air Quality Guide for Particle Pollution

Air Quality Guide for Particle Pollution

Harmful particle pollution is one of our nation's most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit www.airnow.gov

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)		It's a great day to be active outside.
Moderate (51-100)	Some people who may be unusually sensitive to particle pollution.	Unusually sensitive people: Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier. Everyone else: It's a good day to be active outside.
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include people with heart or lung disease, older adults, children and teenagers.	Sensitive groups: Reduce prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. People with asthma should follow their asthma action plans and keep quick relief medicine handy. If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.
Unhealthy (151-200)	Everyone	Sensitive groups: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling. Everyone else: Reduce prolonged or heavy exertion. Take more breaks during outdoor activities.
Very Unhealthy (201-300)	Everyone	Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. Everyone else: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.
Hazardous (301-500)	Everyone	Everyone: Avoid all physical activity outdoors. Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.

Key Facts to Know About Particle Pollution:

- Particle pollution can cause serious health problems – including asthma attacks, heart attacks, strokes and early death.
- Particle pollution can be a problem at any time of the year, depending on where you live.
- You can reduce your exposure to pollution and still get exercise! Use daily Air Quality Index (AQI) forecasts at www.airnow.gov to plan your activity.

What is particle pollution?

Particle pollution comes from many different sources. Fine particles (2.5 micrometers in diameter and smaller) come from power plants, industrial processes, vehicle tailpipes, woodstoves, and wildfires. Coarse particles (between 2.5 and 10 micrometers) come from crushing and grinding operations, road dust, and some agricultural operations.

Why is particle pollution a problem?

Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks and strokes. It also is linked to early death.

Do I need to be concerned?

While it's always smart to pay attention to air quality where you live, **some people may be at greater risk from particle pollution.** They include:

- People with cardiovascular disease (diseases of the heart and blood vessels)
- People with lung disease, including asthma and COPD
- Children and teenagers
- Older adults
- Research indicates that obesity or diabetes may increase risk.
- New or expectant mothers may also want to take precautions to protect the health of their babies.

How can I protect myself?

Use AQI forecasts to plan outdoor activities. On days when the AQI forecast is unhealthy, take simple steps to reduce your exposure:

- Choose a less-strenuous activity
- Shorten your outdoor activities
- Reschedule activities
- Spend less time near busy roads

When particle levels are high outdoors, they can be high indoors – unless the building has a good filtration system.

Keep particles lower indoors:

- Eliminate tobacco smoke
- Reduce your use of wood stoves and fireplaces
- Use HEPA air filters and air cleaners designed to reduce particles
- Don't burn candles

Can I help reduce particle pollution?

Yes! Here are a few tips.

- Drive less: carpool, use public transportation, bike or walk
- Choose ENERGY STAR appliances
- Set thermostats higher in summer and lower in winter
- Don't burn leaves, garbage, plastic or rubber
- Keep car, boat and other engines tuned



Attachment 3

**Guidance on Building HVAC Operations During Compound Crises of
COVID-19 and West Coast Wildfires**

DATE: September 25, 2020

TO: Executive Facilities Officers

FROM: Aaron Klemm, Chief, Energy, Sustainability & Transportation **4'f.**

SUBJECT: Guidance on Building HVAC Operation During Compound Crises of COVID-19 and West Coast Wildfires

The purpose of this memo is to provide updated guidance on recommended actions regarding operation of heating, ventilation and air conditioning (HVAC) equipment during the COVID-19 pandemic, in context of the wildfire and smoke-compromised air quality risk.

Epidemiological evidence indicates that airborne transmission¹ is the primary pathway of spread for COVID-19, and source control measures (e.g. wearing a face covering²) are the most effective way of mitigating this risk. A list of frequently asked questions regarding COVID-19 aerosol transmission³ has been developed by an expert group of scientists and engineers and cited at the end of both this document and the HVAC guidance.

However, when outside air quality is hazardous, there is a direct conflict between COVID-19 related HVAC precautions, Cal/OSHA regulations regarding protection from wildfire smoke⁴, as well as MRS-reviewed EPA recommendations⁵ on protecting people and buildings from wildfire smoke.

In consultation and with agreement from the CSU Environmental Health and Safety Directors Affinity Group, erring on the side of protecting people and facilities from wildfire smoke until the air quality index (AQI) improves, and then reverting to the COVID guidance once the fires pass is the most prudent course of action in these difficult circumstances.

This course of action is supported by the fact that CSU is in primarily virtual instruction and HVAC measures protecting people from COVID-19 are supporting measures in a comprehensive layered risk reduction strategy. Whereas, in a situation where outdoor air quality is compromised by wildfire smoke, HVAC measures that filter the air⁶ to protect life and property are the primary protective measures. The language in the guidance document has been updated to reflect this change.

During the pandemic, it is critical to understand that no combination of measures will make CSU facilities as safe to occupy during the pandemic period as they were pre-pandemic⁷, but HVAC-related engineering controls can help mitigate certain risk factors. The cost-benefit analysis weighing more effective strategies against lower-level interventions in a layered risk reduction strategy will vary by campus.

Please contact Rachel Wong, Associate University Engineer, rwong@calstate.edu (562) 951-4017 or Aaron Klemm, Chief of Energy, Sustainability & Transportation, aklemm@calstate.edu (562) 951-4122 with any questions.

AMK:RW:lo

Attachments: Updated HVAC Model Practices Guidance, Wildfire Smoke -A Guide for Public Officials (Appendix D)

Distribution:

Executive Facilities Officers

Directors of Facilities Operations

Energy Managers

Scott Bourdon, Senior Manager, Risk and EH&S, CSU Office of the Chancellor

Rachel Wong, Associate University Engineer, CSU Office of the Chancellor

¹ Smith, D. G. (2020, September 18). The Most Likely Way You'll Get Infected with Covid-19.

<https://elemental.medium.com/the-most-likely-way-youll-get-infected-with-covid-19-30430384e5a5>.

² Asadi, S., Cappa, C. D., Barreda, S., Wexler, A.S., Bouvier, N. M., & Ristenpart, W. D. (2020). Efficacy of masks and face coverings in controlling outward aerosol particle emission from expiratory activities. *Scientific Reports*, 10(1). <https://doi.org/10.1038/s41598-020-72798-7>

³ Marr, L., Miller, S., Prather, K, Haas, C, Jimenez, J -L., Pollitt, K, ... Bahnfleth, W (2020, September 15). FAQs on Protecting Yourself from Aerosol Transmission. Google Docs. https://docs.google.com/document/d/1fB5pysccOHvxphpTmCG_TGdytavMmc1cuumn8m0pwzo/preview?pru=AAABdNWoe2s%2AotjQPAjuKc7FMPIF4kDo6Q.

⁴ §5141.1 Protection from Wildfire Smoke. California Code of Regulations, Title 8, Section 5141.1. Protection from Wildfire Smoke. (2018, May 16). https://www.dir.ca.gov/title8/5141_1.html.

⁵ Stone, S. L., Berger, M., Butler, C.R., Cascio, W. E., Clune, A, Damon, S, ... Williams, J. R. (2019, August). Wildfire Smoke - A Guide for Public Health Officials. Research Triangle Park, NC; United States Environmental Protection Agency, Office of Air Quality Planning and Standards.

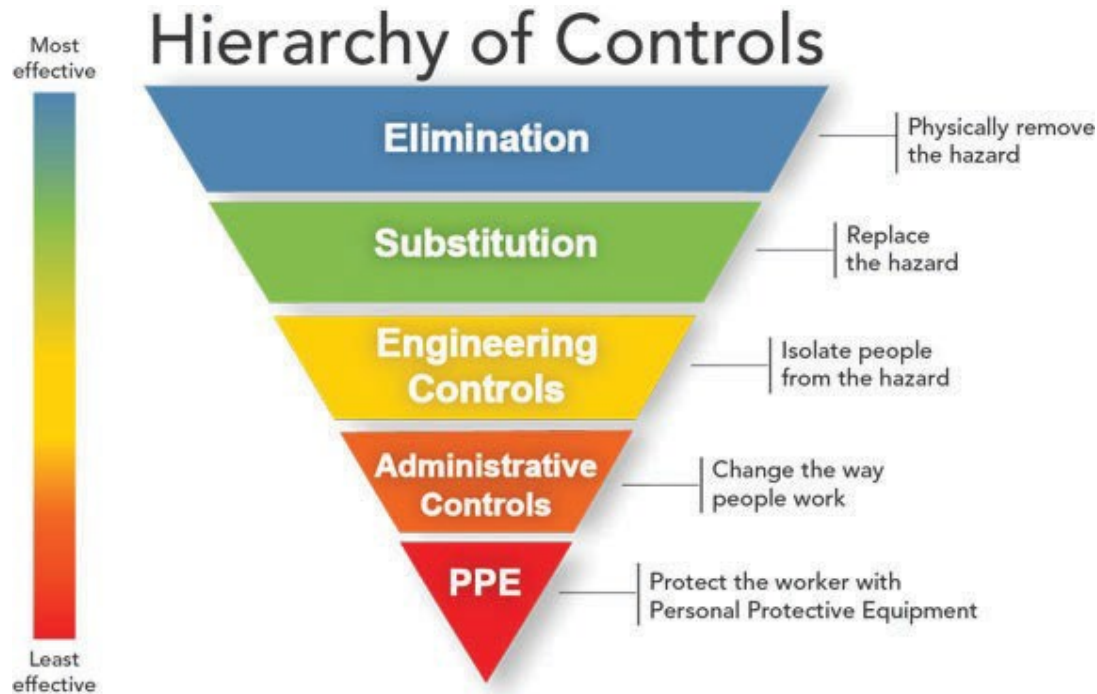
⁶ Appendix B to Section 5141.1. Protection from Wildfire Smoke Information to Be Provided to Employees (Mandatory). (2020). https://www.dir.ca.gov/Title8/5141_1b.html.

⁷ Yong, E. (2020, September 14). America Is Trapped in a Pandemic Spiral.

<https://www.theatlantic.com/health/archive/2020/09/pandemic-intuition-nightmare-spiral-winter/616204/>.

COVID-19 HVAC Model Practices Guidance

This guidance document has been developed to provide information to campuses on where HVAC measures fit within the overall campus response to the COVID-19 pandemic and will be updated as new information and analysis emerges.



The NIOSH Hierarchy of Controls can be helpful in evaluating the effectiveness of measures under consideration. Campuses should use a layered risk reduction strategy in deciding which combination of optional measures to take to enhance occupant safety.

This hierarchy begins with the most effective measures and descends to measures with lower effectiveness. Please consult your campus Environmental Health and Safety personnel on what interventions best fit into each category.

HVAC measures are an engineering control measure.

At the bottom of this document is a compilation of epidemiological and HVAC studies that are informing the actions taken to re-populate campuses. The process of re-populating of campuses can benefit from a three-pronged approach of providing facts, taking and facilitating actions, and time to effectively adjust to new this new reality.

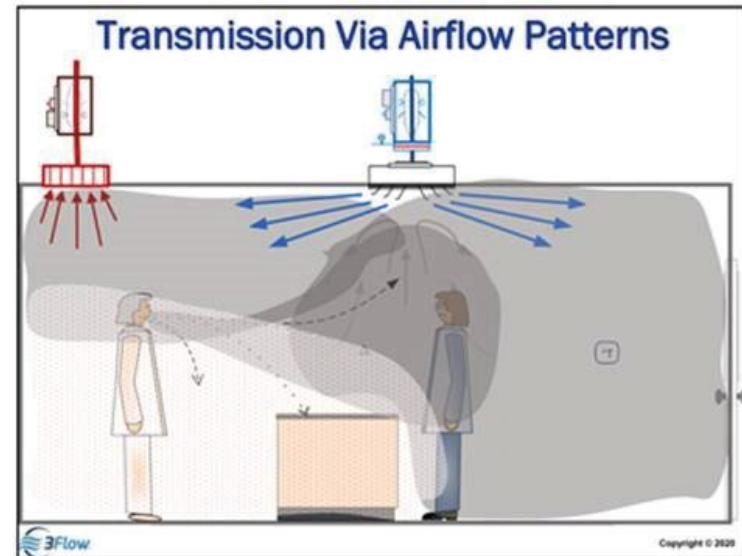
1. Facts about COVID-19:
 - A. How does COVID spread?
 - (1) Longer exposures
 - (2) Enclosed spaces (home, work, gyms)
 - (3) Airborne particles (droplets and aerosols) from talking, laughing, singing
 - B. Studies on the continuum of risky situations and behaviors and means of spread:
 - (1) Airborne particles (droplets and aerosols)
 - (2) Surfaces/Fomites
 - C. Studies on superspreading events and superspreading individuals
 - D. Studies on how infections have happened.
2. Actions to reduce risk including but not limited to:
 - A. By CSU:
 - (1) Telecommuting
 - (2) Increased cleaning and disinfection intervals
 - (3) Providing cleaning and disinfection supplies
 - (4) Physically distanced workplace and classrooms
 - (5) Health insurance and health centers
 - (6) Protections for at-risk populations
 - B. By Employees:
 - (1) Wear a face covering properly following CA Dept. of Public Health guidance
 - (2) Avoid closed off areas, crowded places and close conversations
 - (3) Don't come to work when ill
 - C. General: Avoid the 3 C's:
 - (1) Closed spaces with poor ventilation
 - (2) Crowded places with many people nearby
 - (3) Close-contact settings such as close-range conversations

3. Time

- A. Scientists & doctors to develop understanding of the virus treatments and vaccines for those infected by the virus.

The role that HVAC and plumbing systems play in COVID-19 is thoroughly covered in a whitepaper by Taylor Engineering, linked below. There is emerging evidence that the virus can travel through HVAC systems, but studies have not shown whether those dosages are infectious. Intra-room airflows pose a higher risk, because they can aid the movement of infectious particles within a space. Airflow within a room containing an infected person carries elevated risk.

The recommended measures for HVAC and plumbing operations have been separated into two categories: mandatory and consider deploying. Campuses should use their best judgment to determine what makes the most sense for their unique facilities and infrastructure.



Complete?			Measure	Notes
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that buildings with intermittent occupancy (i.e., custodians) are adequately conditioned and ventilated such that airborne risk of SARS-CoV-2 is reduced.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure air handling systems are providing the design outdoor airflow. In cases where there is poor outside air quality due to wildfire smoke, this measure may be temporarily overridden.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that air handling system controls are calibrated.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure there are no blockages (smoke/fire dampers) in the duct system. Design airflow is reaching each occupied space.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Program a flushing sequence for the building automation system (BAS) to operate the HVAC system for 1 hour before occupancy. In cases where there is poor outside air quality due to wildfire smoke, this measure may be temporarily overridden.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that all fume hoods are operating correctly in lab spaces.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Disable ceiling fans and do not allow use of pedestal or personal fans in rooms with more than one occupant.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure final filters in air handling units are installed properly to limit air bypass.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do not increase total airflow or the number of air changes per hour into spaces beyond design rates.	

Mandatory Model Practice for HVAC and Plumbing Systems				
Complete?			Measure	Notes
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that all exhaust fans are operational.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Change clogged filters and clean drip pans according to manufacturer instructions.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Disable demand-controlled ventilation systems by setting CO2 setpoints to 800 ppm.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that airflow and temperature alarms are set up and communicating properly.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Where feasible, keep doors and operable windows open to promote ventilation when outside air conditions are acceptable.	

Restrooms				
Complete			Measure	Notes
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure automatic trap primers are operating as designed.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Prime drains that do not have automatic primers to maintain the liquid seal.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Disconnect/disable air-blown hand dryers.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Disconnect 110V+ outlets to prevent hair dryer use in common areas.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Exhaust systems should run during all periods that air handling systems are operating.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do not open operable windows in restrooms.	

Water Systems				
Complete			Measure	Note
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If a building is being reoccupied after a period of maintenance and monitoring, domestic water systems shall be flushed and disinfected to prevent Legionnaire's disease.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	When there is a heating load, heating hot water loops should remain in circulation with temperatures of at least 120° F and upper limit determined by heating hot water reset controls. When there is no heating load, operations shall remain per campus standard practice.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Domestic hot water systems should remain in circulation between 120 and 140° F.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that central/district heating and cooling water systems maintain target water treatment levels.	

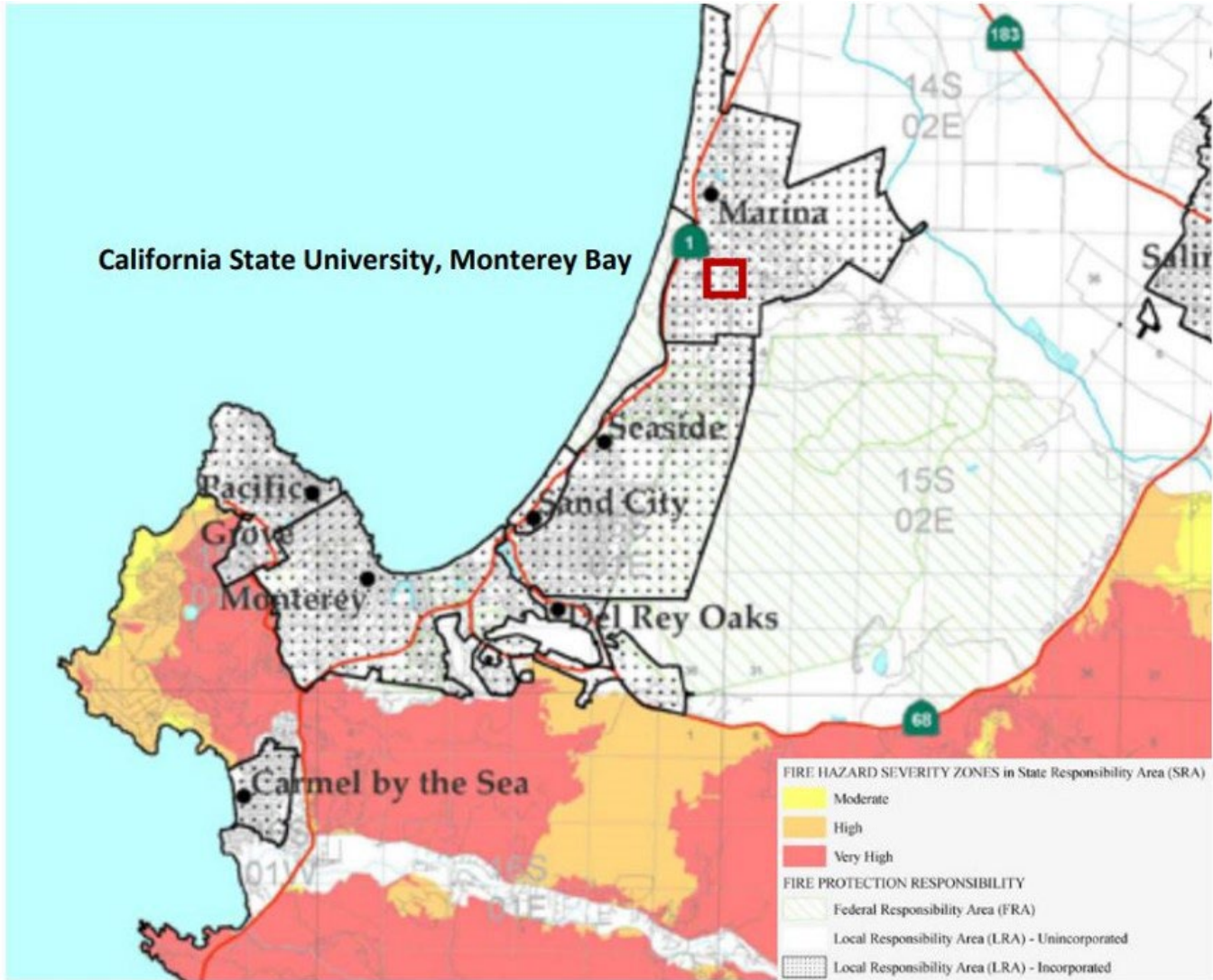
Elevators				
Complete			Measure	Note
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Turn on cab ventilation fans where possible.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Whenever possible, occupants should use the stairs instead of elevators.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Limit elevator occupancy to maintain physical distancing.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If possible, increase speed to minimize time in elevator.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Close elevator lobby vestibule doors, if possible.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	See memo from Dan Barker, Lead Safety Engineer for CA DOSH Elevator Unit for guidance on the use of air treatment devices in elevator cars.	

Maintenance Techs and Building Service Engineers				
Complete			Measure	Note
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Ensure that ASHRAE recommendations for HVAC maintenance and filter replacement have been implemented.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance such as changing filters, but additional safety precautions are warranted.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate personal protective equipment (PPE).	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	When there is a known exposure to SARS-CoV-2, filters can be disinfected with a 10% bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash, or applicable local health and safety standards.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	When maintenance tasks are completed, maintenance personnel should immediately wash their hands with soap and water or use an alcohol-based hand sanitizer.	

Consider Deploying These Measures if Budgets and Local Conditions Allow				
Complete			Measure	Note
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Upgrading air handling unit filtration levels to MERV 13 (where possible) can improve indoor air quality and provide an additional measure of risk reduction and is recommended to protect occupants and facilities from wildfire smoke.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Consider hiring a mechanical engineering firm to evaluate existing HVAC systems and recommend facility specific modifications to mitigate occupant exposure to potential SARS-CoV-2 virus.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Re-commission air and hydronic systems and associated controls to verify these systems are operating properly and efficiently per original design.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Install toilet seat covers and signage/instruction for occupant use, to minimize aerosolization when flushing.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Maximize outside air intake to the extent that it doesn't compromise indoor air conditions for occupants.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Technological solutions such as upper-room or in-duct UVGI, HEPA filters, and thermal cameras have significant upfront costs, lead times and will require additional design services. The systems also increase long term energy and operating costs. The twin constraints of limited budgets and equitable treatment of occupants across the University make these types of measures challenging.	

Attachment 5

Monterey Bay Fire Risk Map



Attachment 6

Summary of Cal/OSHA Wildfire Smoke Protection Rule

Wildfire Smoke Protection Requirements

Who it applies to:

Workplaces where the AQI for the pollutant PM 2.5 is at least 151;

When an employer should reasonably anticipate that employees will be exposed to wildfire smoke.

Who is exempt:

- Enclosed buildings or structures where the air is mechanically filtered, and the employer ensures that windows, doors, bays and other openings are kept closed;
- Enclosed vehicles with filtered air where the windows, doors and other openings are kept closed;
- The employer demonstrates that the concentration of PM 2.5 does not exceed an AQI of 151 through worksite measurements;
- Employees exposed to a PM 2.5 concentration of at least 151 for no more than one hour per shift;
- Firefighters engaged in wildland firefighting.

What employers must do:

Determine employee exposure to PM 2.5 for covered worksites before each shift and periodically thereafter by any of the following methods:

Check AQI forecasts on the U.S. EPA AirNow website (airnow.gov), U.S. Forest Service Wildland Air Quality Response Program website (wildlandfiresmoke.net/outlooks), California Air Resources Board (arb.ca.gov), or local air pollution control or air quality management district websites. Employers may also obtain AQI forecasts and information directly from these agencies via telephone, email or text.

Measure PM 2.5 levels directly at the worksite with a direct-reading particulate monitor. In such cases, the employer must comply with Appendix A of the emergency regulation.

Communicate wildland fire smoke hazards to employees in a form readily understandable to all workers. Communication must include the current AQI for PM 2.5, protective measures available to employees, encouraging employees to inform the employer of worsening air quality and any adverse symptoms employees

might be experiencing. Employees must be encouraged to inform the employer of any wildland smoke fire hazards at the worksite without fear of reprisal.

Train workers per Appendix B of the regulation. Training must cover:

- The health effects of wildfire smoke;
- The right to obtain medical treatment without fear of reprisal;
- How employees can obtain the current AQI for PM 2.5;
- The regulatory requirements of the standard;
- The employer's two-way communication system;
- The employer's methods to protect employees from smoke;
- The importance, limitations, benefits and proper use of respirators for smoke exposures.

Control harmful exposures with engineering and administrative controls, and voluntary respirator use. Engineering controls include providing enclosed buildings, structures or vehicles where the air is filtered. Engineering controls are considered the first order of protection, followed by administrative controls, such as relocating workers to a safer area, changing work schedules, reducing work intensity or providing additional rest periods.

Employers must provide respirators, such as N95 filtering facepiece respirators, for voluntary use when the AQI reaches 151. Voluntary respirator use does not require fit-testing. The emergency standard says that respirators shall be "cleaned, stored, maintained, and replaced so that they do not present a health hazard to users." But stakeholders have told the board that disposable respirators such as N95s should never be cleaned and stored – they should be discarded after each use.

When the AQI for PM 2.5 exceeds 500, respirator use is mandatory and therefore subject to the requirements of General Industry Safety Orders §5144, including fit-testing.

Emergency operations, including work to restore utilities and communications, and medical operations, are not subject to the engineering and administrative controls provisions of the standard, but follow the respirator provisions of subsection (f)(4), depending on the AQI.

**Guidance on Protecting Workers
in Offices and Similar Indoor Workspaces from Wildfire Smoke
(Adapted from Cal/OSHA)
Excerpt from
“Wildfire Smoke, a Guide for Public Health Officials”**

Guidance on Protecting Workers in Offices and Similar Indoor Workplaces from Wildfire Smoke (Adapted from Cal/OSHA)

Wildfire smoke can be a hazard for people who work in office and commercial buildings many miles from evacuation zones. Environmental and public health agencies have advised people to consider setting air conditioners in their homes to recirculation mode, if possible, in order to reduce the intake of pollutants. Subsequently, people have asked whether to apply this advice to limit the introduction of outdoor air applies to office and commercial buildings. Eliminating or substantially reducing the outdoor air supply in office buildings and other indoor workplaces as a first step to reduce exposure to smoke is generally not recommended.

The ventilation systems in office buildings and other commercial buildings are more complicated than home air-conditioning systems. Changing the outdoor air supply in public and commercial buildings can adversely affect other essential functions of the building. These buildings typically have heating, ventilating and air conditioning systems (HVAC systems) that bring outside air into the building through filters, blend it with building return air, and thermally condition the air before distributing it throughout the building. These buildings also have exhaust air systems for restrooms and kitchens, and may also have local exhaust systems for garages, laboratory fume hoods, or other operations. These exhaust systems require makeup air (outdoor air) in order to function properly. Also, without an adequate supply of outdoor air, these systems may create negative pressure in the building. Negative pressure will increase the movement of unfiltered air into the building through any openings, such as plumbing/sewer vents, doors, windows, junctions between building surfaces, or cracks. In general, buildings should be operated at slight positive pressure in order to keep contaminants out, and to help exhaust air systems function properly.

HVAC systems should be operated continuously while occupied in order to provide the minimum quantity of outdoor air for ventilation, as required by the standards or building codes to which the building was designed. For many office buildings, this is often in the range of 15–20 cubic feet per minute (cfm) per person, although it could be less in older buildings.³

Using the HVAC System(s) to Protect Building Occupants from Smoke

As a first step to protect building occupants from outdoor air pollution, including the hazardous conditions resulting from wildfire smoke, building managers and employers should ensure that the HVAC system's filters are not dirty, damaged, dislodged, or leaking around the edges. Before the wildfire season, or during smoke events if necessary, employers and building operators should ensure that a qualified technician inspects the HVAC systems, makes necessary repairs, and conducts appropriate maintenance. Filters should fit snugly in their frames, and should have gaskets or sealants on all perimeter edges to ensure that air does not leak around the filters.

Building operators should consider installation of the highest efficiency filters that do not exceed the static pressure limits of the HVAC systems, as specified by the manufacturer or system designer⁴. Pressure gauges

³ Cal/OSHA regulations ([8 CCR 5142](#)) require that HVAC systems be operated continuously while occupied in order to provide the minimum quantity of outdoor air required by the state building code at the time the building permit was issued. These regulations are currently found in the California Code of Regulations, Title 24, Section 121. For most buildings, this quantity is 15 cubic feet per minute (cfm) per person.

⁴ Many existing HVAC systems should be able to accommodate pleated, medium-efficiency filters with particle removal ratings of MERV 5 to 12, and some may be able to use high-efficiency filters with ratings of MERV 13 or higher. Consider a low-pressure HEPA filter (MERV 17 plus) if the building occupants have respiratory or heart

should be installed across the filter to indicate when the filter needs replacing, especially in very smoky or dusty areas. Indoor contaminants can be further reduced by using stand-alone high-efficiency particulate air (HEPA) filtering units. For more information on air cleaners, see the California Air Resources Board webpage at: <https://www.arb.ca.gov/research/indoor/aircleaners/consumers.htm>.

In some circumstances it may be helpful to reduce the amount of outdoor air in order to reduce smoke pollution inside the building, while still maintaining positive pressure in the building. Temporary reductions in outdoor air flow rates might be considered when all of the following conditions are met:

1. The local outdoor air quality for particulate matter meets the EPA Air Quality Index definition of Unhealthy, Very Unhealthy, or Hazardous due to wildfire smoke.
2. A qualified HVAC technician has inspected the HVAC systems and ensured that the filters are functioning properly, that the filter bank is in good repair, and that the highest feasible level of filtration has been provided. This should be documented in writing.
3. A qualified HVAC technician or engineer has assessed the building mechanical systems and determined, in writing, the amount of outside air necessary to prevent negative pressurization of the building, and to sufficiently ventilate any hazardous processes in the building (such as enclosed parking garages or laboratory operations).
4. The HVAC systems are operated continuously while the building is occupied to provide at least the minimum quantity of outdoor air needed, as determined by the HVAC technician or engineer in Item 3 above.

The employer or building operator ensures that the systems are restored to maintain the minimum quantity of outdoor air for ventilation, as required by the standards or building codes to which the building was designed, no later than 48 hours after the particulate matter levels fall below the levels designated by the EPA as Unhealthy.

Other Actions to Protect Employees from Wildfire Smoke

In addition to assessing and if necessary modifying the function of the HVAC system, employers are encouraged to take other reasonable steps to reduce employee exposure to smoke, including alternate work assignments or relocation and telecommuting. Some buildings rely on open windows, doors, and vents for outdoor air, and some may have mechanical ventilation systems that lack a functioning filtration system to remove airborne particles. In these cases, the employees may need to be relocated to a safer location. Employees with asthma, other respiratory diseases, or cardiovascular diseases, should be advised to consult their physician for appropriate measures to minimize health risks.

Respirators, such as N95s and other filtering facepiece respirators, may provide additional protection to some employees against environmental smoke. Employees whose work assignments require the use of respirators must be included in a respiratory protection program (including training, medical evaluations, and fit testing).

Additional Information

The Lawrence Berkeley National Laboratory has produced a multi-page summary on air cleaning and its effects on health and perceived air quality, which can be found at: <https://iaqscience.lbl.gov/air-summary>

disease conditions, or if the building experiences frequent wildfire episodes.

Wildfire Smoke webpages

[Smoke Sense Study: A Citizen Science Project Using a Mobile App | Air Research | US EPA](#)

[AirNow.gov](#)

[Fire and Smoke Map \(airnow.gov\)](#)

[Protecting Yourself from Wildfire Smoke | California Air Resources Board](#)

[Wildfire Smoke and COVID-19: Frequently Asked Questions and Resources for Air Resource Advisors and Other Environmental Health Professionals | COVID-19 | CDC](#)

[Protect yourself from wildfire smoke - YouTube](#)

[healthrisks-1 \(epa.gov\)](#)



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Emergency Operations Plan

Support Annexes 1-10

CSUMB Emergency Operations Plan

Support Annex SA-1 Direction and Control

1 Purpose

This annex addresses the facility, personnel, guidelines, and support requirements for activating the California State University, Monterey Bay (CSUMB) Emergency Operations Center (EOC) and for coordinating the conduct of emergency operations from that center or an alternate facility in case the primary EOC is not usable.

2 Scope

SA-1 Direction and Control addresses critical operations required of the University's essential services during an emergency or disaster.

3 Situation and Assumptions

3.1 Situation

During an emergency or disaster event, response operations are managed using the Incident Management System or the Unified Command System. However, overall management challenges often arise when different disciplines, organizations, and agencies that do not work together regularly merge. For an effective and efficient response, the University's EOC must coordinate these response activities.

3.1.1 Emergency Operations Center Location

3.1.1.1 The primary location of the CSUMB EOC

The University's EOC is located at the University Police Department, Valley Hall Building "E" (Bldg. 82), Room E118.

3.1.1.2 The alternative CSUMB EOC

If the primary EOC is not available, the backup EOC location is the University Police Annex Building at 8th Avenue and A Street.

3.2 Assumptions

3.2.1 The CSUMB EOC

The CSUMB EOC is adequately constructed and equipped to coordinate a campus-wide emergency operation response. The EOC will be activated upon the occurrence or threat of occurrence of a major emergency.

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4 Concept of Operations

4.1 General

Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

- The EOC gathers and disseminates situation reports and information from the Incident Command/Unified Command and other units of local, state, and federal government. Through this process, resources can be utilized without duplication of effort and operations can be more efficient.
- The EOC is the central coordinating point for obtaining, analyzing, evaluating, reporting, and recording disaster-related information.
- Continuity of Operations/Business Continuity is ensured through leadership succession, backup communication systems, alternate operational locations, and preservation of essential records.
- All University business units must be prepared to assist in all phases of emergency management during response and recovery operations.

4.2 Emergency Management Leadership

The Emergency Operations Executive (V.P. of Admin. /Finance – VPA/F) is responsible for the direction and control of campus emergency management. The University's Emergency Management Program was created to implement direction and control as one of its responsibilities.

- The Emergency Operations Executive has appointed the Police Chief as Director of Public Safety. The Police Chief is responsible for the coordination and provision of emergency services for the campus.
- The Emergency Manager has direct responsibility for the organization, administration, direction, and control of the University's Emergency Management Program, in coordination with the Police Chief and Emergency Operations Executive.
- The University's Cabinet will serve as the Executive/Policy Group, a part of the University's Incident Management Team (IMT) providing policy direction and support to the EOC and the campus community in general.
- The Emergency Manager serves as the EOC Manager in any activation level of the EOC.
 - The Emergency Manager has the authority to request mutual assistance from other CSU Campuses.
- The EOC is staffed with the University Incident Management Team (IMT) this team is made up of key University personnel.
- Within the EOC, the University's IMT will direct and coordinate emergency and recovery activities for the University.

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4.3 Multi-Agency Coordination System/EOC

The University EOC is a multi-agency coordination system facility that is designated for incident management, operational support, and coordination between CSUMB and partner organizations at the local, regional, and state levels.

- When activated, the University EOC is the central point for coordinating the operational, logistical, and administrative support needs of response personnel at the incident site.
- The IMT staff is responsible for providing appropriate situational awareness and resource status information, as well as establishing priorities between Incident Command/Unified Command and acquiring and allocating resources required by response forces.
- The University's EOC also functions as the Monterey Peninsula Regional Emergency Coordination Center (MPRECC) with the cities of Marina, Seaside, and Sand City as partners in the MPRECC.

5 EOC Activation and Functional Operations

This section guides the activation and operation of the EOC. For detailed information on the operation of the EOC, see the EOC Operations Manual and the EOC Staff Job Action Sheets and Position Checklists.

- Any major emergency, both on-campus and off-campus, will impact University operations and the campus community in general.

5.1 EOC Activation

In the event of a major emergency, the EOC will be activated and staffed by the University's Incident Management Team, at a level commensurate with the activation level of the EOC.

- In a regional event, the University EOC will be activated as the MPRECC and staffed with a combination of IMT members from the city of Mariana, the city of Seaside, Sand City, and the CSUMB.
- Any one of the cities may activate the MPRECC for a local incident.

5.1.1 Activation Levels

There are three levels of activation of the University's EOP and the EOC, the level of EOC activation depends on the situation and the need for coordination and support. The levels of activation range from partial activation (monitoring level) to full activation (fully staffed emergency operations center).

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5.1.1.1 Level III Activation (Monitor)

An incident or event has or may occur that has the potential to require a response by multiple resources; it may last for more than one operational period.

In a Level III activation, the Emergency Operations Center Manager monitors the situation, provides basic support to field operations, and provides information and situation reports (SITREPS) to the Chief of Police, the Deputy Chief of Police, the Emergency Operations Executive, The University PIO and the senior leadership team as appropriate. Escalation of a Level III activation is at the discretion of the Emergency Operations Manager.

5.1.1.2 Level II Activation (Partial)

An incident or event that has or will occur that has special or unusual characteristics requiring a response by more than one agency may require the acquisition and use of specialized resources, or is beyond the scope of available resources and may require an elevated activation. The EOC may be partially or fully staffed at this level.

At a level, two activation the EOC Manager notifies the Incident Management Team (IMT) members of the need for EOC operations; monitors the situation; provides support to field operations; and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, and senior leadership team as appropriate. Escalation of a Level II activation is at the discretion of the EOC Manager. The EOC Manager will also notify the Monterey County OES of the Level II activation.

ORGANIZATION – At the discretion of the EOC Manager, the staffing level will be determined.

5.1.1.3 Level I Activation (Full)

An incident has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property. In a Level I activation, the EOC Manager notifies the Incident Management Team (IMT) members of the need for EOC operations, monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, and senior leadership team (Executive Policy Group) as appropriate. The EOC Manager will also notify the Monterey County OES of the Level I activation.

ORGANIZATION - The EOC will be fully staffed and prepared to be operational for multiple operational periods.

5.2 Activation Process

The on-scene IC/UC, the University Emergency Manager, Police Chief, or the Emergency Operations Executive may activate the EOC based on response coordination and resource needs. The University Emergency Manager will deactivate the EOC.

- The University Emergency Manager is responsible for notifying the IMT staff of the activation of the EOC and determining the level of activation. The University Emergency Manager will maintain an IMT notification roster.

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- Activation of the IMT will utilize the following methods:
 - Otter Alert Group Notification
 - Email Notification
 - Phone Notification
- When activated, communications shall be established between the Incident Command Post (ICP) or Unified Command Post (UCP) and the EOC.
- The Monterey County Office of Emergency Services duty officer will be notified of the activation and will support the University's EOC operations within legal authorities and resource availability.
- Any of the cities in the MPRECC partnership may request the activation of the MPRECC for a regional incident or an incident affecting their jurisdiction.

5.3 EOC Functional Operations

The University Emergency Manager will serve as the EOC Manager of the activated EOC.

- Once activated, the EOC may operate on a 24-hour basis, utilizing either three (3) 8-hour rotational shifts or two (2) 12-hour rotation shifts until all emergency response and recovery activities are complete.
- Upon its activation the EOC, in coordination with the Incident Commander/Unified Command at the incident site. The EOC will be the point of contact for all CSUMB operating/responding departments and all outside agencies, the Monterey County OES, and the CSU System.
- All emergency public information and notifications will be coordinated through the CSUMB EOC and Joint Information System (See ESF – 15: Public Information).
- EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6 Incident Management and EOC Management

Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6.1 Incident Management

The Incident Commander (IC)/Unified Command (UC) will determine the size of the on-scene incident management team and the staffing for the command staff and general staff based on the situation.

- In some circumstances, the CSUMB IMT may function as the command structure for an incident affecting the University, such as an infectious disease outbreak, wildfire smoke event, or campus evacuation/relocation.

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6.1.1 Command Staff

The Command Staff is comprised of the IC/UC, the Command Staff, Public Information Officer (PIO), the Safety Officer (SO), and the Liaison Officer (LNO).

6.1.2 General Staff

The General Staff may be assigned and organized by the four remaining major functional elements of the ICS (in addition to command): Operations Section, Planning Section, Logistics Section, and Finance and Administrative Section. General staff positions may be activated if or as an incident grows in size to provide for effective incident management.

When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan and interact efficiently.

6.1.2.1 General Staff Sections

Any section of the general staff can be activated at the discretion of the IC/UC. Not all sections of the general staff may be necessary. The level of general staff involved is based on the size and complexity of the incident.

The Operations Section of the general staff may also be broken into four (4) major elements.

- Branches are organizational levels having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between the Section and Division/Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- Division's organizational levels have the responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- Units are an organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- Resources may be organized into three (3) different ways, depending on the requirements of the incident: single resources, task forces, or strike teams.

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6.1.3 Incident Action Plan

Under ICS, an Incident Action Plan (IAP) will be developed to outline responder responsibilities and coordinate incident actions.

- The IAP also sets recognizable, measurable objectives for personnel to achieve during the response to the incident.
- The IAP will include the system to incorporate the unplanned arrival of response assistance.
- The IAP developed by the IC/UC will be shared with and communicated to the EOC.
- When the EOC is activated, it is the responsibility of the IC/UC to maintain communications with the Operations Section Coordinator in the EOC.

6.2 EOC Management

The University's EOC is designated to provide support and coordination to local operations in response to an emergency, utilizing the ICS/NIMS/SEMS system(s) with some modification.

The role of the EOC is to facilitate the:

- Overall coordination of emergency activities within the CSUMB Campus
- The Establishment of priorities
- Establish EOC Incident Objectives
- Coordination with other agencies and jurisdictions
- Coordination of mutual aid
- Collection, evaluation, and dissemination of damage information and emergency public information

The EOC Command Structure is comprised of the following:

- University Executive/Policy Group
- Emergency Operations Executive
- EOC Manager
 - EOC Command Staff
 - EOC General Staff
 - Technical Specialist

The University Emergency Manager will determine the staffing needs based on the level of activation of the EOC.

- The EOC Manager has overall responsibility and authority for the operation of the EOC. They will assure that the EOC is staffed and operated at a level commensurate with the emergency.
- The Emergency Operations Executive reports to the University President.
- The EOC Manager reports to the Emergency Operations Executive.
- Command and General Staff report directly to the EOC Manager.

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6.2.1 University Executive/Policy Group

A disaster or emergency may have implications requiring executive decision-making, the potential for long-term implications on the viability and reputation of the campus, or may require significant changes in existing policies.

The University President and the Executive Policy Group have the ultimate authority over all University policies. (See Executive/Policy Group Job Aid Sheets and Position Check List)

6.2.1.1 Executive/Policy Group Responsibilities

The President functions as the highest level of University authority during a disaster or major emergency. In the event that the President is unavailable, the Provost or the Vice President for Administration/Finance (VP-A&F) will preside over this group.

- Adopt policies and procedures related to the protection of life and property and the continuity of business operations in the event of an emergency.
- Require the services of any university officer or employee to assist with emergency operations as necessary within legal and contractual constraints.
- Request Mutual Assistance for personnel and resources from CSU Campuses across the state as appropriate to ensure public safety.
- Authorizes protective and precautionary measures as requested by the Emergency Operations Executive.
- Responsible for executive-level decisions including the promotion and enhancement of multi-jurisdiction coordination.
- On the advice of the Emergency Operations Executive, when University resources are depleted or nearing depletion, the President will proclaim a State of Campus Emergency to authorize the emergency powers granted under state and CSU system regulations. The President may request assistance from the Chancellor's office and other CSU campuses as necessary in accordance with University policies, procedures, and executive orders.
- The VP-A&F authorizes emergency expenditures. The President or Associate Vice President for Finance is responsible for the authorization of emergency expenditures in the absence of the VP-A&F.

6.2.2 Command Staff

The Command Staff is comprised of EOC Manager, Command Staff positions Public Information Officer (PIO), the Safety Officer (SO), and the Liaison Officer (LNO). Additional positions include EOC Coordinator, Recorder/Command Staff, Security Officer, and Agency Representatives may be added. (See CSUMB EOC Command Staff Job Action Sheets & Position Check List for roles and responsibilities)

6.2.2.1 EOC Manager

The EOC Manager is responsible for the overall coordination and the development of overall strategies and objectives for emergency response and recovery.

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6.2.2.2 EOC Coordinator

The EOC Coordinator assists and serves as an advisor to the EOC Manager and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensuring compliance with operational area emergency plans and procedures.

6.2.2.3 Public Information Officer

The Public Information Officer (PIO) serves as the primary point of contact between the EOC and the media and the public. The PIO will prepare information releases, brief media representatives, and provide press conferences. The Public Information function will also oversee the Rumor Control activity and is responsible for Joint Information Center activation and operations.

6.2.2.3.1 PIO ORGANIZATION

Organization: Normally, the Public Information function is handled by the PIO who is a member of the Command Staff. Assistant PIOs may be assigned as needed.

The Public Information function may be established as a Group with individual units under the direction of the PIO.

- Rumor Control Unit
- Media Relations Unit
- Research & Writing Unit
 - Content Development Team
 - Translation Team
- Situation/Media Monitoring Unit
 - Web/Social Media Team
- Hot Line Unit

6.2.2.3.2 EOC SAFETY OFFICER

The CSUMB EOC supports responder safety and health and strives to assure that safety and health are the primary concerns of responding agencies and the EOC staff.

- Individual responding agencies are responsible for their personnel's compliance with health and safety regulations, policies, and procedures as described in the agency's or department's health and safety plan. The EOC Safety Officer works with CSUMB staff to ensure safety procedures of the responding University Department are followed.
- Ensure the Safety and Health of the EOC Staff and coordinate with agency safety personnel in the field.

6.2.2.3.3 MILITARY/PRESIDIO OF MONTEREY LIAISON

The Military/Presidio of Monterey (POM) Liaison will provide effective coordination and facilitate the request for military assistance or assets to the University during an emergency or disaster.

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- The Military/POM Liaison will provide the University EOC with staffing, functions, and professional expertise for the University to leverage any military support actions needed in response to emergencies, natural disasters, or other catastrophic events.

6.2.3 General Staff

The EOC General Staff is organized by the four remaining major functional elements of the ICS/SEMS: Operations Section, Planning Section, Logistics Section, and Finance/Administrative Section. (See CSUMB EOC Command Staff Job Action Sheets & Position Check List for roles and responsibilities)

6.2.3.1 General Staff Sections

The general staff of the EOC is the main makeup of the CSUMB IMT. The level of general staff involved is based on the size and complexity of the incident.

6.2.3.1.1 OPERATIONS SECTION

The EOC Operations Section of the General Staff is divided into Branches and Units as follows:

- Fire & Rescue Branch
 - Haz-Mat Unit
 - Search and Rescue Unit
- Law Enforcement Branch
 - Fatalities Unit
- Construction/Engineering Branch
 - Utility Unit
 - Damage/Safety Assessment Unit
 - Public Works Unit
- Health & Welfare Branch
 - Care & Sheltering Unit
 - Public Health Unit
 - Mental Health Unit
 - Animal Care & Welfare Unit

Additional Branches or Units may be added to the EOC General Staff if needed.

6.2.3.1.2 PLANNING SECTION

The EOC Planning Section is divided into the following Units

- Situation Analysis Unit
- Documentation Unit
- Advanced Planning Unit
- Recovery Planning Unit

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6.2.3.1.3 LOGISTICS SECTION

Logistics management includes the procurement, transportation, storage, and distribution of supplies, materials, and equipment required to support emergency response and recovery efforts. Logistics management is a cooperative effort of various University departments, partner agencies, and the private and NGO sectors.

The Logistic Section is divided into the following Units

- Communication Unit
- Information Systems Unit
- Transportation Unit
- Personnel Unit
- Supply/Procurement Unit
- Facilities Unit

The Logistic Section is responsible for the following:

- The Logistics Section will coordinate with response partners at the local, regional and Operational Area levels on logistics matters related to emergency response including requests for regional, State, and Federal mutual aid resources.
- The Logistics Section will coordinate with the F/A Section and University's Facilities Management Department (FMD), University service contractors, and others on logistics matters related to business and lifeline support operations for the campus community.
- Coordinate with the University's FMD. on all emergency-related logistics needs including resource prioritization, ordering, inventory maintenance, etc.
- Coordinate with the Finance/Administration Section on documentation and payment of all incident-related resource expenditures.

6.2.3.1.4 FINANCE/ADMINISTRATIVE SECTION

The Finance/Administrative Section (F/A Section) oversees administrative and fiscal procedures in support of emergency management activities during an emergency and ensures that funds are provided expeditiously and that financial operations are conducted in accordance with established policies, regulations, standards, and laws.

The Finance/Administrative Section is divided into the following Units:

- Time Keeper Unit
- Cost Accounting Unit
- Compensation & Clams Unit
- Purchasing Unit
- Business Continuity Unit

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The Finance/Administrative Section is responsible for the following:

- Ensuring emergency expenditures are incurred in accordance with existing University purchasing procedures.
- Provide accurate records on incident expenditures to support requests for State or Federal assistance.
- Track all emergency expenditures equipment purchases, labor costs and overtime costs, contracted services, and CSUMB equipment hours used during emergencies or disasters.
- Utilizes correct FEMA forms for possible reimbursement of costs.
- Coordinate with EOC Logistic Section and University Personnel Dept. on the financial aspects of the University's Disaster Service Workers during the event.
- Coordinate the preservation and retention of vital records in accordance with State and University records retention plans.

6.2.3.1.5 TECHNICAL SPECIALIST

Technical Specialists are advisors with special qualifications or skills needed to support incident operations. These may include, but are not limited to the following;

- Disability and Access and Functional Needs – (University Dis. Resources)
 - Serves as the D/AFN Coordinator in the EOC
- IT Technical Specialist
- Structural Engineers (Campus Planning)
- Student Housing
- University Corporation

7 Emergency Management Phases EOC Specific

7.1 Prevention

The University's EOC is in a secured room at the University Police Station with access only gained by an official key card.

The backup EOC is in a secured lot

7.2 Mitigation

The University will maintain an Emergency Operations Center.

The University will ensure that appropriate training is provided to emergency response staff and the EOC staff.

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7.3 Preparedness

Prepare plans and operating guidelines for the EOC, including supporting materials such as displays, message forms, record and report forms, furnishings, etc.

Provide appropriate training for the CSUMB IMT staff and maintain all emergency preparedness-training records for the University. Conduct annual exercises to test the readiness capabilities of the EOC.

Maintain an inventory of emergency response assets (personnel, equipment, supplies, etc.)

7.4 Response

Activation of the EOC to the appropriate level as required

- Alert the University's IMT Staff
- Establish communications with the IC/UC upon activation
- Check equipment and supplies
- Brief incoming staff and hold regularly scheduled staff briefings for all EOC representatives
- Coordinate with regional partners and the Monterey County OES and establish contact with the CSU System Emergency Managers and the CSU Chancellor's Office

7.5 Recovery

The EOC will transition from a support role to a command role in the recovery from the emergency or disaster providing command, control, and guidance on the phases of the recovery operations related to incidents affecting the CSUMB community. (See SA- 10 Recovery)

7.5.1 Short-term Recovery Phase

Recovery operations begin concurrently with the commencement of response operations. Short-term recovery activities occur within 90 days of the incident but may continue beyond that point.

7.5.2 Intermediate Recovery Phase

Intermediate recovery involves returning individuals, families, critical infrastructure, and essential government and commercial services to a functional state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

7.5.3 Long-term Recovery Phase

Long-term recovery includes those activities necessary to rebuild and revitalize a community following a major disaster. Long-term recovery requires significant planning to maximize opportunities and mitigate risks.

7.5.4 Campus Recovery Task Force

To facilitate the integration of recovery efforts with its partners, stakeholders, and the Monterey County Operational Area and to promote the effective use of available resources, the University may establish a Campus Recovery, Task Force. (See SA-10 Recovery)

CSUMB Emergency Operations Plan

Support Annex SA-1 Direction and Control

8 Continuity of Operations/Business Continuity

CSUMB understands that emergencies have the potential to disrupt essential operations, and essential services and jeopardize the safety of faculty, staff, and students. Emergency planning, including continuity of operations and business continuity planning, is critical to maintaining research, teaching, and service during disruptions.

The Department of Environmental Health, Safety, and Risk Management is the University's lead department for Business Continuity Plans and the implementation of those plans.

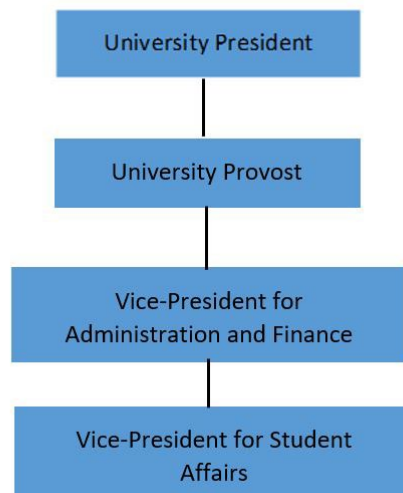
8.1 Continuity of Operations Guiding Principles

Continuity of operations focuses on restoring essential services by incorporating the following supportive principles:

- Apply orders of succession
- Establish communication with supporting and supported organizations and stakeholders
- Perform essential services (infrastructure, academic, and research) in order of prioritization
- Manage human capital
- Acquire space and equipment as necessary for essential services
- Establish a means for accessing vital records, files, and databases
- Prepare for the reconstitution of essential service

8.2 CSUMB Leadership Succession

The line of leadership succession of the CSUMB Leadership is as follows



Lines of succession for individual departments are contained in and maintained at the department level in the applicable departmental Business Continuity Plan.

CSUMB Emergency Operations Plan

Support Annex SA-1 Direction and Control

8.3 University Business Continuity

An incident or disruption may affect the University's ability to offer essential services or instructional activities. The University's Business Continuity Plans (BCPs) have been developed to provide the framework by which CSUMB will mitigate impacts and restore essential services and operations at the University, College, and Division levels. These plans identify the overall concepts to manage University business continuity objectives, identify operational priorities, clarify the continuity of leadership, and activate processes and procedures for use during continuity operations.

8.3.1 Business Continuity Plans

Along with the University's Business Continuity Plans (BCP), all Colleges and Divisions have developed BCP to restore their essential services and operations in the event of a disaster. Individual Colleges and Divisions BCP will be activated and coordinated with the EOC to effectively manage the recovery efforts of the University.

8.3.2 Preservation of Records

Preservation of important records and measures to ensure continued operation and reconstitution is critical during and after catastrophic disasters. The University, Colleges, and Divisions BCPs address preservation records in the event of a disaster.

9 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.



CALIFORNIA STATE UNIVERSITY
Monterey Bay

Building Emergency Coordinator Plan

January 2023

Support Annex 2 to the CSU Monterey Bay Emergency Operations Plan

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1. INTRODUCTION

Initial actions following the onset of an emergency event are critical to subsequent response strategies and resultant event outcomes. The unique nature of the California State University, Monterey Bay (CSUMB) community requires effective initial actions in the event of an emergency incident to ensure:

- Safety of students, faculty, staff, and business partners
- Appropriate initial response strategies and priorities
- A clear understanding of the nature, scope, and severity of the event as quickly as possible
- An accurate understanding of the status of campus facilities, resources, and services
- A clear understanding of the scope of initial damages
- Timely communication of accurate event-related information to the campus community and Senior Leadership Team

To achieve these emergency event objectives, this Building Emergency Coordinator Plan is hereby incorporated as a functional annex of the CSUMB Multi-Hazard Emergency Operations Plan (EOP).

2. AUTHORITY

This Building Emergency Coordinator program is established according to Title 3, Division 8, Part 55, Article I beginning with Section 89000 of the California Education Code relative to the powers and authority of the California State University Board of Trustees; California State University Chancellor's Office Executive Order No. 1056, dated March 1, 2011, relative to required development, implementation, and maintenance of a campus emergency management program; and Title 2, Division I, Chapter 7 beginning with Section 8550 of the California Government Code relative to the California Emergency Services Act.

3. PURPOSE AND SCOPE

The Building Emergency Coordinator program is established to facilitate enhanced emergency preparedness and coordinate initial emergency procedures in every regularly occupied CSUMB main campus building.

This Building Emergency Coordinator Plan establishes the concurrent responsibilities of CSUMB staff assigned as Building Emergency Coordinators. The following procedural guidelines to assist them in the performance of those duties before and during an emergency event to help facilitate the emergency response and accurate, timely event-related communications to the campus communities.

4. KEY TERMS AND DEFINITIONS

BEC:	Building Emergency Coordinator
Emergency Manager:	University Emergency Manager
EOC:	Campus Emergency Operations Center
EOC Manager:	The person designated to manage EOC operations during an emergency event
EHS	Environmental Health & Safety
ICS:	Incident Command System
NIMS:	National Incident Management System
SEMS:	Standardized Emergency Management System

5. PLANNING AND PREPAREDNESS

Planning and preparedness involve activities undertaken in advance of an emergency to develop and enhance operational capacity and effectiveness. CSUMB will engage in the following planning and preparedness activities specific to this Plan and as an element of its broader comprehensive emergency preparedness program in conformance with state and federal emergency preparedness and management standards and guidelines:

<u>Planning / Preparedness Activity</u>	<u>Responsibility</u>
• Review and update the Building Emergency Coordinator Plan on a regular base.	Emergency Mgr.
• Ensure the Building Emergency Coordinator Plan is concurrent with the current Emergency Operations Plan.	Emergency Mgr.
• Continue to conduct BEC orientation training for newly assigned Building Emergency Coordinators.	Emergency Mgr.
• Continue to develop and conduct ongoing training for BECs at least on an annually	Emergency Mgr.
• Develop and maintain a Building Emergency Coordinator roster.	Emergency Mgr.

- Incorporate the BECs into drills and exercises to evaluate the effectiveness of the Building Emergency Coordinator Plan. Emergency Mgr.

6. BUILDING EMERGENCY COORDINATOR RESPONSIBILITIES

Designated Building Emergency Coordinators shall have the following responsibilities relative to emergency preparedness, safety, coordination, and initial response activities for their assigned campus building(s):

- A. To become a BEC you must provide written authorization to the Emergency Manager from your immediate supervisor to assume the role of BEC for your building.
- B. A thorough familiarization with this Building Emergency Coordinator Plan, including all attachments and any amendments or revisions.
- C. A thorough familiarization with the physical layout, including the location of all exits, exit routes, designated evacuation assembly area(s), fire extinguishers, hazardous substances, or processes in their assigned buildings or floors.
- D. Be familiar with the staff, faculty, student population, contractors, and other persons who either are assigned to or regularly utilize office or classroom space within the assigned building(s) and approximate building population during normal operating hours.
- E. Conduct emergency preparedness activities as outlined in Section 7.7.
- F. BEC shall actively participate in Emergency Preparedness Exercises and Drills and encourage building occupants to participate in the exercise or drill.
- G. Perform activities as outlined in Section 7.8 to the extent that they can be **safely** accomplished following the onset of an emergency event.
- H. Maintain communication/coordination with University Emergency Manager relative to building safety, emergency procedures, and emergency preparedness activities.
- I. Establish and maintain communication/coordination with the University Emergency Operations Center after the onset of an emergency event and/or notification/activation according to Section 7.4.
- J. Maintain current levels of training as described in this plan and any future revisions.

- K. Notify the Emergency Manager if you separate from the University, move to another building, or can no longer perform the duties of BEC.
- L. Return all BEC equipment issued to the Emergency Manager upon separation from the University.

7. CONCEPT OF OPERATIONS

7.1 Goals, Objectives, and Priorities

Goals. Building Emergency Coordinator Program is focused on providing emergency preparedness for buildings and initial coordination during emergency response activities. To maintain communication and coordination with the University Emergency Manager and/or Emergency Operations Center to accomplish the following:

- Safety of students, faculty, staff, and business partners.
- A clear understanding of the nature, scope, and severity of the event as quickly as possible.
- An accurate understanding of the status of campus facilities, resources, and services.
- A clear understanding of the scope of the initial damages.
- Timely communication of accurate event-related information to the campus community.

Objectives. Building Emergency Coordinator Program objectives include:

- The assignment of specific university staff as Building Emergency Coordinators for specific campus buildings, with concurrent responsibility and authority to perform the duties outlined in this Plan.
- To ensure the University's students, staff and faculty are prepared for an emergency.
- To assist with the facilitation of any evacuation of the assigned building.

Priorities. Priorities for Building Emergency Coordinators include:

1. Building emergency preparedness, and building participation in exercises and drills in coordination with the Emergency Management Division of the University Police Department (UPD).
2. Periodic training to ensure a clear understanding and familiarity with the Building Emergency Coordinator's role and responsibilities as outlined in this Plan.

3. When possible assist with the monthly visual checks of all building's portable fire extinguishers.
4. Implementation of appropriate initial response activities after an emergency event as further described in Section 7.7 of this Plan;

7.2 Direction, Control, and Coordination

Responsibility for emergency response is based on statutory authority. In addition, all emergency response is coordinated in conformance with the State's Standardized Emergency Management System (SEMS) and the National Emergency Management System (NIMS).

Direction and Control: University employees with concurrent responsibility and assignment as Building Emergency Coordinators work under the supervision of their regularly assigned supervisor. In addition, they are required to **coordinate** their responsibilities and activities as a Building Emergency Coordinators with the University Emergency Manager and/or Emergency Operations Center staff as directed and according to this Plan. Upon notification and deployment according to Section 7.4 of this Plan, Building Emergency Coordinators shall be under the direct control of the University Emergency Manager or his/her authorized delegate until formally released. Building Emergency Coordinators shall further perform their duties and responsibilities as outlined in this Plan.

Emergency Event Coordination: The University Emergency Operations Center will be activated for any significant event affecting the CSUMB campus community as outlined in the University Emergency Operations Plan. Building Emergency Coordinators will coordinate with the University Emergency Manager and notify the EOC as soon as practical.

7.3 Training

University employees assigned as Building Emergency Coordinators shall complete the following state and federal-mandated NIMS training and required University training within (6) months of assignment as a Building Emergency Manager:

1. ICS-100.C Introduction to the Incident Command System
2. ICS-200.C Basic ICS
3. ICS-700.B NIMS: An Introduction
4. CSUMB Building Emergency Coordinator Orientation (In-person)

These ICS trainings are available as self-paced online courses as follows:

ICS-100.C	https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
ICS-200.C	https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c
IS-700.B	https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b

A copy of the Certificate of Completion for each course shall be forwarded to the University Emergency Manager who is responsible for the maintenance of all emergency management-related training records.

The University Emergency Manager shall conduct initial Building Emergency Coordinator Orientation training for new BECs at least annually, to minimally include but not be limited to:

- BEC roles and responsibilities
- BEC Plan orientation
- University Multi-Hazard Emergency Operations Plan orientation
- Building-specific multi-hazard planning and preparedness
- Building safety assessment
- Emergency procedures

The University Emergency Manager shall conduct ongoing Building Emergency Coordinator Emergency Preparedness training at least annually.

7.4 Notification and Activation

Upon onset of any significant event or emergency affecting any segment of the campus community, one or more of the following ways will be used to notify the campus community as to the situation.

1. OTTER Alert text message and email
2. Outdoor Notification System
3. Dashboard Message/Website Message
4. Computer Desktop Notification
5. Voicemail ALERT
6. Dashboard Information Message

Upon receipt of an Otter Alert, text, email, Dashboard/Webpage Message, Computer Desktop Message, or Outdoor Notification, all Building Emergency Coordinators are directed to activate according to the appropriate emergency procedures.

- Initiate emergency procedures as outlined in Section 7.7 of this Plan

- Establish communication with the campus Emergency Manager/and or the EOC as soon as possible.

Assigned Building Emergency Coordinators are authorized following the onset of an emergency event before receipt of a notification Building Emergency Coordinators shall respond to and assist with the emergency when safe to do so.

7.5 Communications

Whenever activated Building Emergency Coordinators will be the lead contact point for first responders arriving at the building for the emergency. As soon as practical the BEC should establish and maintain communications with the University Emergency Manager/and or the EOC.

1. Land-line/cellular telephone:
 - EOC Manager:
 - **(831) 582-3353 EOC**
 - **(831) 582-3589 Emergency Manager's Office**
 - EOC Planning Section-Situation Unit Leader
 - **(831) 582-3349**
 - EOC Coordinator
 - **(831) 582-3351**
2. E-Mail: eoc@csumb.edu

7.6 Safety and Equipment

Building Emergency Coordinators shall be responsible for performing their assigned duties **SAFELY** within the scope of their training and experience. University employees are further responsible for compliance with applicable workplace safety rules, regulations, policies, and procedures.

Equipment:

The following equipment shall be provided and assigned to Building Emergency Coordinators:

1. High-visibility vest
2. Helmet
3. Safety goggles
4. Flashlight
5. N-95 particulate mask
6. First Aid kit
7. Whistle
8. 1-roll of 3-inch yellow barrier tape

Every Building Emergency Coordinator is encouraged to have a personal emergency preparedness kit including personal clothing/supplies within their vehicle or office.

Safety Considerations and Procedures

Safety considerations and procedures include:

1. Wearing appropriate clothing and identification whenever performing Building Emergency Coordinator activities according to this Plan, including as appropriate:
 - High-visibility BEM vest
 - Helmet
 - Goggles (if eye hazards are present)
 - N-95 particulate mask (if inhalation hazards are present)
2. Identify yourself with first responders and advise them of what the situation is and provide as much information as possible about the situation.
3. Maintaining communications with the EOC at all times as described in Section 7.5 of this Plan
4. **STAY CLEAR** of and report obvious or potential immediate life safety hazards including:
 - Downed electrical power lines
 - Collapsed/structurally compromised buildings
 - Fires, except for small, incipient fires that can readily and safely be extinguished with a portable fire extinguisher
 - Hazardous substance spills/releases
 - Compromised roads, bridges, and tunnels.

7.7 Emergency Preparedness Activities

Emergency Preparedness:

Before the onset of an emergency, assigned Building Emergency Coordinators need to:

1. Become thoroughly familiar with the Building Emergency Coordinators Plan.
2. Complete all required NIMS training as described in Section 7.3 of this Plan.
3. Complete fire extinguisher training as provided by the University Emergency Manager.
4. Become thoroughly familiar with the physical layout of the assigned building(s) or floors, including:
 - Assigned building population (faculty, staff, student assistants)

- Classroom schedule(s) and approximate related class size (if applicable)
 - Exits/exit routes
 - Location of designated campus evacuation assembly area(s)
 - Location of fire extinguishers
 - Location of Building Emergency Coordinators' equipment/supplies
5. Assist to maintain a safe and emergency-prepared environment in all buildings and encourage all occupants of the building to be prepared.
 - Immediately report any safety issues to the University Department of Environmental Health, Safety, and Risk Management.
 6. Participate in Emergency Preparedness exercises and drills.
 7. Participate in BEC training as scheduled and provided by the University Emergency Manager.
 - 8.

7.8 Emergency Response

Following the onset of an emergency event, and/or upon notification and activation according to Section 7.4 of this Plan, Building Emergency Coordinators shall, within the scope of their training and experience, and as can be safely accomplished using Appendix B - *Emergency Procedures Checklists*:

1. **Report** any ***immediate*** life-threatening situation ***Dial 9-1-1***
2. Assess the building for any adverse impacts.
3. Facilitate an orderly evacuation of building occupants if a hazardous condition exists, and assist evacuees to the extent possible.
4. Direct building occupants to the evacuation assembly areas to wait for additional information.
5. BEC should attempt to account for the occupants of the building with sign-in sheets (Accountability Form) at the assembly areas.
6. Attempt extinguishment of any ***small*** fire(s) as can be safely accomplished within your training and experience.
7. **Report** building status to University EOC: (See Section 7.5 – *Communications*)
 - **Reporting Criteria:**
 - ***Report any injured persons in the assembly area immediately to 911***
 - ***Estimated number and location of any injured/trapped persons.***
 - ***Overall building status (no damage, minor damage, moderate damage, major damage, building destroyed).***

- ***Any significant building hazards.***
- ***Building evacuated. yes/no, Location of evacuees***
- ***Status of building utilities if known***
- ***Building accessibility by roadway***

8. PLAN ADMINISTRATION

8.1 Plan Development and Maintenance

The university Multi-Hazard Emergency Operations Plan, including this support annex, is developed under the authority of the California State University Board of Trustees according to Title 3, Division 8, Part 55, Article I beginning with Section 89000 of the California Education Code; and California State University Chancellor's Office Executive Order No. 1056, dated March 1, 2011, relative to required development, implementation, and maintenance of a campus emergency management program in conformance with state Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) requirements and guidelines.

The University's President, Vice-President of Administration and Finance, Chief of Police, and Emergency Manager are responsible for the development and maintenance of all emergency plans and emergency management coordination efforts.

This Plan shall be reviewed yearly and updated as needed.

9. REFERENCES

- California Education Code Title 3, Division 8, Part 55, Article I, Section 8900 et seq.
- California Emergency Services Act (California Government Code Title 2, Division 1, Chapter 7)
- California Code of Regulations, Title 19 – Public Safety
- California State University Chancellor's Office Executive Order 1056 dated March 1, 2011
- California Standardized Emergency Management System Guidelines
- National Incident Management System

Appendix B

Emergency Procedures Checklists

After the onset of an emergency event, or upon notification of an emergency event by the campus EOC, assigned Building Emergency Coordinators are expected to take appropriate initial response actions as outlined below *within the scope of individual training and experience:*

Emergency Procedures Checklist

EARTHQUAKE



When Shaking Occurs

- Drop, Cover & Hold On
- Get under a sturdy desk or table, or in an interior corner, face away from any glass.
- If notebooks, jackets, or pillows are handy, hold them over your head for added protection.



- Direct others around you to do the same (if SAFE to do so)
- When the shaking stops **EVACUATE** the building and report to your assembly area.



DIAL 9-1-1 if an immediate life safety hazard exists

- Report the Building Number/Name
- The specific location of the hazard within the building (if known)
- Nature of hazard(s) involved
- Location/estimated number of trapped/injured persons



EVACUATE BUILDING

- Facilitate orderly evacuation of the building occupants if SAFE to do
- Direct building evacuees **AWAY** from the building collapse zone to a safe assembly area
- Keep building access points open/unobstructed for emergency equipment and personnel
- Inform or direct emergency personnel to any hazardous locations
- Do not re-enter buildings until directed to do so by police/fire and CSUMB officials.

Emergency Procedures Checklist Cont.

EARTHQUAKE

- TAKE SUPPRESSION ACTION on SMALL fires if safe to do so**
 - *SMALL* fires ONLY!
 - Retrieve the nearest portable fire extinguisher
 - Attempt to extinguish the fire

- ASSESS BUILDING for damage**
 - Report any damage to the Emergency Manager/EOC

- ESTABLISH and MAINTAIN COMMUNICATIONS with the EOC**
 - University Emergency Manger **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

- Always be prepared for aftershocks**



Emergency Procedures Checklist

BOMB THREAT / SUSPICIOUS OBJECT

- DIAL 9-1-1**
 - Building Number / Name
 - The specific location of a suspicious object or reported bomb (if known)
 - Description of the suspicious object (if known)

- EVACUATE BUILDING**
 - Facilitate orderly evacuation of the occupants from the building
 - Direct building evacuees **AWAY** from the building to the designated assembly evacuation area
 - At least 200 feet from the building
 - Keep building access points open/unobstructed for emergency equipment and personnel
 - Direct emergency personnel to hazardous location

- Establish and maintain communication with the EOC:**
 - University Emergency Manager **582-3353**
 - EOC Planning/Intelligence Section: **582-3349**
 - EOC Coordinator **582-3351**

Emergency Procedures Checklist

ACTIVE SHOOTER

- RUN, HIDE, FIGHT**
Your Safety is the Number 1 Priority

- EVACUATE BUILDING**
 - Facilitate the evacuation of the occupants out of the building if SAFE to do so
 - Direct building evacuees **AWAY** from the building to the designated assembly/evacuation area
 - **DO NOT ATTEMPT** to move injured persons

- DIAL 9-1-1 FROM A SAFE LOCATION**
 - Building Number / Name
 - The specific location of the Suspect (if known)
 - Description of Suspect (if known)
 - **STAY ON THE LINE** with the 9-1-1 Dispatcher

- SHELTER-IN-PLACE**
 - Find a room with a lockable door
 - Block door with heavy furniture
 - Keep out of sight of doors/windows
 - Silence cell phone ringer
 - Remain calm and quiet

- LAST RESORT – TAKE ACTION AGAINST THE SHOOTER**
 - **LIFE IS IN IMMINENT DANGER**
 - **ACT AS AGGRESSIVELY AS POSSIBLE**
 - **THROW ITEMS AND IMPROVISE WEAPONS**
 - **YELL**
 - **COMMIT TO YOUR ACTION**

CSUMB Emergency Operations Plan

Support Annex SA-3 Emergency Proclamation

1 Purpose

This Support Annex provides guidance on the procedures for a Presidential Proclamation of Campus Emergency in the event of an emergency incident affecting the CSUMB campus.

2 Scope

SA-3 applies to the operations of California State University Monterey Bay and is in accordance with other campuses and CSU Chancellor's Office guidance.

3 Situation and Assumptions

3.1 Situation

- A Proclamation of Campus Emergency is the legal method that authorizes extraordinary measures to solve disaster problems.
- The proclamation allows for the emergency use of resources, the bypassing of time-consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in the University's Emergency Operations Plan (EOP).
- The proclamation is usually a prerequisite for State and Federal assistance and is made at the onset of a disaster to allow the University to do as much as possible to help itself.
- A Proclamation of Campus Emergency may be issued for an isolated incident occurring on the CSUMB campus or may be issued in response to incidents with regional, State, and Federal scope.

3.2 Assumptions

A major emergency incident will affect the CSUMB campus and the University may expend all available campus resources.

- The CSUMB may require assistance from the county, regional partners, and state and federal resources in a large-scale disaster or emergency.
- The CSUMB may require assistance from other CSU Campuses and the CSU Chancellor's Office.
- All incidents will be managed under the principles of the ICS/NIMS/SEMS.

CSUMB Emergency Operations Plan

Support Annex SA-3 Emergency Proclamation

4 Concept of Operations

4.1 General

Implementation of the University's Emergency Operations Plan puts into effect the campus's role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions and giving and receiving mutual aid under that plan, if necessary.

- Emergency proclamations provide a means to direct the implementation of emergency measures necessary to obtain mutual aid resources, enable emergency purchasing procedures, inform emergency decision-making, and formalize local emergencies in advance of requests for state and federal assistance.
- A Proclamation of Campus Emergency is made by the University President or Acting President in the President's absence.
- The President may proclaim a Campus Emergency under this plan and his/her authority to regulate campus buildings and grounds and to maintain order on campus (California Administrative Code, Title 5, Sections 41302 and 42402). Such a declaration will be made when, in the President's opinion, there is an actual or threatened condition of emergency, disaster, or risk or potential risk to persons or property of the University which cannot be met by ordinary campus administrative procedures and makes the implementation of this plan necessary.
- In preparing a proclamation, a description of the event and the necessary emergency authorizations are documented.
- The CSUMB Chancellor's Office and Monterey County Operational Area should be informed and a news release made through the CSUMB EOC Public Information Officer/ Joint Information System as soon as possible after the proclamation is signed.
- When the situation which required the proclamation is over, the President or his/her designate is empowered to make a proclamation terminating the emergency.

4.2 Proclamation of Campus Emergency

A Proclamation of a Campus Emergency by the President has the following effects:

- It provides support for the Emergency Operations Plan.
- It facilitates campus participation in mutual assistance in the event of a declaration of local emergency and/or State Declaration of Emergency.
- 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.

It must be emphasized that records should be as accurate and complete as possible to support claims for such coverage to seek reimbursement for extraordinary expenses and from university insurance or to seek state and federal disaster assistance.

CSUMB Emergency Operations Plan

Support Annex SA-3 Emergency Proclamation

4.3 CSUMB President's and Executive/Policy Group Responsibilities

- On the advice of the Emergency Operations Executive, the President proclaim a State of Campus Emergency to authorize the emergency powers granted under state and CSU system regulations, if there is a risk or potential risk to the health & safety of the University's students, staff, faculty or the Campus Community.
- On the advice of the Emergency Operations Executive, when University resources are depleted or nearing depletion, the President will proclaim a State of Campus Emergency to authorize the emergency powers granted under state and CSU system regulations.
- The President may request assistance from the Chancellor's office and other CSU campuses as necessary in accordance with University policies, procedures, and executive orders.
- Issue a Proclamation of Campus Emergency Termination upon the completion of emergency operations as determined in cooperation with the CSUMB EOC.
- Coordinate with the CSU Chancellor's Office on the issuance of the Proclamation of Campus Emergency.
- Consult with the CSU Chancellor's Office for policy support and guidance related to the implementation of system-wide and campus-level emergency proclamations.

4.4 Emergency Manager's Responsibilities

- The Emergency Manager will provide updated information to the University President as to the emergency.
- The University's Emergency Manager will coordinate with the Emergency Operations Executive and the University President to assist in the decision-making process of the Emergency Proclamation.
- Through the CSUMB EOC, collect and report damage and casualty information from the campus to the CSUMB Presidents' Office, the CSU Chancellor's Office, Cities of Marina and Seaside, Sand City, and the Monterey Co. Office of Emergency Services to support campus, local and state emergency proclamation(s).
- Coordinate with the County EOC and provide CSUMB with situation reports to assist in the determination of the need for a Proclamation of Campus of Emergency.
- Coordinate with Monterey County OES on County level emergency proclamations to support CSUMB and local response and recovery efforts.
- Ensure CSUMB damage and casualty information is incorporated into Monterey County's preliminary damage assessment estimates to support local, state, and federal proclamations of emergency/disaster declarations.

4.5 CSUMB IMT Finance/Administration Section Responsibilities

- Provide accurate records on incident expenditures to support requests for State or Federal assistance.
- Track all emergency expenditures; equipment purchases, labor cost, overtime cost, contracted services, and CSUMB equipment hours used during emergency or disaster.
- Utilize correct FEMA forms for possible reimbursement of costs.

CSUMB Emergency Operations Plan Support Annex SA-3 Emergency Proclamation

4.6 Attachments

1. Emergency Proclamation Templet
2. Emergency Proclamation Termination Temple

CALIFORNIA STATE UNIVERSITY MONTEREY BAY

CAMPUS EMERGENCY PROCLAMATION

WHEREAS, the laws of the State of California, the Trustees of the California State University, and the policies and procedures of the California State University system and that of California State University Monterey Bay, empower California State University Monterey Bay’s President (or in his/her absence, the Acting President) to proclaim a Campus State of Emergency when the campus is affected or likely to be affected by a public calamity, disaster, or emergency; and

WHEREAS, the California State University Monterey Bay President (or Acting President) does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus of California State University Monterey Bay caused by (describe emergency situation):

Commencing at about _____ on the date of _____, _____
(time) (day) (month) (year)

warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a Campus State of Emergency now exists on the campus of California State University Monterey Bay; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Campus State of Emergency that the powers, functions, and duties of the emergency organization of California State University Monterey Bay shall be those prescribed by State law, and by the policies and procedures of the California State University and of California State University Monterey Bay; and

IT IS FURTHER PROCLAIMED AND ORDERED that this Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President of California State University Monterey Bay; and

IT IS ORDERED that copies of this proclamation be forwarded to the Cities of Seaside and Marina, Monterey County Operational Area, and the Office of the Chancellor of the California State University system.

DATE: _____
(day) (month) (year)

BY: _____ President Acting Pres.

(Signature)

_____ CSU Monterey Bay

(Print Name)

CSUMB Emergency Operations Plan

Support Annex SA – 4 Emergency Warning, Notification and Emergency Public Information

1 Purpose

This Support Annex provides guidance on the issuance of emergency warnings and notifications and the issuance of emergency public information functions during emergencies and the establishment of a Joint Information Center (JIC) as part of the Joint Information System (JIS).

2 Scope

SA-4 addresses the emergency warning, notification, and public information functions of the University's EOC as well as the Joint Information System (JIS), the coordination with the region, and the JIS functions of Monterey County OES and CA OES.

3 Situation and Assumptions

3.1 Situation

During periods of emergency, the campus community needs, and generally desires, detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the campus community about the hazard. For this reason, it is important that before the occurrence of an emergency, the Campus Community is made aware of potential hazards and the protective measures that can be taken.

- The University provides for the needs of international, disabled, access, and functional needs individuals through normal university programs to the greatest extent feasible. Messaging and communications are provided through varied platforms providing text and voice messaging.
- The University will work with other University departments and internal and external resources to assure messages are provided in an accessible format for any non-English speaking individuals on campus, and individuals who are deaf, hard of hearing, have hearing loss or have a sensory disability.

3.2 Assumptions

The University will immediately release accurate emergency warnings and notifications throughout the campus community in the event of an actual or potential emergency affecting the campus.

- In an emergency, the dissemination of information is an essential service provided by the University and will be done in a coordinated manner.
- Local print and broadcast media will cooperate in broadcasting and publishing detailed emergency-related instructions to the public.

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4 Concept of Operations

4.1 General

In an emergency, the University Police Chief or Management Designees in the absence of the Chief of Police will approve the dissemination of all emergency warnings and notifications for the University. (See CSUMB Facilities Policies - Procedures for Emergency Notification Response and Evacuation) The University Public Information Officer (PIO), working with the University Affairs staff and in coordination with the Executive/Policy Group will have the primary responsibility of providing Emergency Public Information to the Campus Community and the public through the utilization of all media and communications systems.

- The University will immediately release accurate emergency warnings and notifications throughout the campus community in the event of an actual or potential emergency affecting the campus utilizing the OtterAlert System this includes text messages, email messages, University website postings, dashboard messages, and the Outdoor Notification System.
- The PIO will gather, verify, prepare, coordinate, and disseminate information to all audiences, including those with disabilities, special needs, or language requirements.
- The PIO will ensure materials are translated into common non-English area languages and utilize other formats such as Braille, large print, audio, etc. Translators will be utilized to translate emergency information when needed.
- The PIO will coordinate the translation of information with the University's Disability Services and University International Programs, addition translation resources will be coordinated through the Monterey County OES.
- Existing forms of warning or notification may require augmentation to provide sufficient warning to the campus community. These methods may include, mobile public address systems and/or door-to-door notification by emergency response personnel. These methods may be required when a quick-onset emergency occurs necessitating an evacuation.
- It may be necessary to ensure the campus community is notified, in-person notification is utilized, and 'door-to-door' or in-campus buildings "room-to-room" notifications may be used.
- Personnel doing "door to door or room to room", most often law enforcement, should be trained in assisting individuals with access or functional needs, as well as, people who speak languages other than English.
- When possible, personnel dispatched for door-to-door notification should have a flyer with the appropriate multi-language warning message. The flyer should include a visualization of the message in the form of a pictogram and/or maps. Personnel can use the flyer to explain visually the warning message and/or leave the flyer behind.

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- The EOC through the University PIO will coordinate and issue updates to the emergency warnings and notifications through all available and established notification systems in accordance with the guidance for initial announcements.
- The University PIO will coordinate with the Incident Commander on the release of all public information.
- The University will release timely, accurate, and coordinated emergency public information to community members, stakeholders, and the media.
- CSU System press releases will be coordinated with the University PIO and will not conflict with CSUMB's press releases.
- Public inquiry guidelines directed by the University PIO will prevent incorrect information from affecting emergency response activities.
- The University will coordinate with the Monterey County Operational Area utilizing Alert Monterey County, IPAWS, NAWAS, WEA, and other regional, State, and Federal notification systems used to distribute emergency warnings and notifications if necessary.
- Upon resolution of the situation, an announcement will be broadcast via all available media notifying the campus community of the resolution of the emergency and resumption of normal operations.

4.1.1 Joint Information System and Joint Information Center

The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines nongovernmental organizations, and the private sector. The Joint Information Center (JIC) is an intricate part of the JIS.

- The Joint Information Center (JIC) is a facility established as the central point of contact for news media and interest parties to coordinate incident information activities. Public information officials from all participating federal, state and local agencies should collocate at the JIC.
- The JIC is a flexible organization designed to expand or contract depending on the size, magnitude, and stage of the incident response.
- When information needs warrant, the EOC Manager in consultation with the Police Chief, PIO, Emergency Management Executive, and campus executive leadership will assess the need to activate the JIC.
- The JIC will be activated to provide a facility for the coordination of public information releases to the media and to provide a centralized location for press conferences and other media relations activities to take place.
- The JIC is managed by the University PIO and is staffed as needed by additional University Affairs staff and public information officers from regional partners.
- The PIO Group Staffing will transition into the staff of the JIC (SA-1 Section 6.2.2.3.1 PIO Organization)

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- The University if necessary will establish a Joint Information Center (JIC) to be located at the CSUMB Alumni and Visitors Center.
- The JIC will ensure that the information released includes all critical elements and that the information provided is consistent and accurate.
- Coordination and communication among JIC representatives from other public and private organizations will also provide a comprehensive view of the size and magnitude of the emergency.
- The CSUMB JIC will coordinate with the Monterey County Operational Area (OA) Joint Information System and with public affairs offices at the State and Federal levels through the OA.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the Joint Information System.

4.1.2 Virtual Joint Information Center

Public Information Officers may initiate a virtual JIC, through technological means when geographical restrictions, incident management requirements, or other limitations preclude physical attendance. Through telephone or video teleconferences, personnel participating in the virtual JIC can meet and coordinate information.

5 Emergency Management Phases Notification and EPI Specific

5.1 Prevention

- The University issues Safety and Health information and advisories regularly.

5.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn and notify the campus community.
- The University will research and identify other notification and warning resources available.
- The University will maintain a working relationship with all new media outlets in the area.

5.3 Preparedness

- Test emergency warning and notification systems.
- Prepare plans and operating guidelines for the issuance of emergency, warnings, notifications, and the dissemination of public information, including supporting materials such as displays, message forms, and record and report forms.

5.4 Response

The Public Information Officer will be directly involved in the emergency warning/notification process. Essential public information to the campus community including appropriate protective actions to be taken must be ensured. In large-scale disasters or emerging threats, the Public

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Information Officer will be mobilized and will disseminate emergency instructions and ongoing public information to the campus community in the following order of priority:

- Lifesaving/health preservation instructions
- Emergency information
- Other useful information originated by the University in response to media inquiries.

In both the response and recovery phases, the Emergency Public Information Officer may deploy the Public Information Group or a Joint Information Center (JIC) as appropriate depending on the nature of the hazard and the size and other characteristics of the disaster.

5.5 Recovery

During this phase, attention will be focused on restoring channels of communication with the campus community. Appropriate information will continue to be released, particularly on the restoration of essential services, campus closure or opening, and staff, faculty, and student assistance programs available.

6 Organization and Responsibilities

University emergency public information is coordinated through the EOC and the Public Information Officer (PIO) serves as the primary point of contact between the EOC and the media and the campus community. Dissemination of public information will be made from either the EOC, the JIC, or other designated locations via news conferences, interviews, and issuing of news releases.

6.1 PIO Organization

Normally, the Public Information function is managed by the PIO who is a member of IMT as part of the Command Staff in the EOC. Assistant PIOs may be assigned as needed. The Public Information function may be established as a Group with individual units under the direction of the PIO.

- Rumor Control Unit
- Media Relations Unit
- Research & Writing Unit
 - Content Development Team
 - Translation Team
- Situation/Media Monitoring Unit
 - Web/Social Media Team
- Hot Line Unit

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6.2 Responsibilities

The University Public Information Officer (PIO), working with the University Affairs staff and in coordination with the Executive/Policy Group will have the primary responsibility of providing Emergency Public Information to the campus community and the public through the utilization of all media and communications systems.

6.2.1 PIO Responsibilities

The PIO is responsible for communicating with the campus community, and media, and/or coordinating with other agencies, as necessary, with emergency/incident-related information. (See CSUMB EOC Command Staff Job Action Sheets & Position Check List for roles and responsibilities) Additional responsibilities include:

- The PIO is responsible for developing and preparing information releases, briefing media representatives, and providing press conferences.
- The PIO may be responsible for sending follow-up emergency warnings or notifications to the campus community.
- The PIO will coordinate with the Emergency Operations Executive or their designee who is responsible for coordinating with and providing information to the President's office, Cabinet, and senior leadership team.
- Establish goals and objectives ensuring the release of accurate information.
- Track the progress of the goals and objectives and ensure that they are met in a reasonable amount of time.
- The PIO will oversee the JIC ensuring the accumulation and distribution of timely, accurate information concerning the incident to participating agencies.
- The PIO is responsible for coordinating the operations of the JIC as well as releasing all cleared information to the public and media.
- Make recommendations to the EOC Manager, Police Chief, and Operations Executive based on information being received and generated by the JIC units
- The release of emergency information by any University department is done through and coordinated by the PIO, in conjunction with the EOC Manager and JIC. Any inadvertent field contact with the media will be reported to the PIO as soon as possible.
- The PIO will also oversee Rumor Control and Social Media monitoring.
- The PIO will oversee and monitor social media for information from the public, trends, and false information to prevent rumors and correct inaccurate information.
- If normal methods of communication are interrupted by the incident, the PIO is responsible for establishing alternate means of communication with the public and media.
- Conduct regular briefings with the EOC Manager and section coordinators.
- Emergencies of incidents off campus may affect the Campus Community in many ways the PIO shall keep the Campus Community informed with up-to-date information throughout the incident.

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6.2.2 University President's Responsibilities

The University President is the voice and face of the University, they must be kept informed and provided up-to-date information at all times to ensure the campus community, that the University is managing the emergency. The President will be responsible for the following;

- Providing policy support and guidance on University emergency warning, notification, and public information functions.
- Providing executive-level representation before the media and other executive and elected officials.
- Cooperating with the EOC and JIC on public affairs functions related to the response and recovery from the emergency.

6.2.3 Emergency Operations Executive Responsibilities

The Emergency Operations Executive or designee is responsible for coordinating with and providing information to the President's office, Cabinet, and the Extended Cabinet.

6.2.4 University Police Chief or their Designee's Responsibilities

- Confer with the appropriate public official to confirm both a legitimate emergency exists, and that the emergency poses an immediate or imminent threat to members of the on-campus community.
- Prepare, with the Clery Director, if available, the content of the notification and determine which members of the campus community are threatened and need to be notified.
- Before the release of any information, the Police Chief or their designee shall review the information to be released for any law enforcement sensitive information.
- Provide direction on handling controversial and sensitive issues resulting from the emergency.
- Confer with the Incident Commander/Unified Command before the release of all public information.

6.2.5 EOC Manager Responsibilities

Through the CSUMB EOC, approve the dissemination of all emergency warnings, notifications, and other public information before release.

7 Public Information Records Management

The management and retention of records pertaining to Emergency Warnings, Notifications, and Public Information is the responsibility of the PIO and the Documentation Unit Leader. All documents, warnings issues, notifications sent, and all public information released to the media or the campus community shall be copied and retained as a part of the permanent record of the incident.

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8 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan Addendum to Support Annex SA-4 Emergency/Crisis Communications Plan

1 Introduction

California State University Monterey Bay (CSUMB) is a member university of the California State University System. The main campus is located between Marina and Seaside, CA with auxiliary locations in Monterey and Salinas, CA. Because of the expanse of area covered by this campus, and its relative location, the establishment of an Emergency/Crisis Communication Plan is essential to ensure the well-being of students, staff faculty, contractors, and visitors to the campus.

2 Purpose

This Emergency/Crisis Communication Plan was prepared as an addendum to support Annex – SA-4 Emergency Warning, Notification, and Public Information of the Emergency Operations Plan (EOP) to establish a comprehensive approach to providing consistent effective, and efficient emergency communication activities of the University during the time of crisis or emergency.

3 Scope

Communication roles and responsibilities are outlined in this plan. Other responses and recovery roles are outlined in the Emergency Operations Plan (EOP) and Emergency Operations Center (EOC) Job Action and Position Checklists.

The plan has been developed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) as adopted by the State of California. These principles are designed to work effectively with Regional Partners, Monterey County, the State of California, and Federal Agencies.

4 Situation and Assumptions

4.1 Situation

During periods of emergency or crisis, the campus community needs, and generally desires, detailed and frequently updated information regarding protective actions to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the campus community about the hazard. For this reason, it is important that before the occurrence of an emergency, the campus community is made aware of potential hazards and the protective measures that can be taken.

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4.2 Assumptions

The University will immediately release accurate emergency warnings and notifications throughout the campus community in the event of an actual or potential incident or event affecting the campus. In an emergency or crisis, the dissemination of information is an essential service provided by the University.

- Collaboration with media outlets will be utilized in a coordinated manner.
- The University provides for the needs of international, disabled, access, and functional needs individuals through normal university programs to the greatest extent feasible.
- Messaging and communications are provided through varied platforms providing text, voice messaging, webpage, and social media.
- The EOC Public Information Officer (PIO) will work with other University departments and internal and external resources to assure messages are provided in an accessible format for any non-English speaking individuals on campus, and individuals who are deaf, hard of hearing, hearing loss, or sensory disability.
- In the event of an emergency, the campus homepage (www.csumb.edu) will display timely information for students, faculty, staff, members of the public, and the news media, which will automatically post to every campus webpage. This emergency information will be updated regularly as information is confirmed.
- The EOC PIO is responsible for providing the messaging that will appear on the University website and will ensure that all messaging is consistent with any emergency notifications being issued by the Emergency Manager/University Police Department (UPD). If the University website is temporarily disabled due to unforeseen circumstances, the page will automatically redirect to a special emergency information website through the CSU Chancellor's Office.
- Communication with the EOC/Incident Management Team (IMT) staff is the responsibility of the Emergency Manager.

5 Definition of Emergency/Crisis Communications

Emergency/Crisis management as defined by CSUMB's EOP consists of measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or incident. This communications plan intends to facilitate communications during these identified incidents.

6 Concept of Operations

The University will release timely and accurate emergency warnings and notifications to the campus community in the event of an actual or potential emergency/crisis affecting the campus community.

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6.1 General

The University will issue an emergency warning or notification to the campus community. The EOC PIO will provide the campus community with up-to-date information as to emergencies or crises regularly.

- The EOC will coordinate and issue emergency warnings and notifications through all available and established notification systems.
- The University PIO will serve as the EOC PIO.
- The University will release timely, accurate, and coordinated emergency public information to the campus community, stakeholders, and the media through the CSUMB EOC PIO.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the CSUMB EOC PIO and the Monterey County Joint Information System.

6.2 Communications Response

The emergency/crisis communications response for the University must be coordinated and consistent throughout the event.

6.2.1 Communication with the Campus Community

Existing forms of warning or notification may require augmentation to provide sufficient warning to the campus community. These methods may include mobile public address systems and/or door-to-door notification by emergency response personnel. These methods may be required when a quick-onset emergency occurs necessitating an evacuation.

6.2.2 Communication with the Media

Dissemination of public information will be made from either the EOC PIO, the Joint Information Center (JIC), or other designated locations via news conferences, interviews, and issuing of news releases. The management and retention of records pertaining to Emergency Warnings, Notifications, and Public Information is the responsibility of the EOC PIO and the Documentation Unit Leader. All documents, warnings issues, notifications sent, and all public information released to the media or the campus community shall be copied and retained as a part of the permanent record of the incident.

6.2.3 Communication with the Staff and Faculty

The EOC PIO, working with the University Affairs staff and in coordination with the Executive/Policy Group will have the primary responsibility of providing Emergency Public Information to the staff and faculty through the utilization of all media and communications systems on a frequent and repeated/update basis. University Emergency Public Information is coordinated through the EOC and EOC PIO will serve as the primary point of contact between the EOC, the media, and the campus community.

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6.2.4 Communication with the Students

When it becomes necessary to ensure all students are notified, in-person, ‘door-to-door’ or in campus buildings “room to room” notifications may be used. Typically, law enforcement personnel will conduct “door to door or room to room” notifications. Staff should be trained to assist individuals with access or functional needs, and where possible are capable of communicating in languages other than English. Where personnel dispatched for door-to-door notification are not multi-lingual flyers the appropriate multi-language warning message should be used. The flyer should include a visualization of the message in the form of a pictogram and/or maps. Personnel can use the flyer to explain visually the warning message and/or leave the flyer behind.

6.2.5 Communication with Family Members

Communication with family members should remain objective and factual. Information regarding what is known should be conveyed concisely and sensitively. A plan for how to manage incoming phone calls should be developed and implemented, and the large volume of calls should be anticipated.

6.2.6 Communications with CSUMB East Campus Residential Community

CSUMB is very unique and it has a residential community within the campus it consists of a population of close to 4,000 residents. The East Campus Housing Complex consists of two student-housing complexes Fredericks Park I and Fredericks Park II, and two staff, faculty, and community partners housing complexes Schoonover Park I and Schoonover Park II. There is a total of 1,153 housing units in the two complexes. The EOC PIO must coordinate with the East Campus property management company (GrayStar) to assist in reaching the East Campus residential community with emergency/crisis communications and information.

6.2.7 Communication with Alumni

Alumni present a special challenge. Because of potential involvement as donors or stakeholders, the information should be relayed to this group expeditiously. They should remain in the loop and be afforded the opportunity to provide feedback, due to their knowledge of the campus's inner workings. Alumni should be notified of what has happened and a plan regarding the management of phone calls should be immediately implemented

6.2.8 EOC PIO Coordination

The EOC PIO will coordinate with the on-scene Incident Commander (IC) on the release of all public information. The EOC PIO will gather, verify, prepare, coordinate, and disseminate information to all audiences, including those with disabilities, special needs, or language requirements. The EOC PIO will ensure materials are translated into common non-English area languages and utilize other formats such as Braille, large print, audio, etc. Translators will be utilized to translate emergency information when needed. The EOC PIO will coordinate the translation of information with the University’s Disability Services and University International

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Programs. Additional translation resources will be coordinated through the Monterey County OES.

6.2.9 Information Collection and Distribution

Information is collected and disseminated within the EOC and Incident the IMT, then disseminated to the EOC PIO for distribution. The EOC PIO serves as the primary point of contact between the EOC and the media and the campus community. Dissemination of public information will be made from either the EOC PIO, the JIC, or other designated locations via news conferences, interviews, and issuing of press releases.

6.2.10 Communication Protocols

The University will release timely, accurate, and coordinated emergency public information to community members, stakeholders, and the media. Media press releases will be coordinated with the EOC PIO and will not conflict with CSUMB's press releases.

6.3 Communication Methods

The University and first responders utilize multiple ways of communicating information to their response partners and the public.

6.3.1 On-Scene Communications

Incident communications are provided following the Incident Communications Plan (ICS Form 205) developed by the Logistics Section - Communications Unit, at the scene. Communication methods may include face-to-face, written, phone, e-mail, radio, and any other available and appropriate means possible. The EOC Communication Unit and the EOC Operations Section will coordinate with the on-scene Incident Command Post to provide the most updated information available.

6.3.2 Radio Communications

Radio communication methods include various systems such as the VHF, UHF, and 700/800 MHz systems used by first-response agencies. Radio communications also include amateur radio (HAM). The EOC maintains radio communication equipment for direct communications with all first responder agencies.

6.3.3 Telephone Communications

Telephone communications include both hard-wired and cellular phone systems. Within the EOC, telephone communications are provided digitally by Voice over Internet Protocol (VoIP) phones through the University's IT-based phone system. Analog phone service is also provided through lines connected to the commercial landline telephone system.

6.3.4 Email Communications

E-mail communications, which include messaging and chat functions included in incident management software, are available to incident managers and responders. Within the EOC, all

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command and general staff positions at the Section Chief level are provided with computers connected to the University's network.

6.3.5 Regional and Monterey County Operational Area Communications

CSUMB utilizes Web EOC Emergency Management software to coordinate with its regional partners and the Monterey County OES Operational Area.

7 Emergency Notification

CSUMB utilizes several systems to provide emergency notifications and information to the campus community.

- A commercial emergency notification system is used to broadcast emergency messages via cell phone, social media (Twitter, Facebook), Alertus Desktop Commuter Notification System, RSS feed, and e-mail. CSUMB uses the Monterey County Everbridge System for OTTERalerts.
- An outdoor speaker system installed throughout the campus provides an additional means of reaching those who are outdoors at the time of the emergency/crisis.
- Additional notification capability is provided through the Alert Monterey system, the Federal Emergency Alert, Integrated Public Alert Warning System (IPAWS), and Wireless Emergency Alert (WEA) systems.

8 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in a failure in emergency/crisis communications leading to inaccurate information release or other serious consequences.

8.1 Organization

All EOC public information activities will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

- In most emergencies, University Police will be the first agency/department to respond and gather information. Once the Chief of Police, or their Designee, is briefed, they shall notify the Executive Policy Group via established crisis communications protocols.
- When the EOC is activated the University EOC PIO reports to the EOC Manager or the University Incident Commander. Reference the Org Chart in the Annex.

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8.2 Roles and Responsibilities

The roles and responsibilities of all University Departments are outlined in the SA-4 Annex of the EOP. Additional roles and responsibilities for emergency/crisis communication are outlined below.

- The CSU Monterey Bay Emergency Notification System Alert (OTTERalert) is issued by the Emergency Manager or their designee at the request and direction of the University Police Chief or their designee. The University Police can also request an OTTERalert be sent by the Monterey County Communications Center.
- The Executive Policy Group, namely the President or their Designee, is also responsible for notifying external stakeholders, such as the CSU Chancellor's Office or the County Officials in a timely manner.
- All department heads are responsible for coordinating emergency and crisis information through the EO PIO for approval through the EOC Manager or the University Incident Commander to then disseminate back out to their respective departments.
- In an emergency, the University Police Chief or Management Designees in the absence of the Chief of Police will approve the dissemination of all emergency warnings and notifications for the University. (See CSUMB Facilities Policies - Procedures for Emergency Notification Response and Evacuation.)
- The EOC PIO, working with the University Affairs staff and in coordination with the Executive/Policy Group will have the primary responsibility of providing Emergency Public Information to the campus community and the public through the utilization of all media and communications systems.
- The EOC PIO is also responsible for communicating with the campus community, and media, and/or coordinating with other agencies, as necessary, with emergency/incident-related information. (See CSUMB EOC Command Staff Job Action Sheets & Position Check List for roles and responsibilities.)

9 University Communications Methods

The following list outlines the various methods the public can receive emergency alerts from campus authorities.

OTTERalert Notification System: This tool is used to send emergency notifications to every registered user. If a registered user does not have a phone, the message goes to their preferred email account. All students, faculty, and staff are automatically enrolled in the emergency email message alert system and are encouraged to sign up for emergency text messaging notifications. Emergency notifications using OTTERalert has multiple options for methods of dissemination: posts to Facebook, Twitter, Alertus Desktop Notification System, and all authenticated user dashboards occur simultaneously.

Outdoor Notification System: External speakers have been placed throughout the Main Campus. In the event of an emergency, information can be broadcast over the campus via a wireless system,

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utilizing battery backup systems. This system is initiated by the OTTERAlert System or can be initiated manually. The speakers also can be utilized by UPD as site public address systems from each location on campus.

Mass Email: These global email lists allow the University to send an email message to every student, staff, and faculty member's official CSUMB email account.

University Website: In the event of an emergency or natural disaster on campus, the University will post emergency information on the CSUMB Home Page and/or the UPD Home Page at <https://csumb.edu/> and <https://csumb.edu/police>, respectively.

Mass Voicemail: This voicemail broadcast tool can send a recorded voicemail to every voicemail box on the CSUMB phone system. When this is activated, the voicemail light will light up on phones. When users check their voicemail, they will hear a recorded message.

Emergency Update Hotline: In the event of an emergency, the Emergency Response Team will regularly update a message on this phone number with critical information. The number is x5044 or 831-582-5044.

Local Media: In the event of an emergency where cell phone towers may not be operable, a local TV station, the Campus TV Channel, and three local radio stations have agreed to broadcast emergency information for the University. These stations are KSBW TV (Channel 8 on campus, Channel 6 on Comcast); Campus TV Channel 72 (on-campus only); KAZU 90.3 FM; KWAV 96.9 FM.

Emergency Alert Systems: The University's police vehicles are equipped with public address systems and can be utilized to announce information in public areas, if necessary, in an emergency.

IPAWS/WEA: Integrated Public Alert Warning System (IPAWS): The Federal Emergency Management Agency's (FEMA) IPAWS system is an online tool that federal, state, territorial, tribal, and local authorities can use to issue critical public alerts and warnings. IPAWS provides authenticated emergency and life-saving information to the public through mobile phones using the Wireless Emergency Alert (WEA) system.

Alert Monterey County: A system used by City and County public safety officials to deliver emergency notifications to residents and businesses impacted by, or in danger of being impacted by, an emergency or disaster. Alert Monterey County uses the 9-1-1 database to call and deliver a recorded message to all landline phone numbers in a specific geographic area within a city and/or the County. Residents may also be notified on their cell phone, Voice over IP (VoIP) phone, or at their email address.

10 Developing an Incident Emergency Communications Plan

The development of an incident emergency communication plan is essential for the coordination, dissemination, and reporting of critical emergency and follow-up information to the campus community.

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10.1 The Anticipation of Potential Incidents

The University's Emergency Management Program has identified potential threats based on known vulnerabilities. It may become clear some crisis situations are preventable by shifting existing conditions or operational methods. Consideration of possible responses and best and worst-case scenarios should be included.

10.2 Key Messages

The EOC PIO group has developed emergency/crisis incident-specific notification and safety messages based on verified information regarding all stakeholders. Also, if necessary, the team will develop other targeted messaging concerning the University Department and the campus community.

10.3 Use of Pre-Scripted Messages

The creation of full messages based on facts may take some time. Using pre-scripted notification and safety messages immediately during and after a crisis occurs achieves two goals: It gives the university breathing space, and it communicates awareness of the situation, and demonstrates that officials are working on the matter.

Examples include: "Please be alert an unknown emergency has occurred at..." or "Check Twitter, Facebook, or our website for updates.". These pre-scripted messages have been set up through Everbridge. For any given event, the scripts for each event type and the customer groups/names are as follows:

10.4 CSUMB Pre-Scripted Emergency Notification Messages

1. Emergency on Campus

"Emergency Notification" Please be alert an unknown emergency has occurred at (Fill in Location), police officers are responding. More information to follow. Visit csumb.edu/emergency for updated information.

2. Act of Violence

"Emergency Notification" An act of violence incident has occurred. Seek indoor shelter in a safe and secure room. Visit csumb.edu/emergency for more information.

3. Severe Weather

"Emergency Notification" Life-threatening weather conditions exist. Seek an indoor shelter immediately. Visit csumb.edu/emergency for more information.

4. Hazardous Materials Release (Shelter indoors)

"Emergency Notification" A hazardous materials release has occurred. Shelter indoors until further notice. Visit csumb.edu/emergency for more information.

5. Contaminated Water

Campus water supply contaminated. Do not consume tap water or take showers or baths. Use boiled or bottled water only. Visit csumb.edu/emergency for more information.

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6. **Earthquake**
"Emergency Notification" "Earthquake" Remain calm. Report injuries, damage, fires to UPD. Visit csumb.edu/emergency for more information.
7. **Area Evacuation (list Buildings or Entire Campus)**
"Emergency Notification" A campus emergency has occurred. Evacuate (write in specific area/building here) immediately. Visit csumb.edu/emergency for more information.
8. **Fire General (Avoid Area)**
"Emergency Notification" A major fire is occurring at (Add Location Here). Avoid the area and evacuate nearby buildings. Visit csumb.edu/emergency for more information.
9. **Power Failure**
A power failure has occurred on campus. Emergency personnel are investigating. Visit csumb.edu/emergency for more information.
10. **Campus Closure**
By order of the University President. CSUMB is closed for business for the remainder of the business day. Visit csumb.edu/emergency for more information.
11. **All Clear**
ALL CLEAR! The emergency has passed. You may resume normal activities. Please use caution and increase awareness until further notice.
12. **False Alarm**
ALL CLEAR! Please disregard the OTTERalert notification just announced. The message was in error. You may resume normal activities
13. **Campus-Wide Evacuation WARNING-Fire**
Emergency Notification-The ##### Fire may impact the CSUMB campus.
>> Evacuation Warning<< Stay calm and pack essentials in case a mandatory order is issued. This Warning is for all campus areas including East Campus housing student/staff/faculty/partners. Visit csumb.edu/emergency for more information and to learn about evacuation routes.
14. **East Campus housing Evacuation WARNING – Fire**
Emergency Notification-The ### Fire may impact East Campus housing.
>>Evacuation Warning<< Stay calm and pack essentials in case a mandatory evacuation order is issued. Visit csumb.edu/emergency for more information and to learn about evacuation routes.
15. **Campus-Wide Evacuation "ORDER"**
Emergency - The Fire ##### is now impacting the campus.
>>EVACUATION ORDER<< Vacate all campus areas IMMEDIATELY including all East Campus housing. Remain calm and follow any First Responders and Officials directives. Visit csumb.edu/emergency for more information and evacuation routes.

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16. East Campus Housing Evacuation “ORDER”

Emergency – The ##### Fire is impacting the East Campus Housing.
>>EVACUATION ORDER<< Vacate all areas of East Campus IMMEDIATELY - student/staff/faculty/partners. This is an >>EVACUATION ORDER<< Visit csumb.edu/emergency for more information and evacuation routes.

17. Evacuation Routes – Main Campus

Emergency Evacuation Routes– Main Campus Proceed to Inter Garrison Road and travel West ONLY.

18. Evacuation Routes – East Campus

Emergency Evacuation Routes-Proceed North on Abrams Drive to Imjin Parkway East or West to North ONLY on Reservation Road.

19. Evacuation Routes – Campus Wide

Emergency-The Fire ##### is now impacting the campus.
>>EVACUATION ORDER<< Vacate all campus areas IMMEDIATELY including all East Campus housing. Remain calm and follow any First Responders and Officials directives. Visit csumb.edu/emergency for more information and evacuation routes.

10.5 CSUMB Pre-Scripted Safety Notification Messages

1. Safety Message - Smoke Conditions on Campus

Due to heavy smoke conditions affecting the East and Main Campus, please close your windows and doors and avoid outdoor activities in the area.

2. Safety Message – Return of Power

The power has been restored. Business will continue as usual. Report any unusual conditions or safety hazards to your supervisor.

3. Safety Message – Suspicious Person on Campus

"Safety Message" University Police Department is responding to (Location Fill In) for a reported suspicious person (Description of Person Fill-in) Report all suspicious activity to 911 Please remain diligent and aware of your surroundings.

4. Safety Message – Earthquake Notification

There has been a (Richter Scale # Fill In) earthquake in the area. Report any damage to the UPD Non-Emergency number 831-655-0268. Stay calm and remain alert.

5. Safety Message – Fire in the Area

"Safety Message" (Department Name) Fire is responding to a vegetation fire in the area of (Location Fill in). Please avoid the area. There is no immediate threat to East Campus or Main Campus at this time.

10.6 Incident Emergency Communications Plan Template

The following template should be used to clearly define the incident for the development of an Incident Emergency Communications Plan.

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EVENT NAME	
COMMUNICATION OBJECTIVE	
EOC PIO EOC PIO Group Members	
TARGET AUDIENCES	
METHODS OF COMMUNICATION	
ISSUE ANALYSIS AND VERIFICATION	
WHAT HAPPENED?	
WHEN DID IT HAPPEN?	
WHO IS INVOLVED?	
HOW DID IT HAPPEN?	
WHAT IS CURRENTLY BEING DONE?	
WHICH CREDIBLE INFORMATION SOURCES ARE CONFIRMED?	
WHAT ADDITIONAL FACTS ARE NEEDED TO PUT THE EVENT INTO PERSPECTIVE?	

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11 Information Flow in the Emergency Operations Center (EOC)

The flow of information coming from the EOC is almost as important as the information itself. Each Section provides any challenges/obstacles/issues they are encountering or expecting to encounter in supporting field resources.

EOC Public Information Group provides

- Information to the campus community and the Media

Operations Section provides:

- Operational information to the EOC, EOC PIO, and the Planning Section/Situation Unit Leader.
- Any significant operational activity taking place or anticipated.
- Any anticipated plan for coordination or support activities.

Planning Section- Situation Unit provides:

- Situation Reports at all briefings
- Immediately report a significant change in the situation to the EOC Manager or University Incident Commander
- The Situation Unit coordinated with the Operations Section and the EOC PIO to collect situational information.

Situational Awareness

Through the planning section, the EOC monitors situational awareness at all times and informs the EOC public information group of changing information.

11.1 EOC Information Needs (STORM-P)

The EOC information needs can be broken down into the areas of Situation, Triage the Incident, Operations, Resources (Logistics), Management, and Public Information (STORM-P)

Situation

Based on the available information summarize the following:

How bad is bad?

- What is the scope of Threats/Hazards across the University?
- What are the 24, 48, and 72-hour threat/hazards projections?
- What are the vulnerable critical facilities?
- What are the 24, 48, and 72-hour vulnerability, and effects projections?

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- What is the actual impact, damage, or loss of services?
- What are the 24, 48, and 72-hour vulnerability, and effects projections?

Triage the Incident

Based on the available information summarize the following:

What are the potential/actual response actions underway and how should these be prioritized?

- Identify life-saving operations underway
- What are the status of victims –injuries, fatalities, and displaced persons?
- What are the 24, 48, and 72-hour vulnerability, and effects projections?
- What is the status of critical infrastructure and property threatened, damaged, or lost?

Operations

Based on the available information summarize the following:

What is the status of response operations currently underway?

- What is the scope (geographic area) of the University's response and the region?
- Present actions taken in the field.
- Operational priorities
- Identify where is this happening and which University departments are involved.
- What is the composition, disposition, and organizational structure of the response?
- What is the degree of containment or control?

Resources (Logistics)

Summarize logistics situation

What are the required resources (personnel, supplies, and equipment) to support this response?

- What are the potential impacts/outages -Implications and anticipated needs?
- What resources are available from the University?
- Where are they located and what is the deployment time?
- Do we need to contract with vendors?

What's the status of the following?

- Ordered resources
- In-route resources
- Staged resources Operational resources

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- Demobilized resources

Management

EOC processes, business rules, and job aids (tools)

- Post Standing EOC Objectives & Incident Objectives
- What is the Operational Period?
- What is the status of the University's EOC and other activated EOCs?
- Situation Report to Executive/Policy Group
- What decision will the Executive/Policy Group need to make?
- Summarize finance, contracting, vendor, and purchasing situation

Public Information

What information needs to be provided to the public?

- Information characterizing service outages, impacts, alerts, advisories, and estimates.
- For the Size-up, task the EOC PIO to determine additional notification requirements.
- Alert system notices and any other predictive/warning information.
- Information about degrees of threat to the general public, areas to avoid, and similar information.
- Instructions on protective measures such as evacuation routes and lifesaving measures.

11.2 Informing the Public and Additional Audiences

Informing the public and additional audiences during an incident is an ongoing cycle that involves four steps:

Step 1: Gather Information

- Information is collected from the EOC/IMT Command and General Staff, which are a source of ongoing, official information on the response effort, and other sources such as response agencies, media, calls from the public and elected officials, technical specialists, other agencies such as utilities and the National Weather Service and reference materials such as the emergency response guidebooks.

Step 2: Verify Information

Verify the accuracy of the information collected by consulting with:

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- EOC sources and technical specialists, ensuring that information is consistent and accurate, striving toward accessibility to all affected by the incident, and other PIOs:
- Compare notes, especially with the lead EOC PIO and PIOs who are liaisons to the various assistance programs or response/recovery partners, to verify the accuracy of information.

Step 3: Coordination of Information (Internal)

- Coordination includes, but is not limited to: coordinating between EOC/IMT Command and General Staff; coordinating between EOC/IMT staff, and obtaining approval from appropriate authorities before the information is disseminated.

Messaging

- Initial information should include actions the public should take; the impact of the incident; actions the response agencies are taking; actions businesses and industries should take; a summary of the incident, and overall steps to be taken by the government and by citizens to return to normal after the incident.

Information Sharing

- In addition to the public and media, information needs to be shared with the on-scene Incident Command Staff, response community, other Federal, State, tribal, local, and volunteer agencies; elected and appointed officials, other community leaders, and other PIOs.
- Sharing information regarding response and recovery actions and objectives are critical to building situational awareness for a JIC.

Step 4: Dissemination of Information (External)

- Information should be disseminated to: disaster victims; outside the general public; affected jurisdictions, community leaders, private sector, media, nongovernmental organizations (NGOs) (e.g., American Red Cross), response and recovery organizations (e.g., urban search and rescue, utilities), volunteer groups (e.g., Community Emergency Response Team – CERT, Voluntary Organizations Active in Disasters – VOAD), and other impacted groups.

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12 Communication Contact Information

A dedicated phone number, email address, and mailing address for school emergency response information will be provided for the public to submit inquiries. This information is listed below:

- CSUMB Emergency Update Hotline:
831-582-5044 or x5044 (if dialing internally)
(Emergency information is also posted regularly at csumb.edu/emergency)
- Emergency Update via Local News:
KSBW TV (Channel 8 on campus, Channel 6 on Comcast); Campus TV Channel 72 (on-campus only)
- Emergency Updates via Radio:
KAZU 90.3 FM
KWAV 96.9 FM

Monterey County OES EOC Contacts

- Address 1322 Natividad Rd. Salinas, CA 93906
- EOC Main Number – 831-796-1900
- EOC FAX – 831-796-1911
- EOC Manager – 831- 796-1920
- Public Information – 831-796-1990
- Planning Section – 831 796 -1950
- Operations Section – 831-796-1930
- Law Enforcement Branch - 831-796-1934/35
- Fire Branch - 831-796-1937/38
- Logistics Section – 831-796-1980

13 References and Additional Resources

More information regarding the communications plan can be found in the following locations:

- CSUMB Emergency Operations Plan Support Annex SA – 4 Emergency Warning, Notification, and Emergency Public Information
- CSUMB Emergency Operations Plan Section 9 Communications and Logistics
- CSUMB Emergency Operations Plan Section 7.4 Direction and Control: Emergency Notification and Public Information.

14 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Support Annex SA – 5 Evacuation and Relocation Plan

1 Purpose

This Support Annex guides the implementation of evacuations or relocation of the campus population from all or part of the CSUMB campus to ensure the health and safety of the population and/or in response to an emergency.

2 Scope

SA-5 - Evacuation and Relocation Plan is a tool to help facilitate a timely, effective, efficient, safe, and coordinated emergency response to significant events affecting the campus or its population, requiring evacuation or relocation. The information in this plan is intended to cover most emergencies or health and safety situations in which an evacuation or relocation might be required but is not all-inclusive.

3 Situation and Assumptions

3.1 Situation

Most days on campus go smoothly without interruption, but on occasion, an emergency can occur on or near campus, which necessitates the evacuation or relocation of the campus population from buildings, housing areas, and grounds.

- This can include incidents such as large fire or smoke events, floods, earthquakes, or other man-made or natural disasters.
- An evacuation or relocation of the campus population may also be precautionary in response to credible information of an imminent threat, or emergency, or for the health, safety, and well-being of the campus population.
- Evacuations will require;
 - An official evacuation order
 - Notification to the Campus Community of those orders
 - The management of traffic flow.
 - Identification of evacuation routes
 - Identification of shelters for residents
 - The establishment of reunification centers and processes to reunify caregivers and family members separated from one another.

3.2 Assumptions

An emergency can occur at any time without warning requiring evacuation or relocation of part of the campus or the entire campus.

Uncoordinated evacuations or relocation can result in traffic congestion, delay effective evacuation, and negatively impact the regional transportation system.

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Support Annex SA – 5 Evacuation and Relocation Plan

Delays and congestion resulting from uncoordinated evacuations threaten the health and welfare of impacted individuals and waste scarce resources.

- Proper planning is essential to minimize the impact of any emergency on the Campus Community.
- The evacuation or relocation of any of the campus population may require the movement of the population to on or off-campus locations.
- Adjacent communities share evacuation routes from the CSUMB campus.

4 Concept of Operations

4.1 General

The primary goal is a safe and orderly evacuation or relocation of the campus community to save lives and allow responding emergency personnel unimpeded access to address the campus incident.

- Public safety personnel will assess the situation and determine whether a campus-wide evacuation or relocation order is necessary and appropriate. Upon ordering an evacuation, the University Police Department, in collaboration with the EOC, the PIO will issue an emergency notification with instructions to the campus community. (See SA – 5 Emergency Notification and Public Information)
- It may be necessary to ensure the campus community is notified, in-person notification is utilized, (door-to-door” or in campus buildings “room to room” notifications can be highly effective, especially when reaching people who are asleep, in rural areas, or not reached by other warning technologies.
- Personnel doing “door to door or room to room”, most often law enforcement, should be trained in assisting individuals with access or functional needs, as well as, people who speak languages other than English.
- When possible, personnel dispatched for door-to-door notification should have a flyer with the appropriate multi-language warning message. The flyer should include a visualization of the message in the form of a pictogram and/or maps. Personnel can use the flyer to explain visually the warning message and/or leave the flyer behind.
- In the event of partial campus evacuations (specific building or limited geographic area), all efforts will be made to shelter campus community members in alternate on-campus facilities.
- In the event of an all-campus evacuation, the University will make every effort to evacuate its citizens to established shelters in the immediate vicinity of the campus.
- To facilitate the safe evacuation of campus buildings and to help inform emergency response personnel of any urgent needs associated with a specific building, the campus utilizes the Building Emergency Coordinator Program. (See SA-2 Building Emergency Coordinator Plan)

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Support Annex SA – 5 Evacuation and Relocation Plan

- In instances where a general evacuation of the campus to off-campus locations is required, off-campus shelters will be requested through the Monterey County Office of Emergency Services following the Monterey County Shelter Plan.
- The EOC will coordinate with surrounding jurisdictions, the region, and the county on evacuation planning and evacuation routes in advance of an incident.
- Depending upon the nature of the emergency and if feasible, non-essential CSUMB staff may be released early to reduce the number of people attempting to evacuate the campus at the same time.
- For purposes of this plan, Essential Personnel includes but is not limited to police department staff, campus facilities and operations, campus housing staff, and the University IMT Staff. Essential Personnel are required to manage the evacuation or the relocation of the campus community.
- All persons (students, staff, and faculty) are to evacuate immediately any building that has been ordered to evacuate or the fire alarm has sounded and reassemble at the pre-determined evacuation assembly areas, or another designated area on campus as directed by the University Police Department. (Additional Information See CSUMB Facilities Policies - Procedures for Emergency Notification, Response, and Evacuation.)
- Identify and coordinate whole community support to meet the needs of people with household pets and service animals; this includes Monterey County SPCA and the Monterey County OES. Such support would address evacuation, rescue, congregate care activities (including sheltering, feeding, and distribution of emergency supplies), and veterinary care.

4.1.1 Shelter in Place

During certain emergencies, hazardous conditions may exist, and taking shelter indoors to avoid the hazard may be the best course of action. In this case, the campus community may be advised to shelter in place rather than evacuate the building or classroom.

4.1.2 Building Evacuation

In some situations, evacuating or relocating the occupants of one or more buildings on campus may become necessary due to a localized emergency. When this occurs, the University Police Department will coordinate the evacuation with the assistance of the Building Emergency Coordinators (BEC). The decision to evacuate will be based on the totality of the circumstances and, whenever possible, following consultation with the Provost and the Vice President of Administration and Finance (VP-A&F).

When evacuations are due to an overriding concern for public safety, it may not be possible to make such consultations. In those instances, the appropriate Provost and the VP-A&F of the evacuation as soon as is practical.

4.1.3 Evacuation or Relocation Warning/Voluntary

This is a precautionary notice designed to give residents time to prepare for a possible evacuation. If you have special needs you might want to leave the area until the threat is passed.

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4.1.4 Evacuation or Relocation Order/Mandatory

You are in jeopardy and should leave the area immediately. If you choose to remain, you may be on your own as emergency personnel will likely be unable to help you.

4.1.5 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs when an evacuation or relocation order is issued for the campus community.

- The University will ensure that in the event of an evacuation or relocation of the Campus Community, people with disabilities and access and functional needs are accommodated during evacuations, including bringing service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions to emergency shelters.
- The University will ensure that people with disabilities and others with access and functional needs are not separated from their families/personal care attendants (PCAs) and service animals during an evacuation.

4.1.6 Assembly Area/Temporary Evacuation Point

Assembly areas/temporary evacuation points for individual buildings have been predesignated and are identified on each Building Evacuation Plan.

To facilitate the safe and orderly evacuation or relocation of the campus population, large assembly areas/temporary evacuation points may be designated.

Large-scale disasters or emergencies will require large assembly areas; these will be determined at the time of the need. Emergency assembly areas/temporary evacuation points for large planned events will be pre-identified and incorporated into the event emergency plan. Under this system, building occupants, and other designated areas are evacuated and moved to one or more large assembly areas/temporary evacuation points to facilitate accountability and transportation to shelter locations.

4.1.7 Mass Care and Shelters Facilities

The EOC in cooperation with other University departments and response partners will coordinate the establishment of an evacuation shelter (s) when an incident requires the evacuation of selected campus buildings, facilities, or specific areas of campus (limited evacuation), on-campus.

- The primary campus emergency shelter facility is located at the Otter Sports Center. An alternate emergency shelter facility is located at the University Center.
- If planned facilities are rendered unusable, alternate facilities will be considered from among suitable campus buildings.
- Outdoor emergency shelters such as large tents may be deployed if the building is deemed unsafe to be utilized as shelters.

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Support Annex SA – 5 Evacuation and Relocation Plan

4.1.8 Traffic Control

An evacuation may constitute the movement of people from one area of the campus to another, or it could require movement to an off-campus location away from the hazards affecting an evacuation requirement.

- The EOC will collaborate with surrounding response partners to plan, identify, and maintain emergency routes.
- To improve operational efficiency, emergency personnel will be assigned to pre-identified traffic control points.
- Emergency personnel will also consider the appropriateness of utilizing both inbound and outbound traffic lanes for egress.
- Such an evacuation may lead to an eventual return to the campus or may involve reunification and/or mass transportation efforts in the event the return of people to the campus is not feasible.

4.1.9 Transportation

The University will utilize existing transportation systems to move people from assembly areas and from the affected areas of the campus to designated evacuation shelters. (See transportation specifics contained in SA-6)

- All university-owned vehicles may be utilized for emergency transportation assignments and may be requested by the EOC.
- Monterey/Salinas Transit System will support emergency operations with buses and/or vans upon request of the University EOC, through the Monterey County OES.
- Additional transportation resources may be obtained through the Monterey County OES, the private sector, and other CSU campuses as available.

5 Emergency Management Phases Specific - Evacuation

5.1 Prevention

- The University issues Safety and Health information and advisories regularly.

5.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn, notify and update the campus community of evacuation/relocation warnings, or evacuation/relocation orders.
- The University will identify assembly areas and shelter locations on campus.
- The University will maintain a working relationship with all surrounding jurisdictions to ensure coordination in the event of an evacuation.

5.3 Preparedness

- Prepare plans and operating guidelines for the evacuation or relocation of the campus community.

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- Residence Halls will conduct drills each semester.
- Evacuation drills for all campus buildings are conducted at least annually.
- CSUMB has established a Building Evacuation Policy that outlines the condition for which building occupants must evacuate a building and delineates the responsibility of the Building Emergency Coordinator and the campus affiliates and the campus population during a drill, exercise, test, or emergency for the on-campus property. (See Building Evacuation Policy on June 30, 2017)

5.4 Response

The response to the need for evacuation will include the following:

- Initiation of the evacuation warning
- Initiation of the evacuation order
- Notification of the evacuation to the campus community
- Traffic control, as needed
- Evacuation assistance for individuals
- Designation of assembly areas/temporary evacuation points, evacuation centers, and emergency shelter locations
- House-to-house notification in East Campus Housing
 - CSUMB Mandatory Evacuation Notice form issued to resident
 - Door flagging tape placed on the front door
 - Green tape – Contacted Resident
 - Yellow tape – No Contact Made
 - Red tape – Contact Made “Resident Refusal to leave home”
- Up-to-date Public Information
- Security for evacuation areas

5.5 Recovery

- Initiation of the return of the campus population as soon as conditions are safe
- Traffic control and maintaining evacuation area security
- Ongoing up-to-date Public Information
- Establishment of a Disaster Assistance Center, with local, state, and federal partners

6 Organization and Responsibilities

Responsibilities must be assigned to the proper responders and understood by all participants in advance of an evacuation or relocation order. If proper assignments are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during an emergency leading to serious consequences.

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6.1 Organization

Any type of evacuation or relocation of the campus community will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6.2 Responsibilities

The following list may have tasks assigned or deleted from it by the Incident Commander at the scene who has first-line responsibility in an evacuation.

- To issue the evacuation warnings
- To issue the evacuation order
- To manage all evacuation operations
- Develop an in-depth evacuation plan
- Activate the University EOC
- Coordinate evacuation efforts with EOC and other jurisdictions
- Coordinate location of assembly/temporary evacuation points areas and shelter locations with EOC
- Coordinate with University PIO on current incident information

6.2.1 University Police Department Responsibilities

- University Police Department and the EOC will coordinate with the President's Office and Emergency Operations Executive on the decision to order evacuation or relocation of the campus community.
- University Police Department will coordinate the evacuation or relocation in a planned, systematic, controlled manner with the guidance and assistance of essential campus personnel and other emergency response agencies.
- Identify and prioritize transportation needs and evacuation routes
- Maintain traffic control and perimeters if necessary
- Provide for the security of the evacuation area or evacuated the building

6.2.2 University President and Emergency Operations Executive Responsibilities

The University President has the ultimate authority for ordering a campus closure, and the evacuation or relocation of the campus population.

- The President has designated the University Police Department the authority to order an evacuation of the campus population in an emergency in the interest of the safety of the population.
- The President and Emergency Operations Executive will coordinate with the University Police Department and the EOC on the decision to order evacuation or relocation of the campus community.

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6.2.3 University Emergency Operations Center Responsibilities

The University's EOC is designated the responsibility for the coordination of the evacuation or the relocation of the campus community. The University has developed mechanisms for ensuring the effective utilization of these resources. The EOC will:

- Coordinate the evacuation or the relocation with the Incident Commander, UPD, and other jurisdictions.
- Make the notification to the Campus Community utilizing the University's Emergency Notification System (OtterAlert). (Additional see SA-4 Emergency Notification and Public Information)
- Coordinate the location of assembly areas and shelter locations.
- Coordinate all Public Information for the campus community.
- Notify and coordinate with the Monterey County OES on all Evacuations and/or relocations of the campus community.
- Coordinate any Disability/Access and Functional Needs requests for the assistance required in the event of an evacuation or relocation of the campus community.
- Assist in the coordination of short-term and long-term sheltering and housing needs.
- Coordinate the resources needed to care for those individuals evacuated from the campus community.
- Coordinate the Emergency Notification to the campus community with the PIO.
- Coordinate with the Monterey County OES for additional emergency notification alternatives. (Additional see SA-4 Emergency Notification and Public Information)

6.2.4 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the evacuation or relocation of the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- The PIO will keep the campus community informed as to the situation as it may change rapidly from an Evacuation or Relocation Advisory (Voluntary) to an Evacuation or Relocation Order (Mandatory).
- After the initial emergency evacuation or relocation notification is transmitted, all follow-up notifications and updates will be coordinated by the PIO.

6.2.5 University Student Housing and Residential Life Responsibilities

The University Student Housing and Residential Life Department plays an essential part in training, preparing, and responding to an evacuation of any of the student residential facilities.

- The University Student Housing and Residential Life Department in coordination with the UPD and the EM division of the UPD conducts evacuation drills of the residential facilities once every semester.
- Provide a representative to the EOC IMT as a Technical Specialist, when the EOC is activated.
- Staff to assist with the evacuation or relocation of the campus residents.

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6.2.6 Building Emergency Coordinator’s Responsibilities

Employees who are trained to perform essential tasks during emergencies staff the Building Emergency Coordinators Program. (See SA- 2 Building Emergency Coordinator Plan)

When an evacuation is ordered or a fire alarm is initiated, Building Emergency Coordinators are responsible:

- Assisting in the safe and orderly evacuation of a building.
- Deter the re-entry into an evacuated building until it is deemed safe to return.
 - If any individuals re-enter the building the BEC must notify the first responders immediately.
- Ensuring building occupants go to the designated Evacuation Assembly Area for their building or area.
- Reporting pertinent information such as the location of injured or trapped persons to emergency response personnel

The Building Emergency Coordinators (BEC) will assist in the evacuation and accountability of their assigned building without risk to themselves and others.

6.2.7 Other University Departments Responsibilities

All University Department may be called upon to assist in the evacuation of the campus community. All University Departments shall:

- Participate in training, exercises, and drills related to the evacuation of University buildings or the evacuation of the campus community.
- Assist with the evacuation of the campus population
- Assist with the establishment and management of on-campus shelters
- Provide a Technical specialist to the EOC IMT when requested.

7 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Support Annex SA – 6 Mass Care & Sheltering

1 Purpose

This Support Annex provides guidance on the implementation of mass care and shelter operations, the roles and responsibilities, and overall guidelines for the care and shelter of the campus community needing care and sheltering services during an emergency.

2 Scope

SA-6 – Mass Care and Sheltering is a tool to help facilitate timely, effective, emergency mass care and sheltering operations conducted in support of an evacuation or relocation of the campus population, including those with disability/access and functional needs. For this annex, mass care and shelter include:

- **Sheltering:** This includes the designation of previously identified or unidentified shelter sites, the temporary construction of shelter facilities (e.g. tents or constructions), or the use of facilities outside the University.
- **Feeding Operations:** This includes the feeding of workers and shelter guests through fixed facilities at or near the shelter, the purchase of food from vendors, a mobile feeding unit, and/or bulk food distributions. Sound nutritional guidelines will be incorporated, and special dietary needs honored as possible.
- **Emergency First Aid:** First aid provided will be for basic care, and is supplemental to any serious medical (both physical and mental health) requirements. (See SA-7 Mental Health)
- **Service and Companion Animals Care and Sheltering:** The sheltering and care of service and companion animals during a large-scale emergency or natural disaster.

3 Situation and Assumptions

3.1 Situation

Most days on campus go smoothly without interruption, but on occasion, an emergency can occur on or near campus, which necessitates the evacuation or relocation of the campus population from buildings, housing areas, and grounds. An evacuation or relocation will require mass care and sheltering operations to be established and maintained during the response and recovery.

- The function of mass care and shelter is to provide temporary relief for victims of an emergency or disaster by providing emergency care including shelter, food, liquids, health care, information, communication, and other human services.
- Emergencies, disasters, and other crises will affect the University, requiring an orderly and efficient sheltering and feeding operation to support the needs of the Campus Community.
- Emergencies, disasters, and other crises that require sheltering people away from their homes will likely displace domestic, non-domestic, and wild animals. The duration of hazards is variable.
- The University has a substantial student-on-campus residential population these students will require sheltering in an emergency.

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3.2 Assumptions

An emergency can occur at any time without warning requiring mass care and sheltering of part of the campus or the entire campus.

- Proper planning is essential to minimize the impact of any emergency on the campus community.
- The mass care and sheltering of any of the campus population may require the movement of the population to on or off-campus locations.
- The campus population will require mass care support to meet emergency needs.
- The University partners with the Monterey County OES(MCOES) and the American Red Cross (ARC) to coordinate shelter operations and provide support and resources, as available. The University may run the shelter with American Red Cross support, and, in other cases, the American Red Cross will run the shelter.
- Some evacuees may require specialized medical care that can be found in hospitals, medically fragile shelters, or other environments that can support medically fragile persons and their caregivers.

4 Concept of Operations

4.1 General

The EOC will manage mass care and sheltering in coordination with the ARC and MCOES during any emergency or disaster affecting the campus community.

- Identify the need for mass care and sheltering of displaced persons unable to provide for themselves as a result of an emergency
- In the event of an incident requiring mass care and shelter operations, the University will coordinate with MCOES, and local NGOs, including the ARC, Salvation Army, and United Way on establishing and delivering mass care and sheltering services.
- When possible, care and sheltering operations for the campus community will be conducted in on-campus facilities.
- Whenever possible, facilities will be located such that normal business operations of the University are minimally impacted.
- Mass care and shelter will be provided to all in need without regard to race, color, national origin, religion, gender, sexual orientation, age, or disability/access & functional needs.
- Identify and coordinate whole community support to meet the needs of people with household pets and service animals) this includes Monterey County SPCA and the Monterey County OES. Such support would address evacuation, rescue, congregate care activities (including sheltering, feeding, and distribution of emergency supplies), and veterinary care.

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4.1.1 Assembly Area

Assembly Areas will be needed to stage individuals before the establishment of mass shelter operations.

- Assembly areas for individual buildings have been pre-designated and are identified on each Building Evacuation Plan.
- To facilitate the safe and orderly evacuation or relocation of the campus population, large assembly areas may be designated.
- Large-scale disasters or emergencies will require large assembly areas, these will be determined at the time of the need.
- Under this system, building occupants, and other designated areas are evacuated and moved to one or more large assembly areas to facilitate accountability and transportation to shelter locations.
- Emergency assembly areas for large planned events will be pre-identified and incorporated into the event emergency plan.
- Transportation may be required to relocate people to the mass shelter.

4.1.2 Mass Care and Shelter Facilities

Shelter facilities are defined as public or private structures used to lodge and care for evacuees based on approximately 40 square feet per person

The EOC, in cooperation with other University departments and response partners, will coordinate and manage the establishment of mass care and sheltering operations when an incident requires evacuation or relocation of selected campus buildings, facilities, or specific areas of campus.

- The primary campus shelter facility is located at the Otter Sports Center. An alternate shelter facility is located at the University Center.
- If planned facilities are rendered unusable, alternate facilities will be considered from among suitable campus buildings.
- Outdoor shelters such as large tents may be deployed if the buildings are deemed unsafe to be utilized as shelters.
- Communication, via telephone or radio, with the Shelter Manager(s), will be maintained to ensure the current count of evacuees at the facilities, the general condition, and needs of the evacuees, and the general operating status of the facility. Additional shelters are activated when the primary shelter(s) reaches 75% capacity.

4.1.3 Mass Feeding Sites

A part of Mass Care is the mass feeding of evacuees that have been displaced from their homes, the University EOC will coordinate the Mass Feeding Operation utilizing on-campus resources and NGOs if necessary.

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4.1.4 Shelter Security

Shelter operations may require security to ensure the safety of those being sheltered. Being evacuated and staying in temporary shelters can be stressful situations and situations may arise that require intervention by security or law enforcement. In addition, security may be required to prevent persons that are not registered shelter occupants from entering the shelter, such as uninvited media or guests. The Law Enforcement Branch Coordinator in the EOC will manage any security for the shelter location.

4.1.5 Traffic Control

An evacuation may constitute the movement of people from one area of the campus to another, or it could require movement to an off-campus location away from the hazards affecting an evacuation requirement. The Law Enforcement Branch Coordinator in the EOC will manage traffic control for evacuation routes to the shelter location. (See SA-6 specific Traffic Control for evacuations)

4.1.6 Transportation

The University will utilize existing transportation systems to move people from assembly areas and from affected areas of the campus to designated evacuation shelters. (See SA-6 transportation for evacuation/relocation)

- All university-owned vehicles may be utilized for emergency transportation assignments and may be requested by the EOC.
- Monterey/Salinas Transit System will support emergency operations with buses and/or vans upon request of the University EOC, through the Monterey County OES.
- Additional transportation resources may be obtained through the Monterey County OES, the private sector, and other CSU campuses as available.

4.1.7 Disability/Access and Functional Needs

It is critical to address the needs of people with disabilities, access, and functional needs in any mass care and sheltering operation taking place at the university. The University's EOC is staffed with a technical specialist, the Disability and Access and Functional Needs (D/AFN) Coordinator.

- The Technical Specialist – EOC Disability and Access and Functional Needs (D/AFN) Coordinators understand issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and federal laws, regulations, and requirements and will serve in the EOC staff as the advocate for this population of the campus community.
- The role of an EOC D/AFN Coordinator will plan, coordinate, respond to issues, evaluate and monitor emergency response, and recovery efforts with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community in accordance with Federal and state guidelines, state emergency plans, and University policies and standards.
- The University will ensure that in the event of a mass care and sheltering operation conducted on the campus people with disabilities and access and functional needs are

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accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

- The University will ensure that people with disabilities and others with access and functional needs are not separated from their families/personal care attendants (PCAs) and service animals during any mass care and sheltering operation.

4.1.8 Service and Companion Animal Care and Sheltering

The care and sheltering of service and companion animals during an emergency or disaster will be managed through the University EOC Animal Care & Welfare Unit Leader and coordinated with the Monterey County OES and the Society for the Prevention of Cruelty to Animals of Monterey County following the county's Animal Emergency Plan.

- The care and support for wildlife and non-domesticated animals are beyond the scope of this annex.
- Animals will, at all times remain in the direct responsibility of their legal owner who is responsible for owned animal care independently and without University resource expenditure.
- All service animals will be allowed to accompany and stay with their owners in the general population shelter facility.
- Companion animals shall be sheltered in a separate facility, and not permitted in the general population shelter facility.

5 Emergency Management Phases Specific

5.1 Prevention

- The University issues Safety and Health information and advisories regularly.

5.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn, notify and update the campus community of emergency shelter locations.
- The University will maintain and build additional Mass Care and Sheltering resources.
- The University will maintain working relationships with the jurisdiction in the region and Monterey County for Mass Care and Sheltering for the communities.
- Ensure buildings designated as shelters are accessible as described by the Americans with Disabilities Act and the California Building Code is assured by the Campus Planning and Development Department, as the campus code officials. This includes requirements for assistive listening devices, visual and audible alarm notification appliances, accessible routes and ramps, accessible restrooms, showers, shelter and dining facilities, and accessible transportation and transit facilities.

5.3 Preparedness

- Test emergency warning and notification systems.

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- Prepare plans and operating guidelines for Mass Care and Sheltering, including supporting materials such as SOGs and checklists.
- Maintain and build the University's capability to support Mass Care and Sheltering Operations.
- The University and the Monterey Peninsula Regional Emergency Coordination Center maintain a stored on a trailer for deployment to the region when requested.

5.4 Response

The response to the need for Mass Care and Sheltering operations will include the following:

- Notification of the assembly areas or shelter locations to the campus community
- Traffic control, as needed
- Designation of assembly areas and shelter locations
- Deployment of the cache of mass casualty and sheltering supplies
- Assistance for individuals with disability/access and functional needs
- Up-to-date Public Information
- Security for shelter locations

5.5 Recovery

- Initiation of the return of the campus population as soon as conditions are safe
- Traffic control and maintaining evacuation area security
- Ongoing up-to-date Public Information
- Establishment of a Disaster Assistance Center, with local, state, and federal partners

6 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during a Mass Care and Sheltering operation leading to serious consequences.

6.1 Organization

All Mass Care and Sheltering Operations will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6.2 Responsibilities

The following is a list of general responsibilities when establishing a Mass Care and Sheltering Operation.

- Coordinate the establishment of any mass care and sheltering operation with the ARC and the MCOES.
- Arrange for feeding operations at the Shelter(s)
- Ensure first aid and medical assistance are available at shelters

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- Coordinate disaster counseling services and additional mental health services
- Coordinate with University PIO on current mass care and sheltering information
- Ensure shelter operation is effectively staffed.
- Ensure the needs of individuals with disabilities/ access and functional needs are addressed.
- Ensure the need for those individuals with service animals in shelter facilities is addressed.
- Coordinate the establishment and management of companion animal care and sheltering operations.

6.2.1 Emergency Operations Center Responsibilities

- University EOC is responsible for establishing and coordinating on-campus mass care and sheltering operations.
- Maintain communication with the shelter location
- Coordinate logistic needs for mass care and shelter operation
- Coordinate the establishment of any mass care and sheltering operation with the ARC and the MCOES.
- Maintain a resource list that includes an inventory of potential shelter equipment stored on campus and a list of shelter locations in other jurisdictions and their capabilities.
- Coordinate with ARES/RACES. To provide backup emergency radio communication links between the University EOC, shelters, and other operations locations.
- Provide systems and mechanisms to allow people that are separated to contact one another.
- Facilitate the reunification of children with parents or guardians and household pets with their owners.
- The University EOC Animal Care & Welfare Unit Leader will manage and coordinate the care and sheltering of service and companion animals during an emergency or disaster.

6.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the Damage/Safety Assessment of the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- The PIO will keep the campus community informed as to the situation concerning damage and safety issues affecting the campus community.
- After the initial emergency notification is transmitted, all follow-up notifications and updates will be coordinated by the PIO.

6.2.3 University Student Housing and Residential Life Responsibilities

The University Student Housing and Residential Life Department plays an essential part in any mass care and sheltering operation on campus.

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- The University Student Housing and Residential Life Department will coordinate with the EOC to address the student population in the mass care and sheltering operation.
- Provide a representative to the EOC IMT as a Technical Specialist when the EOC is activated.
- Staff to assist with mass care and sheltering operations as needed.
- Assist in the coordination of long-term sheltering and housing needs for the student population.

6.2.4 University Health Center/Health and Wellness Services Responsibilities

The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of sheltering people, animals, and all of the campus population's mass care and sheltering activities during the emergency.

- This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health.
- Safeguarding the public health of the campus community by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- Coordinating the Mental Health Response, for victims, responders, and the campus community.
- Coordinating service and companion animal care and sheltering.

6.2.4.1 University Mental Health Services

University Mental Health staff resources are typically needed following a disaster and in support of clients in the shelter facilities. University Health Center will make counselors available to shelter facilities to provide mental health services.

- They will also coordinate resources for the continuation of care and treatment for those clients currently residing within the Mental Health System that are impacted by the disaster.
- Additional Mental Health staff can be requested through the CSU System Counseling & Psychological Services Mutual Aid Agreement ASA-2017-10 (CAPS)

Other University Departments Responsibilities

All University Department may be called upon to assist in mass care and sheltering operations for the campus community.

- When requested University departments will participate in training, exercises, and drills related to the mass care and sheltering operations.
- Assist with the establishment and management of on-campus shelters
- Provide a Technical specialist to the EOC IMT when requested.

7 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

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Addendum for the Mass Care & Sheltering Operations

Maintaining Social Distancing During a Pandemic

1 Purpose

This Addendum is to provide guidance and strategies for Emergency Evacuation Sheltering Operations during a Pandemic or any similar event, with a priority on the maintenance of social distancing during mass care and sheltering operations.

2 Scope

This addendum is a tool to help facilitate the overall strategies for preventing the transmission of infectious disease within a shelter environment and maintaining social distancing during emergency mass care and sheltering operations conducted in support of an evacuation or relocation of the campus population, including those with disability/access and functional needs. For this addendum, mass care and shelter include:

- **Sheltering:** This includes the designation of previously identified or unidentified shelter sites, the temporary construction of shelter facilities (e.g. tents or constructions), or the use of facilities outside the University.
- **Feeding Operations:** This includes the feeding of workers and shelter guests through fixed facilities at or near the shelter, the purchase of food from vendors, a mobile feeding unit, and/or bulk food distributions. Sound nutritional guidelines will be incorporated, and special dietary needs honored as possible.
- **Emergency First Aid:** First aid provided will be for basic care, and is supplemental to any serious medical (both physical and mental health) requirements. (See SA-7 Mental Health)
- **Service and Companion Animals Care and Sheltering:** The sheltering and care of service and companion animals during a large-scale emergency or natural disaster.
- **Social Distancing**
Social distancing means creating physical space between people to avoid spreading illness. This safety measure means we all stay at least 6 feet away from other people to lessen the chance of catching or sharing the virus. This space helps limit exposure to droplets from coughing, sneezing, or talking.
- **Non-Medical Face Coverings**
Non-Medical face coverings are NOT intended to protect the individual wearing the cover and should not be considered personal protective equipment (PPE). Instead, Non-Medical face coverings are intended to reduce the spread of the virus from people who may be carrying the virus but are not currently exhibiting symptoms. Therefore, Non-Medical face coverings are intended ONLY to prevent a person from carrying the disease from spreading the virus to other people when interacting in close proximity (e.g., speaking, coughing, or sneezing). Non-Medical face covering: includes Non-Medical face masks, KN95, and N95 masks.

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3 Situation and Assumptions

3.1 Situation

During an infectious disease event or emergency, all possible steps must be taken to prevent the sheltering of individuals in a large shelter operation. Crowded conditions in a shelter would likely contribute to the spread of an infectious disease in a shelter during a disaster or evacuation of the campus.

- The approach to a shelter operation during an infectious disease emergency should be different concerning infection prevention and control recommendations for a non-infectious disease emergency shelter operation.
- The proximity of displaced individuals and staff in conjunction with a decrease or lack of routine sanitary services can increase the risk of disease transmission.
- Overcrowded living conditions can also contribute to the spread of communicable diseases during a sheltering operation.
- Environmental conditions can contribute to communicable diseases spreading within shelters. water, food, sanitation, and environmental controls are needed to prevent disease emergence and spread.

3.2 Assumptions

An emergency can occur at any time without warning requiring mass care and sheltering any part of the campus or the entire campus this includes during an Infectious disease event or emergency.

- During a major emergency, large numbers of individuals may be displaced and require shelter within the community.
- Shelters do not administer healthcare services in the traditional sense, triage and infection prevention and control strategies are critical to identify potentially infectious or acutely ill individuals and prevent the spread of disease within a shelter.
- To reduce the risk of secondary disease transmission in shelters, shelter staff must implement appropriate infection prevention and control measures.
- Whenever possible, standard infection control practices should be employed at all types of facilities.
- A safe environment through increased cleaning and disinfection of facilities must be maintained.
- During a disaster, ideal situations, such as adequate supplies of personal protective equipment (PPE), isolation rooms/areas, medical equipment, etc. are not likely to exist.
- Infection prevention and control measures must be scalable, based on the circumstances of the event. Disasters require innovative approaches to administering healthcare services that may or may not meet routine standards of practice.

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Addendum for the Mass Care & Sheltering Operations Maintaining Social Distancing During a Pandemic

- A key principle to lessening the chance of spreading any infectious diseases is “social distancing,” which is deliberately increasing the physical space between people to avoid spreading illness.
- The University has distributed face coverings to all employees that work on campus.

4 Concept of Operations

4.1 General

The EOC will manage mass care and sheltering in coordination with the American Red Cross (ARC) and Monterey County OES(MCOES) during any emergency or disaster affecting the campus community.

- Identify the need for mass care and sheltering of displaced persons unable to provide for themselves as a result of an emergency
- In the event of an incident requiring mass care and shelter operations, the University will coordinate with MCOES, and local NGOs, including the ARC, Salvation Army, and United Way on establishing and delivering mass care and sheltering services.
- During an infectious disease outbreak or pandemic event, multiple shelter operations will be required to open to maintain social distancing in the shelters.
- When possible, care and sheltering operations for the campus community will be conducted in on-campus facilities.
- Whenever possible, facilities will be located such that normal business operations of the University are minimally impacted.
- Mass care and shelter will be provided to all in need without regard to race, color, national origin, religion, gender, sexual orientation, age, or disability/access & functional needs.
- Identify and coordinate whole community support to meet the needs of people with household pets and service animals, this includes Monterey County SPCA and the MCOES. Such support would address evacuation, rescue, congregate care activities (including sheltering, feeding, and distribution of emergency supplies), and veterinary care.

4.1.1 Assembly Area

Social distancing must be maintained in all assembly areas to prevent the spread of any infectious disease among the population.

- All persons in assembly areas are required to wear face-covering if social distancing is not able to be maintained.
- If busses are used, face-covering will be required by all passengers.
- The University will distribute face coverings to persons at assembly areas if at all possible.

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4.1.2 Mass Care and Shelter Facilities

Shelter facilities are defined as public or private structures used to lodge and care for evacuees based on approximately 40 square feet per person in a non-pandemic situation. With a pandemic event, it will be challenging and require more space per person and most likely multiple shelter locations to provide for the evacuees.

The EOC, in cooperation with other University departments and response partners, will coordinate and manage the establishment of mass care and sheltering operations when an incident requires evacuation or relocation of selected campus buildings, facilities, or specific areas of campus.

- The primary campus shelter facility is located at the Otter Sports Center. An alternate shelter facility is located at the University Center or in a pandemic event additional campus buildings may be needed as shelters.
- In a pandemic event, additional shelter locations will be needed, the CSUMB will reach out to its local, regional, and county partners for assistance in establishing the needed additional shelter location.
- If planned facilities are rendered unusable, alternate facilities will be considered from among suitable campus buildings.
- Outdoor shelters such as large tents may be deployed if the buildings are deemed unsafe to be utilized as shelters.
- Identify and address potential language, cultural, and disability barriers associated with communicating Infectious diseases information to staff, volunteers, and those visiting
- Post signs at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, cough etiquette, cloth face-coverings, and physical distancing
- Providing educational materials about infectious diseases in multiple languages, as needed.

4.1.2.1 Shelter Medical Screening

The CSUMB is committed to the health and safety of everyone in the shelter. We have put procedures and protocols in place to support this, which includes screening everyone before they enter the shelter.

Sheltered individual triage/assessment should occur at the following times:

- Upon arrival/admission to the shelter
- Daily during infectious disease disasters, when resources allow

Formal assessments should be conducted by the following individual(s) in descending order by preference:

- Healthcare professional on-site

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- Designated, trained shelter worker
- A sheltered individual who volunteers or is identified by a shelter worker as a leader.

Provide temperature and symptom screenings for all visitors, including any volunteers, vendors, contractors, or other workers entering the Center. All staff should be screened for temperature and symptoms at the beginning of their shifts.

Shelter staff should be assessed every 24 hours. Also, staff should be encouraged to self-report symptoms between assessments.

- Sheltered individuals and shelter workers should be encouraged to report symptoms of infectious diseases between screenings. Posters of reportable signs and symptoms/syndromes of potentially infectious diseases should be strategically located around the shelter.
- The results of the formal assessments/triage (i.e., active surveillance) and passive surveillance (self-reported symptoms between screenings) should be reviewed by the infection control professional and reported to the EOC Health and Welfare Branch Coordinator.
- If someone leaves the shelter, they will be required to go through a health and temperature screening again before coming back.
- The CSUMB may call upon the University Health Center/Doctors on Duty for assistance in conducting the health screening of individuals entering the shelter, including shelter workers.
- Individual placement within the shelter should be determined by a review of the Syndromic Surveillance Assessment/ Triage Form (Appendix A) and the Infection Control Triage Results (Appendix C). Whenever possible, families (especially those with small children) should be placed together within the shelter.
- Staff who are sick or exhibiting symptoms of COVID-19 should stay home.

4.1.2.2 Maintaining Social Distancing for all Shelter Operations

Maintaining social distancing during a pandemic event is crucial to limit the spread of the virus in a sheltering operation.

CDC guidance, maintain a 6-foot separation between functional areas in a shelter.

- Screening Area
- Registration
- Living Spaces
- Supplies and Food Drop-Off Area
- Isolation Care Area

At present all persons in the shelter will be required to follow the Monterey County Health Orders and CDC recommendation for the use of non-medical face coverings.

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The shelter shall have a supply of face coverings to distribute to anyone who arrives without one. Face coverings must not be shared and the reuse of cloth face covering must follow CDC guidelines.

Evacuees are encouraged to spend the majority of their time in their individual spaces. When leaving these spaces, maintain a 6-foot separation between all clients and workers. Non-Medical masks should be provided to clients when available.

4.1.2.3 Shelter Placement & Sleeping Areas

The general shelter population should be arranged so all areas (including cots) are separated by putting a minimum of 6 feet between individual sleeping areas (or cots) or any individual's personal space to prevent the spread of infections.

Isolation Area

The shelter should have a designated isolation area for potentially infectious individuals. The following guidelines should be used when developing and operating an isolation area within a shelter:

- Choose an area that is physically separated from the rest of the shelter by walls on all sides and a door.
- If such an area does not exist and cannot be made inside the shelter, an isolation area can be created using plastic or another barrier material.
 - Makeshift walls that are floor-to-ceiling (if feasible) should be created.
 - Isolation signs or posters should be placed near the entrance to the isolation area to indicate that individuals should not enter the area without appropriate personal protective equipment.
- In certain situations, such as sheltered individuals infected with a respiratory droplet or airborne spread diseases, additional precautions may need to be taken to ensure the isolation area has controlled air movement.
- Limit the crossover of shelter staff between the isolation unit and the rest of the shelter occupants.
 - Assign dedicated shelter staff (e.g., healthcare workers when available, housekeeping, custodial) to provide care for potentially infectious individuals and restrict these staff from working with non-infectious individuals in the shelter.
 - Dedicate an entrance(s) or passageway(s) for infectious individuals when feasible. This promotes separation as well as the ability to triage those who have been working with potentially infectious patients.

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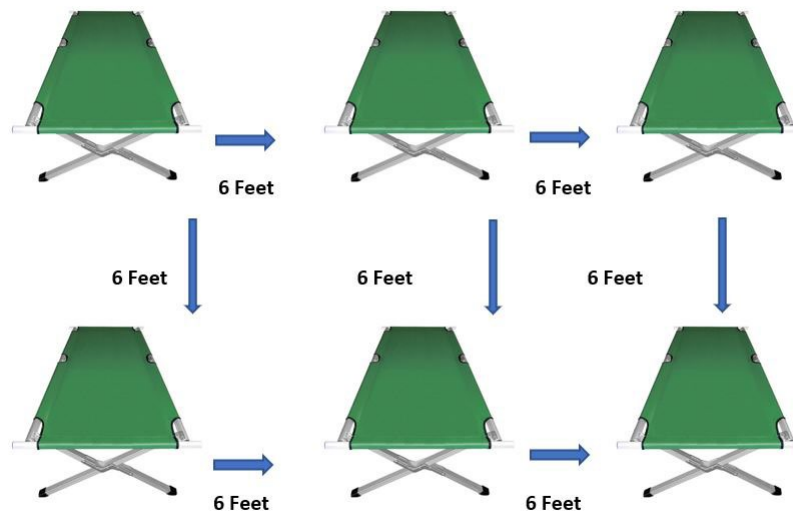
Sleeping Areas

Arrange all sleeping areas (including cots) so that individuals are separated by putting a minimum of 6 feet between individual sleeping areas (or cots) to prevent the spread of infections.

Adjusting to a temporary dormitory situation can be difficult. For everyone's safety and comfort, the following social distancing guidelines in the dormitory:

- Maintain 6 feet of space between cots
- Sleep head-to-toe opposite your neighbors
- Store all of your belongings under your cot
- Do not move any cot
- Do not touch anyone else's cot or belongings
- Families should seek approval before moving cots closer together

Sleeping Areas Layout



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4.1.2.4 Mass Feeding Sites

A part of Mass Care is the mass feeding of evacuees that have been displaced from their homes; the University EOC will coordinate the Mass Feeding Operation utilizing on-campus resources and NGOs if necessary. The feeding operation in a pandemic event must follow social distancing and sanitation guidelines.

Conducting feeding operations in evacuation shelters opened in areas affected by an infectious disease outbreak safety and health guidance must be followed for how to provide meals, snacks, and beverages to:

- Ensure the safety of all shelter personnel
- Limit the transmission of the virus.

4.1.2.4.1 MAINTAINING SOCIAL DISTANCING FOR FEEDING OPERATION

Maintaining social distancing

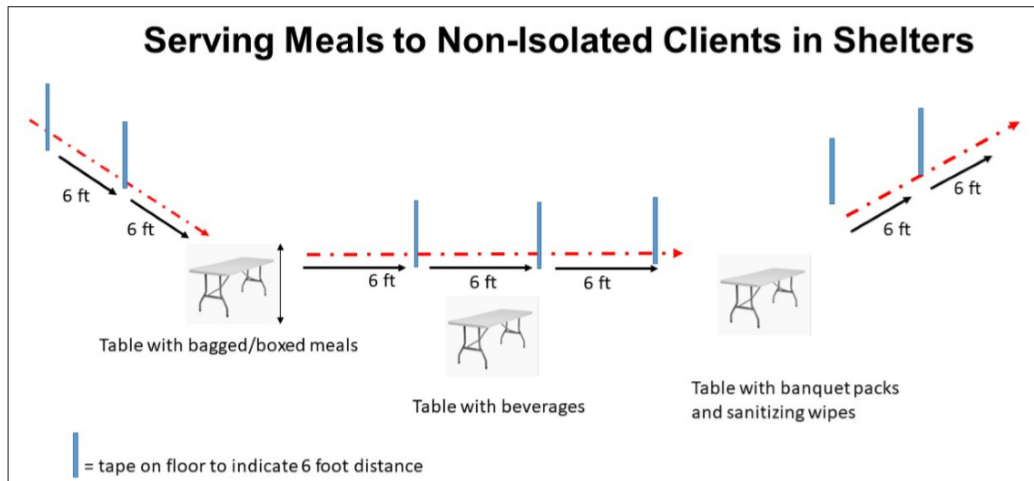
- Maintain a 6-foot distance when talking with clients and offering food or other supplies.
- When offering masks, food, or supplies, use the “set it down and step back” method
 - Place the item down on a table or other surface
 - Step 6 feet away so the client can safely pick up the item
- Do not interact with staff or clients in a confined space, such as a vestibule or small room.
- Wash your hands before and after interactions.
- Serve only individually packaged snack items and single-serve bottled water and beverages, such as juice boxes.
- Shelter staff control and serve snacks, water, coffee, tea, and other beverage
- Do not set snacks and other items out for clients to take.
- Place these items in an area controlled by staff
- Maintain social distancing when serving snacks and beverages by following these steps for the “set it down and step back” method

If clients are unable to retrieve their meals, deliver meals to clients at their assigned cot.

- Make a list of available meals, snacks, and other food items
- Ask the clients what they would like.
- Retrieve the requested items
- Deliver the items to the clients at their cot

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Feeding station set up for sheltering operations



4.1.2.5 Shelter Hand Hygiene

The most important measure for preventing the spread of pathogens is effective hand hygiene. Appropriate hand hygiene should be practiced in all shelter operations. Frequent handwashing using soap and water removes potentially infectious material from the skin and helps prevent the transmission of diseases.

- Hand sanitizer should be utilized in all shelter operations when soap and water are not readily available.
- Hand sanitizing or handwashing stations should be conveniently located throughout the shelter facility.
- Hand hygiene notices/signs should be posted at all shelter entrances, washrooms, and hand hygiene stations.

4.1.2.6 Personnel Protective Equipment Use in Shelter Operations

Personal protective equipment (PPE) is gear designed to protect the wearer from exposure to microorganisms. Examples of PPE include gloves, gowns, goggles, face shields, non-medical face coverings, and respirators.

Shelter workers should be provided with appropriate PPE.

- Non – Medical Face Covering, KN95 or N95 masks
- Non-Latex Gloves
- Gowns
- Face Shields

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4.1.2.7 Environmental Decontamination

The environment can contribute to infectious disease spread because germs can be spread via hands and equipment when items in the environment become contaminated.

- Perform thorough cleaning on high-traffic areas and frequently disinfect commonly used surfaces, including tables, doorknobs, toilets, and handwashing facilities. Limit the sharing of items and clean/disinfect shared items between users.
- Items that are touched most frequently, such as tables, doorknobs, utensils, toys, etc., pose the most risk of disease transmission.
- The more contaminated the environment, the greater probability that disease transmission to clients and staff may occur. This is especially true during a pandemic or outbreak of infectious disease when infected individuals shed infectious particles that contaminate the environment and pose a risk to other sheltered individuals and shelter workers.
- Proper cleaning and disinfection of the environment (i.e., the shelter and areas/items in the shelter) are essential to decrease the risk of disease transmission. Shelter workers should receive clear guidance and training regarding the principles of cleaning and disinfection.
- Environmental surfaces frequently touched by hands should be disinfected/cleaned
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Follow the Centers for Disease Control and Prevention (CDC) cleaning and disinfection guidelines for community facilities, and cleaning facilities if someone is sick.

4.1.3 Shelter Security

Shelter operations may require security to ensure the safety of those being sheltered. Being evacuated and staying in temporary shelters can be stressful situations and situations may arise that require intervention by security or law enforcement. Also, security may be required to prevent persons that are not registered shelter occupants from entering the shelter, such as uninvited media or guests. The Law Enforcement Branch Coordinator in the EOC will manage any security for the shelter location. All shelter security shall adhere to all PPE, Social Distancing Requirements, and while working at the shelter.

4.1.4 Transportation

The University will utilize existing transportation systems to move people from assembly areas and from any affected areas of the campus to designated evacuation shelters. Social distancing and safety & protective measures such as face-coverings shall be implemented on all vehicles. (See SA-6 transportation for evacuation/relocation)

- All university-owned vehicles may be utilized for emergency transportation assignments and may be requested by the EOC.

CSUMB Emergency Operations Plan

Support Annex SA – 6

Addendum for the Mass Care & Sheltering Operations

Maintaining Social Distancing During a Pandemic

- Monterey/Salinas Transit System will support emergency operations with buses and/or vans upon request of the University EOC, through the MCOES.
- Additional transportation resources may be obtained through the MCOES, the private sector, and other CSU campuses as available.

4.1.5 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs in any mass care and sheltering operation taking place at the university. The University's EOC is staffed with a technical specialist, the Disability and Access and Functional Needs (D/AFN) Coordinator.

- The Technical Specialist – EOC Disability and Access and Functional Needs (D/AFN) Coordinators understand issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and federal laws, regulations, and requirements and will serve in the EOC staff as the advocate for this population of the campus community.
- The role of an EOC D/AFN Coordinator will plan, coordinate, respond to issues, evaluate and monitor emergency response, and recovery efforts with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community in accordance with Federal and state guidelines, state emergency plans, and University policies and standards.
- The University will ensure that in the event of a mass care and sheltering operation conducted on the campus people with disabilities and access and functional needs are accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters this includes the see thought face-coverings for the hearing impaired.
- The University will ensure that people with disabilities and others with access and functional needs are not separated from their families/personal care attendants (PCAs) and service animals during any mass care and sheltering operation.

5 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during a Mass Care and Sheltering Operation leading to serious consequences. This is even more critical with the complication of a pandemic or infectious disease event.

CSUMB Emergency Operations Plan

Support Annex SA – 6

Addendum for the Mass Care & Sheltering Operations

Maintaining Social Distancing During a Pandemic

5.1 Organization

All Mass Care and Sheltering Operations will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

5.2 Responsibilities

The following is a list of general responsibilities when establishing a Mass Care and Sheltering Operation.

- Coordinate the establishment of any mass care and sheltering operation with the ARC and the MCOES.
- Arrange for feeding operations at the shelter(s)
- Ensure first aid and medical assistance are available at shelters.
- Coordinate disaster counseling services and additional mental health services.
- Coordinate with University PIO on current mass care and sheltering information.
- Ensure proper safety and social distance guidelines are adhered to.

5.2.1 Emergency Operations Center Responsibilities

The Emergency Operation Center is responsible for the coordination and establishment of all mass care and sheltering operations. During a pandemic or infectious disease event, it is essential for the EOC to coordinate and monitor conditions in the shelter.

- Coordinate logistic needs for mass care and shelter operation.
- Logistical needs during a pandemic or infectious disease event will be much different from that of a non-pandemic or non-infectious disease event.
- Coordinate the establishment of any mass care and sheltering operation with the ARC and the MCOES.
- Maintain a resource list that includes an inventory of potential shelter equipment stored on campus and a list of shelter locations in other jurisdictions and their capabilities.
- PPE will be a priority in the shelter during a pandemic or infectious disease event.

5.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the Damage/Safety Assessment of the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- The PIO will keep the campus community informed as to the situation concerning damage and safety issues affecting the campus community.
- After the initial emergency notification is transmitted, all follow-up notifications and updates will be coordinated by the PIO.

CSUMB Emergency Operations Plan

Support Annex SA – 6

Addendum for the Mass Care & Sheltering Operations

Maintaining Social Distancing During a Pandemic

- The PIO will be required to provide signage and information to the shelter to maintain social distancing in multiple languages.

5.2.3 University Health Center/Health and Wellness Services Responsibilities

The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of sheltering people, animals, and all of the campus population's mass care and sheltering activities during the emergency.

- The University Health Center/Health and Wellness Service will be the lead University department for coordinating and establishing guidelines during a pandemic or infectious disease event this includes, including during an evacuation, mass care, and sheltering event.
- This includes but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health.
- Safeguarding the public health of the campus community by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.

5.2.3.1 Mental Health Services

Mental Health staff resources are typically needed following a disaster and in support of clients in the shelter facilities, this need may be larger during a pandemic or other infectious disease event. Health and Wellness Services will make counselors available to shelter facilities to provide mental health services.

5.2.4 The Department of Environmental Health, Safety & Risk Management

The Department of Environmental Health, Safety & Risk Management plays a key role in a pandemic or infectious disease event. During Mass Care and Sheltering Operations, the department will coordinate with the University Health Center/Health and Wellness Services on all operations of the shelter and feeding operations to maintain social distancing and a safe environment at the shelters.

5.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist in mass care and sheltering operations for the campus community.

- When requested University departments will participate in training, exercises, and drills related to the mass care and sheltering operations.
- Assist with the establishment and management of on-campus shelters
- Provide a Technical specialist to the EOC IMT when requested

CSUMB Emergency Operations Plan

Support Annex SA – 7 Damage/Safety Assessment

1 Purpose

This Support Annex guides the Damage/Safety Assessment operations during an emergency or disaster and throughout the recovery process.

2 Scope

SA-6 – Damage/Safety Assessment guides the process in which an assessment of the University’s facilities and infrastructure will be conducted following an emergency or disaster. This process consists of a series of activities designed to allow the University to develop a coordinated picture of an incident’s overall impact as well as to establish priorities for the response to and recovery from an emergency or disaster.

3 Situation and Assumptions

3.1 Situation

Most days on campus go smoothly without interruption, but on occasion, an emergency can occur on or near campus that will affect the University’s buildings and/or infrastructure and an assessment of the damage or safety implications will be needed.

- The only way for the University to recover from an incident, in a timely and cost-effective manner is to evaluate the situation, this includes the degree and extent of damage to the University’s buildings and infrastructure.

3.2 Assumptions

An emergency or disaster can occur at any time without warning that would cause damage to part of the University or all of the campus community.

- Proper planning is essential to minimize the impact of any emergency on the campus community.
- First responders will identify areas of damage, safety issues, and types of damage initially but a more extensive Damage/Safety Assessment will be required to recover from the event.
- Restricted access to the area as well as damage to utilities and communication systems may hamper the initial assessment process.
- Rapid assessments will be conducted within the first hours to identify the scope of the incident and the potential resource needed for response.
- All Damage/Safety Assessments will be conducted in a manner to ensure those individuals conducting the assessments are doing so in a safe manner and with the proper personal protective equipment (PPE).
- A Damage/Safety Assessment will be required to determine the effect on the campus and to develop a recovery plan.

CSUMB Emergency Operations Plan

Support Annex SA – 7 Damage/Safety Assessment

- An event affecting the University may have regional, county, or even state impacts requiring the University to coordinate with local jurisdictions, Monterey County, and the State of California.

4 Concept of Operations

4.1 General

Damage/Safety Assessment is the systematic gathering of information that details the effects of an emergency or disaster and includes an assessment of the effects on the campus community, campus buildings, infrastructure campus-owned and private sector-owned, and on-campus residential facilities.

- Damage/Safety Assessment data provides the information needed to effectively manage the response and recovery operation.
- The Damage/Safety Assessment also includes an assessment of the campus infrastructure.
- The Damage/Safety Assessment will be conducted in phases to obtain a clear understanding of the situation as the incident response changes to recovery.
 - **Initial Size-up**, conducted by first responders and relayed to the EOC Operations Section.
 - **Rapid Needs Assessment (RNA)** is a situational assessment that evaluates the nature, magnitude, and scope of the event.
 - **Preliminary Damage/Safety Assessment (PDA)**, is a more detailed assessment of the effects of the event on the University. The PDA will utilize the FEMA standard damage assessment vocabulary and the four categories of damage and one for buildings that cannot be reached;
 - **Destroyed Damage**, the building is a total loss or damage to such an extent that repair is not feasible.
 - **Major Damage**, the building sustained significant structural damage and requires extensive repairs.
 - **Minor Damage**, encompasses a wide range of damage that does not affect the structural integrity of the building.
 - **Affected Damage**, this category includes buildings with minimal damage to the exterior of the building and non-essential basements.
 - **Inaccessible**, this category includes homes that are inaccessible by reasonable means, due to disaster-related loss of access (e.g. bridge out, road flooded or blocked by a landslide, mudslide, severe erosion, washed out, etc.).
- The EOC Damage/Safety Assessment Unit Leader will manage the damage/safety assessment for the University in an emergency or disaster.
- The University may utilize the Monterey Peninsula Regional Emergency Coordination Center's UAV/Drone assets to assist with the Damage/Safety Assessment process.

CSUMB Emergency Operations Plan

Support Annex SA – 7 Damage/Safety Assessment

5 Emergency Management Phases Specific

5.1 Prevention

- The University issues Safety and Health information and advisories regularly.

5.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn, notify and update the campus community of the situation.
- The University will maintain and build additional Damage/Safety Assessment resources.
- The University will maintain working relationships with the jurisdictions in the region and Monterey County to conduct a Damage/Safety Assessment.

5.3 Preparedness

- Test emergency warning and notification systems.
- Prepare plans and operating guidelines for Damage/Safety Assessment operations, including supporting materials such as SOGs and checklists.
- Maintain and build the University's capability to support Damage/Safety Assessment operations.
- Train the Building Emergency Coordinators, designated FMD staff, and UPD staff in conducting Rapid Needs Assessments.
- Train the designated FMD Staff to conduct Preliminary Damage/Safety Assessments.

5.4 Response

The response phase of Damage/Safety Assessment will include all three phases of the assessment process; those operations will include the following:

- Notification of the trained staff to report RNA information to the EOC when it is activated.
- Organize and deploy Preliminary Damage Assessment Teams to the affected area.
- Record and track all damage/safety assessment information.

5.5 Recovery

- Continue to conduct Damage/Safety Assessments throughout the recovery.
- Document any University staff, faculty, or students affected by the event outside the boundaries of the University to assist them in their recovery efforts.
- Establishment of a Disaster Assistance Center, with local, state, and federal partners.

6 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during the assessment of the situation and the damage to the University, leading to serious consequences or delays in the recovery operations.

CSUMB Emergency Operations Plan

Support Annex SA – 7 Damage/Safety Assessment

6.1 Organization

All Damage/Safety Assessment operations will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

6.2 Responsibilities

The following are the roles and responsibilities of establishing a Damage/Safety Assessment Operation. (See the General Staff Job Aid Sheets and Position Check List for additional responsibilities)

- The Damage/Assessment Unit Leader will coordinate with the EOC Planning Section-Situation Unit Leader to ensure the EOC has a clear and up-to-date picture of the situation to effectively respond and plan for the recovery.
- Trained Building Emergency Coordinators, FMD staff members, UPD Officers, and other first responders, may assist in the Rapid Needs Assessments Phase and report the information back to the EOC Damage/Safety Assessment Unit Leader or the Situation Unit Leader.
- FMD staff will conduct the Preliminary Damage/Safety Assessment phase. This assessment will be coordinated and managed by the EOC Damage/Safety Assessment Unit Leader.
- Damage/Safety Assessment reports will be forwarded to the Monterey County OES during any emergency or disaster affecting the campus community ensuring a common operation picture and supporting the Preliminary Damage Assessment (PDA) process necessary for declarations of Emergency at the State and Federal levels.
- Damage/Safety Assessment personnel will provide assessment information to the EOC using standard forms and the utilization of the ArcView GIS System.

6.2.1 Emergency Operations Center Responsibilities

- University EOC is responsible for establishing and coordinating all on-campus Damage/Safety Assessment operations.
- Maintain communication with the Damage/Safety Assessment Teams.
- Coordinate logistic needs for Damage/Safety Assessment operation
- Coordinate and report Damage/Safety Assessment information to the MCOES.

6.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to the extent of damage from the event to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- The PIO will keep the campus community informed as the situation may change as the recovery efforts unfold.

CSUMB Emergency Operations Plan

Support Annex SA – 7 Damage/Safety Assessment

6.2.3 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide a representative to the Incident Management Team (IMT) as Safety Officer.
- Lead University department for the University Business Continuity.
- Coordinate with the Damage/Safety Assessment Unit to conduct the assessments.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

6.2.4 Facilities Management Department Responsibilities

The Facilities Management Department (FMD) of the University with its expertise in the University's buildings and infrastructure, construction, and project management will be a critical component in the Damage/Safety Assessment Operation and be the lead University department to conduct Damage/Safety Assessment

- Provide staff to serve as the EOC Damage/Safety Assessment Unit leader.
- Provide additional staff to the EOC Damage/Safety Assessment Unit as needed and provide technical specialists as needed.
- Secure and coordinate any qualified engineers under contract to the University to conduct detailed assessments requiring technical expertise and engineering evaluations when required.
- Designate staff to receive Damage/Safety Assessment training.

6.2.5 Building Emergency Coordinators (BEC) Responsibilities

Building Emergency Coordinators may assist in the Rapid Needs Assessments Phase and will report the information back to the EOC Damage/Safety Assessment Unit Leader or the Situation Unit Leader.

6.2.6 Other University Departments Responsibilities

All University Department may be called upon to assist in the Damage/Safety Assessment operation.

- Shall participate in training, exercises, and drills related to emergency preparedness.
- Provide a Technical specialist to the EOC IMT when requested.

7 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis, commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Support Annex SA – 8 Debris Management

1 Purpose

This Support Annex guides the implementation of debris management operations, the roles and responsibilities, and overall guidelines for the collection and disposal of debris created following an emergency or disaster.

2 Scope

SA-6 – Debris Management Plan is a tool to help facilitate timely, effective, debris management operations for the emergency or disaster affecting the campus community.

3 Situation and Assumptions

Initial emergency response emphasizes the importance of life-saving operations and the clearing of access for emergency personnel and equipment by pushing debris to the edge of rights-of-way. The emphasis of the Debris Management Plan is on the cleanup that follows the initial response.

3.1 Situation

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc.

- The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- Regular waste management approaches may be inadequate following a disaster that generates large amounts of debris.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impact the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

3.2 Assumptions

Immediately following an emergency or disaster, there may be a heavy demand for debris removal services. Anticipated demand for debris removal services requires a coordinated effort to effectively allocate resources.

- In a major or catastrophic disaster, the University may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as the long term.
- Private contractors play a significant role in the debris removal, collection, reduction, and disposal process.

CSUMB Emergency Operations Plan

Support Annex SA – 8 Debris Management

4 Concept of Operations

4.1 General

The restoration and reconstruction of University facilities will be needed for the maintenance of essential services and the restoration of the academic programs. These operations will require debris clearance and disposal.

- During an emergency or disaster, affecting the campus community the EOC will manage all debris removal and disposal operations in coordination with University departments.
- The EOC will also coordinate with the Monterey County OES and the county's Debris Management Plan.
- The EOC will work in conjunction with designated University departments, support agencies utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following an emergency or a disaster.
- Priorities for debris removal:
 - Threats to Public Health and Safety: The priority for the removal of debris will be those that deny entry and exit for emergency services, public health, and safety.
 - Prevention of Damage: The second priority will be for the removal of debris that poses a significant threat to life and safety.
 - Speedy Recovery: The third priority is the removal of debris that impedes the University's ability to a speedy recovery in the immediate disaster area.
 - Debris on the Campus Community property: The fourth priority is the removal of debris in residential areas that poses no health and safety issues.
- Due to large quantities of varied debris, limited disposal sites, and damages to transportation systems and infrastructure, debris may be collected and staged in on-campus locations pending transport to the final disposal.
- The University may utilize existing contracts for the removal and disposal of debris.
- The Monterey County Public Works Department has developed and will maintain a list of the county-approved contractors who can provide debris removal, collection, and disposal in a cost-effective, expeditious, and environmentally sound manner following a disaster. These resources may be requested by the EOC through Monterey County OES.
- All debris containing hazardous/toxic substances will require special handling and processing and will receive a high priority for timely, proper disposal. The University Health and Safety Specialist will coordinate this type of debris.
- Debris management will be time and resource-intensive requiring significant financial and resource commitments from the University, The Finance/Administrative Section of the EOC will track and maintain all financial records associated with debris management because of the emergency or disaster.

CSUMB Emergency Operations Plan

Support Annex SA – 8 Debris Management

5 Emergency Management Phases Specific

5.1 Prevention

- The University issues Safety and Health information and advisories regularly.

5.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn, notify and update the campus community of the emergency.

5.3 Preparedness

- Disseminate National Weather Service weather advisories and updated University departments as needed.
- The University will maintain contact with vendors associated with the removal and disposal of debris.

5.4 Response

The response to the need for debris removal and disposal operations will include the following:

- Deployment of Damage Safety Assessment Teams to provide situational awareness as to the need for implementation of the Debris Management Plan.
- Deploy University resources as soon as possible to remove debris hampering the response.
- Develop priorities for debris removal.

5.5 Recovery

- Ongoing up-to-date Public Information
- Assist the campus community to remove and dispose of debris.
- Coordinate debris management with Monterey County OES.
- Coordinate debris management with recovery efforts and business continuity.

6 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result in debris removal and disposal operations leading to serious consequences.

6.1 Organization

All Debris Management will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

CSUMB Emergency Operations Plan

Support Annex SA – 8 Debris Management

6.2 Responsibilities

The following list is general responsibilities when establishing Debris Management Operations.

- Manage the removal and disposal of all debris associated with the emergency or disaster in accordance with all local, state, and federal laws and regulations.
- Track and document all expenditures related to the removal and disposal of debris resulting from an emergency or disaster.

6.2.1 Emergency Operations Center Responsibilities

EOC is responsible for establishing and coordinating all debris management operations in an emergency or disaster.

6.2.2 PIO Responsibilities

The PIO is responsible for the dissemination of all public information related to debris removal and disposal to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

6.2.3 University Facilities Management Department Responsibilities

The University Facilities Management Department (FMD) is the lead University department for debris removal and disposal in coordination with the University's Environmental Health and Safety Specialist.

- Provide representatives to the Incident Management Team (IMT).
- Coordinate debris removal priorities and activities with the EOC Construction/Engineering Branch Coordinator.
- Coordinate all vendors contracted for debris removal and disposal.
- Coordinate with the Recovery Unity Leader in the EOC or Recovery Command.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

6.2.4 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide a representative to the Incident Management Team (IMT) as Safety Officer.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

CSUMB Emergency Operations Plan Support Annex SA – 8 Debris Management

6.2.5 Other University Departments Responsibilities

All University Department may be called upon to assist with the debris management operations for the campus community.

- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of the Debris Management Plan.
- Provide a Technical specialist to the EOC IMT when requested.

7 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

CSUMB Emergency Operations Plan

Support Annex SA-9 Volunteer and Donations Management

1 Purpose

This Support Annex provides guidance on the implementation and management of volunteer resources and the management of solicited and unsolicited donations in the event of an emergency or disaster. The annex also describes the roles and responsibilities and overall guidelines on the management and utilization of volunteers and donated resources made available to the University.

2 Scope

SA-9 Volunteer and Donations Management is a tool to help facilitate the timely, effective management of requested volunteers, spontaneous volunteers, and solicited, and unsolicited donations. The goal is to enhance communications about volunteerism and donations in the aftermath of an emergency or disaster.

3 Situation and Assumptions

3.1 Situation

Most days on campus go smoothly, without interruption, but, on occasion, an emergency can occur on any day. Emergencies or disasters occur without warning, creating the need for additional resources. Those may come in the way of volunteers or donations.

- In the event of an emergency or a disaster situation, there will be a real and immediate need for goods and materials to help the campus community to recover. In such an event, there normally will be widespread and significant damage to homes and campus buildings that will seriously affect the lives and well-being of the residents of the campus community.
- During such events, the media will broadcast information about the impact of the disaster on the communities and the people. They will describe to the listening public how the disaster has affected the residents, show pictures of the damaged areas, and often urge the public to donate goods and materials to help the people affected.
- The public will normally respond in these times with donations of goods, materials, and money. Many people and organizations will want to go to the affected areas to volunteer their help.
- The University must prepare in advance for such an occurrence to effectively handle a rapid influx of volunteers and donations. The University must ensure that the media is provided accurate information regarding the needs of the communities.

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Support Annex SA-9 Volunteer and Donations Management

3.2 Assumptions

People will volunteer to assist and will want to make donations to help those affected by the emergency or disaster.

- Volunteering and donating are a valuable part of every healthy community. Volunteers and donations can come from all segments of society and often provide essential services. Everyone has the potential to contribute strength and resources in times of emergency.
- Volunteers are successful participants in emergency management systems when they are flexible, self-sufficient, aware of risks, and willing to be coordinated. Volunteers want their time to be valued, and they want to feel like they are making a difference in support of the disaster.
- Spontaneous, unaffiliated volunteers that come forward following an emergency or disaster need to be effectively coordinated. The establishment of a Volunteer Reception Center (VRC) can be an effective means of achieving this.
- Non-governmental organizations (NGOs) such as AmeriCorps Disaster Response, faith-based organizations, and other Voluntary Organizations Active in Disasters (VOADs) may be called upon to assist in the event or assist in the management of volunteers or donations.

4 Definitions for Volunteer and Donations Management

Affiliated Volunteer: Any volunteer who is affiliated with a recognized volunteer or nonprofit organization through membership and is trained for specific disaster response activities. Their relationship with the organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency management, response, and

Spontaneous Volunteer: (Also called Emergent, Convergent or Unaffiliated): A person who is not affiliated with a locally-recognized volunteer organization but offers his or her help with disaster response and/or recovery efforts. Spontaneous volunteers may possess skills, training, or knowledge that can be useful in response and recovery efforts. They may not officially be invited to become involved but are motivated by a sudden desire to help others in times of trouble. They may come from within the affected area or from outside the area.

Donations: A donation is a gift given by an individual or organization, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash, services, and new or used goods, and it also may consist of emergency, relief, or humanitarian aid items. Charitable gifts of goods or services are also called in-kind donations.

Unsolicited Donations: Are donated items that have not been requested by government officials, voluntary disaster relief organizations, or other donation-related personnel.

Volunteer Reception Center (VRC): A VRC is a location where spontaneous volunteers assemble are assessed and receive training and where a match and assignment are made with an agency,

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Support Annex SA-9 Volunteer and Donations Management

organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from that assignment. The VRC may be located within or outside of the impacted area based on the situation.

Long-Term Recovery Committee: A formal organization made up of members of the community it serves, representing business and financial leadership, local media, community and faith-based groups, non-profit/civic organizations, and city and county governments. The purpose is to coordinate and communicate the individual efforts of these groups by leveraging a limited supply of resources to maximize and sustain the recovery process while individually addressing survivor needs.

National Voluntary Organizations Active in Disasters (VOAD): National VOAD is a coalition of 70+ of the nation's most reputable national organizations (faith-based, community-based, and other non-profit organizations) and 56 State/Territory VOADs, which represent Local/Regional VOADs and hundreds of other member organizations throughout the country.

5 Concept of Operations

5.1 General

The University EOC is designated responsible for the coordination of all volunteers and solicited, and unsolicited donations in an emergency or disaster. The University has developed mechanisms for ensuring the effective utilization of these resources.

- The Department of University Advancement will be the lead in the management of donations made to the University in an emergency or disaster. The department has procedures in place for accepting monetary and in-kind donations.
- The Department of University Personnel will be the lead in the management of volunteers in an emergency or disaster. The department has procedures in place for the management of volunteers.
- A call center may be established to provide information to the community on the event. This information will include ways to volunteer and donate to the University to assist in the response and recovery from the emergency or disaster.
- Public Information is key to the success of the management of volunteers and the salutation of donations. The EOC will coordinate all information released.
- It is essential for the public to be informed as to the proper ways to volunteer and donate if they are compelled to so that it can benefit the disaster-struck area, not create a logistical disaster within a disaster.
- Conduct a needs assessment of the campus community before requesting volunteers or donations.
- The EOC will coordinate with the Monterey County OES on volunteer resource requests and the deployment of volunteer resources on the CSUMB campus.

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Support Annex SA-9 Volunteer and Donations Management

- It is critical to the recovery and reimbursement process that accurate records be kept of the hours and kinds of disaster relief work completed by volunteers.

6 Emergency Management Phases Volunteer and Donations Specific

6.1 Prevention

The University issues safety and health information and advisories regularly.

6.2 Mitigation

The University will maintain a campus-wide emergency notification system to warn, notify, and update the campus community.

6.3 Preparedness

The University will maintain plans and guidelines to address donation and volunteer management that include warehousing and transportation, review these annually and update them as necessary.

- The University will identify a listing of primary and supporting University departments and personnel to handle and coordinate the donation and volunteer activities in the event of an emergency or a disaster.
- University Emergency Management will maintain communications with voluntary agencies such as VOAD, American Red Cross, Salvation Army, and others regarding donation and volunteer resources, activities, and events.

6.4 Response

The response to the need for a Donation and Volunteer management operations will include the following:

- The EOC will notify the University Personnel of the need for volunteers, a list of specific tasks that need to be undertaken, and the establishment of Volunteer Reception Centers to process and assign registered volunteers.
- The EOC will notify the University Advancement of the need to request and manage donations to assist with the emergency and the establishment of a donations center if needed.
- The EOC will notify and coordinate with the Monterey County OES that volunteer resources are needed.

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6.5 Recovery

After the initial response to the event, volunteer and donation management will continue into the recovery phase of the operation to ensure the unmet needs of the campus communities have been addressed.

- Ongoing, up-to-date Public Information
- The EOC may establish a University Long-Term Recovery Committee if there is a need.
- The EOC will coordinate with the Monterey County Long Term Recovery Committee and attempt to obtain needed items for the victims.

7 Organization and Responsibilities

If the proper organization and the assignment of responsibilities are not made by knowledgeable people either at the scene or from representatives in the EOC, confusion could result during the solicitation of volunteer resources and donations to support the campus community, leading to serious consequences.

7.1 Organization

All donations management and the management of volunteer resources will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

7.2 Responsibilities

The following are general responsibilities when requesting volunteer resources and soliciting donations in the event of an emergency or disaster.

- The effective management of volunteer resources and the solicitation and management of donations is essential to a successful response and recovery.
- The EOC will establish response and recovery priorities and will coordinate the resources needed to support emergency operations. This includes volunteer resources and donations.

7.2.1 Emergency Operation Center Responsibilities

University EOC is responsible for establishing and coordinating volunteer and donations management.

- Develop the overall strategy for donations and volunteer coordination with IMT.
- Ensure effective coordination with the Monterey County OES Donations Coordinator /Volunteer Coordinator.
- Ensure situation reports are received from the VRC and on donation status.
- Establish a donation receiving and distribution center if needed.

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- Coordinate all information released to the public and the media about volunteer resources and the solicitation and receiving of donations for the University to assist with the emergency response and recovery operations.
- If it is determined that there is a need for a call center to be set up to manage the flow of incoming calls (as determined by the EOC), coordinate the launching with the PIO to provide information and referral services information to the campus community.
- The EOC Planning Sections will develop a demobilization plan for VRC and the donation center (DC).

7.2.2 PIO Responsibilities

Early and effective public messaging is essential for the successful management of volunteers and donations in an emergency or disaster.

- The PIO is responsible for the dissemination of all public information related to volunteer resources and the solicitation of and status of donations for an emergency or disaster. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)
- Coordinate with University Advancement and University Personnel to inform the public on how the best way to help and direct where members from the affected community will receive goods.
- Coordinate public messaging with DC/VRC regarding volunteer and donation needs, messaging, and other public information.
- The PIO will coordinate with University Advancement and University Personnel to stay abreast of any changes in the donation and volunteer issues, as they may change several times a day in the initial phase of the event, and ensure messaging reflects the current situation.
- It is essential that the DC/VRC coordinate closely with the EOC and the PIOs to ensure accurate messaging and effective distribution.
- The PIO should utilize a variety of platforms and messages to educate the public, minimize confusion, and clarify expectations. Clear, consistent, timely, and coordinated communication is essential to the successful management of spontaneous volunteers and unsolicited donations.

7.2.3 Department of University Advancement Responsibilities

The Department of University Advancement will be the lead in the management of donations made to the University in an emergency or disaster, the department has in place procedures for accepting monetary and in-kind donations.

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- If it is determined there is a need for coordinated donations management (as determined by the EOC), coordinate with the EOC and DC to ensure an effective donations management system is put in place.
- Work with University partners to assess the level of unsolicited, undesigned, in-kind donations coming forward - this may be in the form of inquiries from the public wanting to donate, campus groups self-organizing donations or donations being “dumped” at random locations on campus.
- Donations management may involve setting-up donation collection, distribution, and/or warehouse facilities. If so, the following are some issues that need to be considered when setting up these facilities:
 - In coordination with the Logistics Section, secure a facility to handle the collection, warehousing, and distribution of undesigned and/or unsolicited in-kind offers.
 - Ensure the facilities selected are out of the disaster area, accessible to the public, have adequate parking, have an area for receiving and distribution of goods, and have loading docks, if possible.
 - Collect and disseminate key information regarding center(s), including location(s), hours of operation, dates they will be open, and items that will be accepted.
 - Ensure key information is communicated to the EOC and the PIO.
- Coordinate public messaging with PIO and DC regarding donation needs/messaging.
- Serve as point of contact for large cash and in-kind donations coming into the University, and work closely with EOC staff and DC to ensure offers are effectively managed/utilized.
- Coordinate with key University partners and groups to ensure an effective process for donations management is in place. This includes informing the public on how to best help and establishing where members from the affected community will receive goods.

7.2.4 Department of University Personnel Responsibilities

The Department of University Personnel will be the lead in the management of volunteers in an emergency or disaster. The department has procedures in place for the management of volunteers.

- If it is determined there is a need for coordinated volunteer management (as determined by the EOC), coordinate with the EOC and Volunteer Reception Center (VRC) to ensure an effective volunteer management system is put in place.
- Work with University partners to assess the level of spontaneous, unsolicited volunteers coming forward. This may be in the form of inquiries from the public interested in volunteering, campus groups self-organizing to volunteer, or volunteers “showing up” to the scene on the emergency.
- Volunteer management may involve setting up a VRU. If so, the following are some issues that need to be considered when setting up such a facility:

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- In coordination with the EOC Logistic Section, secure a facility to handle a VRC to coordinate spontaneous unaffiliated volunteers.
- Ensure facilities selected are out of the emergency or disaster area, accessible to the public, and have adequate parking.
- Collect and disseminate key information regarding center(s), including location(s), hours of operation, dates they will be open, and any specific volunteer skills needed by the EOC and the PIO.
- Coordinate public messaging with PIO and the VRC regarding volunteer needs/messaging.
- Coordinate with the EOC Logistics Section to coordinate the recruiting of volunteers to support the VRC, donation facilities, shelter facilities, and other recovery efforts if needed.
- Coordinate with key University partners and groups to ensure an effective process for volunteer management is in place. This includes informing the public on how to best help and establishing where volunteers shall report.
- Register, document volunteer hours worked, and track the location of all volunteers assigned to assist with the response and recovery operations.
- Coordinate with the Monterey County OES on the establishment of the VRC.

7.2.5 Department of Environmental Health, Safety, and Risk Management Responsibilities

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide representatives to the Incident Management Team (IMT).
- Provide a representative to the Incident Management Team (IMT) as a Safety Officer.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

7.2.6 University Student Housing and Residential Life Responsibilities

The University Student Housing and Residential Life Department plays an essential part in determining the needs of the student population during an emergency or disaster and recovery efforts.

- Assist with conducting a needs assessment for the student population.

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- Coordinate with the PIO on the distribution of information to the student population on the need for volunteers, the solicitation of donations, and the distribution of donations to those in need.
- Determine and coordinate the short-term and long-term needs of the student population with the EOC.
- Maintain communications with the student population as to ongoing needs throughout the recovery effort.
- Assist with the coordination of student volunteers.

7.2.7 Other University Departments Responsibilities

All University Department may be called upon to assist in the management of volunteers and donations management for the campus community.

- When requested, University departments will participate in training, exercises, and drills related to the management of volunteers and donations.
- Assist with the establishment and management of volunteers and donations.
- Provide a Technical specialist to the EOC IMT when requested.

8 CSUMB Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.

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Support Annex SA-10 Recovery Plan

1 Purpose

The Support Annex provides a framework for the implementation and management of recovery from disasters and emergencies. It serves as a guide for roles, responsibilities, prioritization, and decision-making practices for an emergency or disaster in the recovery process for the campus community and the management of the recovery efforts, and the role of the EOC in the implementations of the University Department Business Continuity Plans.

2 Scope

SA-10 – Recovery Plan is a tool to help facilitate timely, effective management of the University's recovery from the aftermath of an emergency or disaster. This includes coordination with the surrounding communities and Monterey County OES.

3 Situation and Assumptions

3.1 Situation

Most days on campus go smoothly, without interruption, but on occasion, an emergency can occur on any day. Emergencies or disasters occur without warning, and the recovery efforts from those events may take weeks, months, or even years to be completed.

3.2 Assumptions

The safety of students, staff, and faculty is of primary importance and the safeguard of such will supersede any other recovery needs.

- Depending on the severity of the disaster, University departments may be required to modify their normal operations. This may include computer availability and physical location until the University can fully recover from the incident.
- All University departments are required to have a Business Continuity Plan for their operations, which includes operating without IT systems for an extended time.
- The University Department of Information Technology has developed a Disaster Recovery Plan, and in the event of an emergency or disaster, this plan will be activated to address IT Issues.
- The content of this plan may be modified, and substantial deviation may be required in the event of unusual or unforeseen circumstances. These circumstances are to be determined by the specific Disaster Recovery Teams under the guidance and approval of the Incident Commander.
- During recovery, University department experts will be needed to address the areas of project planning, engineering, financial professionals, student services, academic continuity, transportation, stormwater management, capital projects, etc. that will become increasingly important and the roles of first responders will likely diminish.

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4 Definitions and General Recovery Timeline

Recovery must be taken into consideration during the initial response to a disaster and implemented as soon as resources allow. Typically, the initial phase is simultaneous with response efforts. Being familiar with recovery priorities may help guide, and direct the response to the disaster and expedite recovery actions. The concept of recovery should be addressed within hours of the initial response.

Definitions

Immediate Response and Transition to Recovery: The response phase takes place during and immediately after an incident and continues until response goals are met. In this phase, the Emergency Operations Center's (EOC) primary focus is to support response, and if necessary, will begin the transition to recovery.

Short-term Recovery: Short-term Recovery accounts for the response to vital life support systems, critical infrastructure, health and safety needs, assessment of scope and damages, restoration of basic services, and mobilization of recovery organizations and resources. Short-term recovery begins immediately following a disaster and may last days to weeks. Short-term recovery operations are tasked under the Emergency Operations Plan (EOP).

Intermediate Recovery: This phase includes returning individuals, families, critical infrastructure, and essential services to a functional state. In this phase that could mean temporary accommodations which could lead to more permanent measures. Intermediate Recovery can begin within a day or more after a disaster and will continue and overlap with long-term recovery.

Long-term Recovery: The long-term recovery phase is the period when disaster damages are returned to a normal, pre-disaster, or much-improved state. This phase includes physical rebuilding; social, economic, natural, and environmental restoration toward self-sufficiency, sustainability, and resilience to future disasters. Long-term recovery can begin once the community is in a position to plan for future sustainability and resiliency which may last for years.

University Disaster Recovery Assistance Center (UDAC): is a single location or facility where students, staff, and faculty access available disaster assistance, programs, and services. It also serves as a place where people can go to get information about disaster recovery. The UDAC's mission is to assist the campus community by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency.

FEMA Disaster Recovery Center: A readily accessible facility or mobile office where survivors may go for information about FEMA programs or other disaster assistance programs and ask questions related to their case. Representatives from the Governor's Office of Homeland Security and Emergency Preparedness, the Federal Emergency Management Agency, the U.S. Small Business Administration (SBA), volunteer groups, and other agencies are at the centers to answer questions about disaster assistance and low-interest disaster loans for homeowners, renters, and businesses. They can also help survivors apply for federal disaster assistance.

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Long-Term Recovery Committee (LTRC): A cooperative body that is made up of representatives from faith-based, non-profit, government, business, and other organizations working within a community to assist individuals and families as they recover from the disaster. The goal of the LTRC is to unite recovery resources with community needs to ensure that even the most vulnerable in the community recover from the disaster.

Business Continuity: The ability of an organization to maintain essential functions during, as well as after, an emergency or disaster has occurred. Business continuity plans establish management processes and procedures that are aimed to prevent interruption to mission-critical services and re-establish full function to the organization as quickly and smoothly as possible.

Unmet Needs: These are the needs of individuals or families created by the emergency or disaster that limited or stopped the survivor from being able to recover.

Recovery Action Planning Cycle:

The Recovery Action Planning (RAP): The cycle is a defined process, structure, and schedule for setting and prioritizing objectives, resource availability and needs, progress, and general functions of the Recovery Command's goals.

- The EOC Planning Section Chief is charged with the coordination and scheduling of this process. Operation periods may last anywhere from days to months based on the discretion of the University Recovery Commander. The Recovery Action Planning cycle is consistent with the Incident Action Planning Process used during response operations. The RAP cycle steps include:
 - The transition from the response phase
 - Assess progress on current objectives and set (new) objectives and strategies
 - Determine tactics
 - Planning meeting
 - Draft/approve/distribute the Recovery Action Plan (RAP)
 - Operations briefings
 - Execute a Recovery Action Plan
 - Reassess progress on objectives

5 Concept of Operations

5.1 General

The University EOC is designated the responsibility for the coordination of the University's recovery from an emergency or disaster. This will include a transition of the command structure from the response to the recovery with the EOC/IMT assuming the role of University Recovery Command.

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This transition will allow the University to evolve smoothly for recovery work to begin even while basic life, safety, incident stabilization, and immediate property protection issues are still being addressed.

- The University will maintain continuity of operations during the response and the recovery process.
- The University Recovery Commander and the EOC will assess the emergency or disaster situation, identify recovery priorities and resource needs, and establish a strategy for meeting the goal of recovery for a specific incident.
- The priority of the recovery process is to maintain public safety and security for the campus community.
- A thorough impact assessment of the campus community will be conducted to understand where the capability exists and where recovery resource support is required. Based on the findings of the impact assessment, a documented recovery strategy supporting the achievement of priorities and goals will be developed: the Recovery Action Plan.
- The strategy will be a fluid concept with the flexibility to meet the challenges and adjustments that are expected during recovery.
- The University will work to leverage state and federal recovery, technical and financial assistance, as well as identify and pursue additional sources of recovery funding and financing. The University will strive to ensure appropriate, fair, and accountable utilization and/or distribution of such funds, as well as safeguard its fiscal condition.
- The University will strive to communicate useful, practical, relevant, accurate, and timely information regarding services and resources to all impacted members of the campus community.
- The University will work with University partners, and community private, and nonprofit organizations to provide and/or restore basic services needed to sustain the campus community.
- Recovery efforts include providing for business continuity of operations and/or restoration of basic services, providing physical safety and security, as well as a sense of stability necessary for recovery and resumption of normal or new normal levels of functioning.
- The University and its community non-profit partners (including houses of worship and faith-based organizations) recognize the importance of maintaining and providing mental health and spiritual support and counseling, both to response and recovery personnel and members of the community at large.
- The University will work to ensure the continuity of lifeline utilities, essential services, infrastructure restoration, the University's business continuity, and the restoration of academic activities.
- It may be necessary for the University to form a Long Term Recovery Committee to address the unmet needs of the campus community. This committee will coordinate with the Monterey County Long-Term Recovery Committee.

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6 Emergency Management Phases Recovery Specific

6.1 Prevention

- The University issues safety and health information and advisories regularly.

6.2 Mitigation

- The University will maintain a campus-wide emergency notification system to warn, notify, and update the campus community of emergency shelter locations.
- The University will work to establish mitigation goals and strategies to reduce the likelihood or degree of disaster-related damage, decreasing demand on resources post-disaster.

6.3 Preparedness

- Test emergency warning and notification systems.
- Establishing partnerships, organizational structures, communication resources, and access to resources that promote a more rapid and inclusive recovery process.
- Increasing awareness of resiliency as an important consideration in all community activities.

6.4 Response

- Developing recovery priorities based on existing plans and initiatives already in place (assessing known planning goals that should be incorporated into recovery planning)
- Set goals and objectives: short-term, intermediate, and long-term; engage the public in the process.

6.5 Recovery

- Recovery will be guided by the SA-10 Recovery Plan
- Ongoing up-to-date Public Information
- Establishment of University Disaster Assistance Center with University partners, and local, state, federal, and non-profit organizations.

7 Organization and Responsibilities

7.1 Organization

The Recovery Operation will be organized and managed following the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

- The University EOC is designated the responsibility for the coordination of the University's recovery from an emergency or disaster. This will include a transition of the command structure from the response to the recovery, with the EOC/IMT assuming the role of the University Recovery Command.

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7.2 Responsibilities

The following list is of general responsibilities when establishing and conducting the Recovery Operation.

- Organize recovery-planning processes to fully engage stakeholders and identify recovery objectives, priorities, resources, capabilities, and recovery capacity.
- All members of the recovery effort have the responsibility to keep the University Recovery Commander advised of their actions, facilitate recovery work, communicate with staff and the public, track and document all costs, and engage recovery partners to accomplish efforts. See the appendix for detailed position-specific information.
- The University Recovery Commander/Unified Command will coordinate the recovery team including information sharing, documentation, meeting facilitation, community outreach, stakeholder engagement, and other tasks as directed by the Recovery Command.
- All recovery activities must be documented and tracked, and status reports will occur regularly.
- Ensure the inclusiveness of all of the campus community in the recovery process through media and public relations efforts.

7.2.1 Executive/Policy Group Responsibilities

A disaster or emergency may have implications requiring executive decision-making, the potential for long-term implications on the viability and reputation of the campus, or may require significant changes in existing policies.

The University President and the Executive Policy Group have the ultimate authority over all University policies. (See Executive/Policy Group Job Aid Sheets and Position Checklist)

- Implement policies and has the overall responsibility for ensuring disaster recovery operations take place.
- Provides strategic guidance on priorities and objectives based on situational needs, and maintains University Business Continuity.
- Determine what emergency policies are needed to be enacted to assist with the recovery efforts.
- Ensures that adequate financial resources are available to support the recovery process.
- Conducts assessments and advises recovery leadership on options for planning and implementing interim and permanent academic solutions.
- Works with deans and faculty to develop recommendations for temporary school hours, locations, and schedules.

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7.2.2 Emergency Operations Center

University EOC is responsible for establishing and coordinating all recovery operations.

- The EOC/IMT and the Recovery Command will coordinate unmet needs and other ongoing needs that remain from the response phase.
- EOC is responsible for establishing and coordinating all debris management operations in an emergency or disaster.
- The EOC Planning Section will facilitate planning the recovery.
- Regular status reports to the Executive/Policy Group shall be provided to ensure progress towards recovery priorities and goals is occurring.
- Establish a system and or position in the Recovery Command structure to work with affected campus community residents and families to determine unmet needs and identify sources of potential aid. This system or position will also develop case plans that address financial aid, housing, and medical needs and performs case management for residents and families.

7.2.3 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs during recovery operations taking place at the university. The University's EOC is staffed with a technical specialist – the Disability/Access and Functional Needs (D/AFN) Coordinator.

- The Technical Specialist – EOC Disability and Access and Functional Needs (D/AFN) Coordinator understands issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and federal laws, regulations, and requirements and will serve in the EOC staff as the advocate for this population of the campus community.
- The role of an EOC D/AFN Coordinator is to plan, coordinate, respond to issues, and evaluate and monitor emergency response and recovery efforts with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community in accordance with Federal and state guidelines, state emergency plans, and University policies and standards.
- The University will ensure that during all recovery operations conducted on the campus, people with disabilities and access and functional needs are accommodated, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

7.2.4 PIO Responsibilities

The University PIO is responsible for the dissemination of all public information related to the University's recovery efforts to the campus community. (For Additional Public Information responsibilities see SA-4 Emergency Notification and Public Information)

- The role of public information after a disaster is crucial, and the ability to keep the campus community informed during the recovery will aid in the recovery process.

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- Public information channels must be quickly established to receive incoming questions, referrals, etc. via news/social media, hotlines, or in-person visits. This will be coordinated with the EOC/IMT or the Recovery Command. Communication with the campus community that may have been displaced within or outside the campus will also be addressed.
- The University will use all communications capabilities available to reach the campus community in their homes or temporary housing and make reasonable accommodations for non-English speakers and others with access and functional needs. This will include using multiple methods, alternate formats, and reasonable communication accommodations to ensure the information can be communicated to people with disabilities, access, and functional need.
- The PIO will serve as the official spokesperson for the Recovery Command and is responsible for responding to all media and general public inquiries.
- The PIO is responsible for maintaining the appropriate flow of information about the recovery efforts to the media for public dissemination.
- Public information shall be released via multiple channels (including print, radio, television, email and text, social media, community groups, and other existing resources and communication networks available). This includes the identification of alternate methods and alternate formats for communication in the event traditional methods are insufficient because of utility outages.
- The PIO is responsible for the development of public communication and messaging plan in the early stages of the recovery effort that will serve as a roadmap for strategic communications between the recovery efforts and the campus community identifying communications tools, outlets, and messaging to ensure a coordinated approach to public information. This Plan will be a living document, revised as necessary, based on the needs of the Recovery Command.
- Public information channels must be quickly established to receive incoming questions, referrals, etc. via news/social media, hotlines, or in-person visits. This will be coordinated with University Disaster Recovery Centers. Communication with campus community members that may have been displaced within or outside the campus community will also be addressed.

7.2.5 Department of Environmental Health, Safety and Risk Management

The Department of Environment Health, Safety, and Risk Management plays an important role in an emergency, the department ensures the health and safety of the University and any risk posed to the university, in addition, the department is the lead department overseeing the University Business Continuity Plans.

- Provide a representative to the Incident Management Team (IMT) as a Safety Officer.
- Lead University department for the University Business Continuity.
- Coordinate response and recovery priorities and activities with the EOC.
- Coordinate the Recovery Unity Leader.

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- Supports requests from University recovery management about actions with outcomes that may require a risk assessment and/or effect mitigation of damages, liability, and/or insurance recovery including FEMA funds.
- Identifies and analyzes loss exposures presented by recovery operations and goals; develops and evaluates methods used to maximize Safety, minimize, and mitigate liability to University assets.
- Assist with the preparation, drafting, revising, and approval of contracts.
- Assists in Purchasing contracts/agreements for the acquisition of goods, services, and materials needed in disaster recovery.
- Supports requests from University recovery management about actions with outcomes that may require a risk assessment and/or effect mitigation of damages, liability, and/or insurance recovery including FEMA funds.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

7.2.6 EOC Safety Officer Responsibilities

The Safety Officer (SO) is responsible for ensuring the safety of recovery workers in the field, disaster recovery centers, and other associated facilities. The SO may have assistants, as necessary, and the assistants may represent assisting agencies or jurisdictions.

- The SO may perform the following functions:
 - Prepare a recovery safety plan
 - Participate in planning meetings
 - Identify hazardous situations associated with recovery from the incident
 - Identify and cause the correction of occupational safety and health hazards
 - Continuously monitor the recovery efforts that may expose University workers to safety or health-hazardous conditions.
 - Exercise emergency authority to stop and prevent unsafe acts or alter, suspend, evacuate, or terminate activities that may pose imminent safety or health danger to the University workers and or contractors.
 - Take appropriate action to mitigate or eliminate an unsafe condition, operation, or hazard.
 - Provide training, safety, and health information to staff, faculty, and students as necessary.
 - Assess engineering controls and Personal Protective Equipment (PPE)
 - Ensure compliance with OSHA Standards
 - Document both safe and unsafe acts, corrective actions taken, accidents or injuries, and ways to improve safety in future incidents
 - Investigate accidents that have occurred within the recovery area
 - Assign assistants, as needed
 - Develop a medical plan
- The SO will coordinate with Campus Planning and University Facilities Operations to ensure the safety and health of all workers involved in the recovery efforts.

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7.2.7 University Facilities Management Department Responsibilities

The Facilities Management Department (FMD) plays a critical role in the recovery of the University infrastructure and the restoration and continuity of University operations. As part of the recovery efforts, the restoration and reconstruction of University facilities will be needed for the maintenance of essential services during the recovery process and the restoration of the academic programs. All phases of the recovery operations will require debris clearance and disposal.

- FMD will provide a representative to the Incident Management Team (IMT) to provide the status of all University facilities during the recovery.
- Coordinate to assess the disaster impacts on the university's infrastructure systems and buildings.
- FMD is the lead University department for debris removal and disposal in coordination with the Environmental Health and Safety Specialist. (See SA-8 Debris Management Plan for additional information on debris removal)
- Coordinate all vendors contracted for debris removal and disposal.
- Coordinate and assess campus roads and their clearance of them during the recovery.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.
- Works with the public and private sector providers of utility services to coordinate and execute immediate restoration of utility services according to damage assessments.
- Coordinate with the Recovery Unity Leader in the EOC or University Recovery Command.
- Coordinate operational activities related to debris removal, including overseeing removal and monitoring of contractors/contracts.

7.2.8 University Health Center/Health and Wellness Services Responsibilities

The University Health Center staff serves on the IMT as the Health and Welfare Branch responsible for the coordination of sheltering people and animals and all of the campus population's mass care and sheltering activities during the emergency and throughout the recovery efforts.

- The University Health Center acts as a consultant to the University Recovery Commander concerning the overall health of the public. This includes both the physical and mental well-being of the campus community.
- The Health and Welfare Branch is a part of the Operations Section of the EOC and should be present during planning meetings to guide how the recovery process will affect the health and well-being of the campus community.
- The University Health Center may request mental health workers through the CSU System Mutual Assistance Agreement.
- Ensure the restoration of essential health services and social services to meet ongoing and emerging post-disaster campus community needs.
- Promote self-sufficiency and continuity of the health and well-being of affected individuals; particularly the needs of children, seniors, people living with disabilities whose members may have additional functional needs, people from diverse origins, people with limited English proficiency, and underserved populations.

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- Coordinate with Monterey County Health District on all public health safety issues that may arise from the emergency or disaster.
- Assist the EOC SO on all health-related safety issues during recovery operations.

7.2.9 University Administration and EOC Finance Section Responsibilities

The University Administration and Finance will provide personnel for the EOC Finance Section. The EOC Finance Section oversees the financial records for the entire recovery effort.

- The Finance Section works with the University Recovery Command and all University Departments to track costs associated with recovery efforts.
- Analyzes compiles and prepares financial reports related to recovery expenses.
- Keeps financial records for all recovery activity areas, including grants, logistics expenditures, donations, and personnel costs.

7.2.10 University Student Housing and Residential Life Responsibilities

The University Student Housing and Residential Life Department play an essential part in the recovery efforts on campus.

- Work with the Recovery Command to ensure the needs of the students are met throughout the recovery process. These needs include basic needs, communication with family members, counseling and mental health needs, academic needs, and financial assistance.
- Assist and coordinate financial, housing, and medical plans for the affected student, which include offering all available forms of aid.
- Participates in recovery planning meetings to identify and refine the housing issues and goals related to recovery.
- Identifies and recommends objectives and strategies to address housing recovery issues.

7.2.11 University Personnel Responsibilities

Coordinates University volunteers, coordinate with Volunteer Organizations Active in Disasters (VOADs), and coordinate with other groups such as the American Red Cross to organize, train, and use volunteers as effectively as possible. Responsible for ensuring volunteers are provided basic needs such as food and shelter.

- Work with the University Disaster Recovery Assistance Center to direct volunteers and VOADs to volunteer at appropriate locations to assist with the recovery.
- Work with the Financial Section to record all volunteer time donated.

7.2.12 University Information Technology Department Responsibilities

The University Information Technology Department IT has a disaster recovery plan to minimize the operational and financial impact of a disaster upon an organization in terms of understanding the needs and anxieties of customers and having a program appropriately structured to return the customers to their expected level of acceptable output in a timely fashion.

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Support Annex SA-10 Recovery Plan

- University Information Technology Department provided support to the University EOC in an emergency or disaster as a technical specialist position.
- University IT will be the lead department for the recovery of all information technology for the University and will follow the (IA-8 Telecommunications and Network Services Response and Recovery Plan).
- Coordinate and keep the University EOC and the Recovery Commander of the situation and progress of the restoration of IT to the University throughout the recovery process.
- Determining the extent and seriousness of the disaster and notifying the Vice President for Academic Affairs and keeping him/her informed of the activities and IT recovery progress. The Vice President for Academic Affairs will keep the President and other Vice Presidents informed.
- Invoking the IT Disaster Recovery Plan after approval of the Vice President.
- Supervising IT recovery activities.
- Coordinating with the Vice President on priorities for clients while going from partial to full IT recovery.

7.2.13 Other University Departments Responsibilities

All University Department may be called upon to assist in the recovery of the campus community.

- All University Departments have Business Continuity Plans and should implement those plans to assist with the recovery efforts.
- When requested University departments will participate in training, exercises, and drills related to the recovery operations.
- Provide a Technical specialist to the EOC IMT when requested.

8 Annex Development and Maintenance

The University Emergency Manager is responsible for reviewing and updating this annex on an annual basis commencing one year from the approval date of the EOP.



CALIFORNIA STATE UNIVERSITY
Monterey Bay

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Appendices

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Appendices Terms & Acronyms

This list of acronyms, terms, and definitions was compiled from a wide variety of planning and operational documents produced by FEMA, CSUMB, and other agencies. While every effort has been made to ensure the accuracy, completeness, and currently applicable context of the definitions contained at the time of print in this appendix, this appendix is intended to be used to support, not supplant or supersede relevant policy directives and guidance, procedural and operations manuals, and authoritative source documents. This appendix is intended to provide a general understanding of commonly used emergency/disaster-related acronyms and terms used in the University's Emergency Management Program.

Acronyms

A

A/F – University Administration and Finance Department
ARC – American Red Cross
ARES – Amateur Radio Emergency Services
AAR – After Action Report
ARC – American Red Cross

B

BC - Base Camp

C

CALFIRE – California Department of Forestry and Fire Protection
CALOES – California Governor's Office of Emergency Services
CDC – Centers for Disease Control
CERT – Community Emergency Response Team
CISD – Critical Incident Stress Debriefing
COE – US Army Corps of Engineers
COMM – Communications
COP – Common Operating Picture
COOP – Continuity of Operations
CSU – California State University System
CSUCO – CSU Chancellor's Office
CSUMB – California State University Monterey Bay

D

DART – Disaster Assistance Response Team
DECON – Decontamination
D/AFN – Disability/Access and Functional Needs
DFO – Disaster Field Office
DHS – Department of Homeland Security
DMORT – Disaster Mortuary

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DOA – Dead on Arrival
DOC – Department Operations Center
DOD – Department of Defense
DOE – Department of Energy
DOJ – Department of Justice
DOT – Department of Transportation

E

EAP – Emergency Action Plan
EAS – Emergency Alert System
EM – CSUMB Emergency Management Division
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
ERT – Emergency Response Team
ESF – Emergency Support Function
ETA – Estimated Time of Arrival

F

FAA – Federal Aviation Administration
FBI – Federal Bureau of Investigation
FMD – CSUMB Facilities Management Department
FEMA – Federal Emergency Management Agency
FRP – Federal Response Plan

G

GETS – Government Emergency Communications Service
GIS – Geographic Information System

H

HAZMAT – Hazardous Material(s)

I

IAP – Incident Action Plan
IC – Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
IED – Improvised Explosive Device
IPAWS – Integrated Public Alert Warning System

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J

JIC – Joint Information Center
JIS – Joint Information System
JOC – Joint Operations Center

L

Logs – Logistics Section

M

MCHD – Monterey County Health Department
MCOA – Monterey County Operational Area
MCOES – Monterey County Office of Emergency Services
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MPREOC – Monterey Peninsula Regional Emergency Coordination Center
MPRESA – Monterey Peninsula Regional Emergency Staging Area
MSCA - Military Support to Civil Authorities
MST – Monterey/Salinas Transit

N

NDMS – National Disaster Medical System
NIMS – National Incident Management System
NOAA – National Oceanic and Atmospheric Administration
NPS – Naval Post-Graduate School
NSA Monterey – Naval Support Activity Monterey
NWS – National Weather Service

O

OACC – Operational Area Coordinating Council
OES – Office of Emergency Services
OPS – Operations Section

P

PIO – Public Information Officer
POC – Point of Contact
POM – Presidio of Monterey
PR – Public Relations
PSAP – Public Safety Answering Point (9-1-1 Dispatch Center)
PPE- Personal Protective Equipment

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R

RACES – Radio Amateur Civil Emergency Services

MPRECC – Monterey Peninsula Regional Emergency Coordination Center

S

SAR – Search and Rescue

SEMS – Standardized Emergency Management System

SITREP – Situation Report

SOG – Standard Operating Guideline

T

TAC-1 – Tactical Area Communications Mobile Command Vehicle

THIRA – Threat/Hazard Inventory and Risk Assessment

U

UC – Unified Command

UPD – CSUMB University Police Department

USAR – Urban Search and Rescue

USCG – United States Coast Guard

V

VoIP – Voice over Internet Protocol

W

Web-EOC – Computer-based incident management software system

WMD – Weapons of Mass Destruction

Definitions

AMBER Alert - A method to quickly disseminate information over television, cable, radio, and interstate reader boards regarding an abducted child. Specific criteria must be met before the decision to broadcast an AMBER Alert. This decision is the responsibility of local law enforcement and requires a cooperative relationship between law enforcement, PSAPs, emergency management, and broadcasters.

After-Action Report (AAR)– Documentation of response actions and critical issues, usually prepared immediately following the conclusion of response operations. Used for identifying lessons learned, corrective actions, and follow-up actions.

Affected Population - Anyone who has been displaced, injured, or suffered some loss due to a disaster.

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Agency Representative—A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command—An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area command may be established at an EOC facility or some location other than an ICP.

Base Camp – Term for the location at which the primary logistics functions for an incident are coordinated and administered. There is only one “Base Camp” per incident.

Biological agents – Microorganisms or toxins from living organisms that have infectious or non-infectious properties that produce lethal or serious effects in plants and animals.

Casualty—Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident—Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period; almost immediately exceeds resources normally available to state, local, tribal and private-sector authorities in the impacted area; and significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command—A series of command, control, executive, or management positions in a hierarchal order of an authority.

Chemical agents – Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals

Command Staff—In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture (COP) – Overall understanding of the incident parameters and response/recovery activities shared between all agencies, organizations, and responders.

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Contingency plan – A plan addressing one or more specific threats that may never occur, but which are likely to remain a source of concern or interest for the duration of the operation.

Crisis management – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or incident.

Critical facilities – Those facilities which are crucial for the well-being of the community, such as hospitals, nursing homes, electrical plants, water and sewer utility facilities, data storage centers, and emergency operations centers.

Critical Incident Stress Debriefing (CISD) – Relevant to urban search and rescue, a process for allowing personnel to air their feelings and defuse emotions generated by stressful or traumatic disaster-related incidents.

Damage assessment – The appraisal or determination of the actual effects on human, economic, and natural resources resulting from human-made or natural disasters

Declaration request letter – The first of four documents produced as part of the Presidential declaration process. A letter produced by the state and sent through FEMA to the President then requests a Presidential declaration of a major disaster or emergency. The request letter provides specifics on the nature, scope, and state response to the disaster.

Decontamination (DECON) – Relevant to hazardous materials operations, decontamination denotes the actions required to physically remove or chemically change the contaminants found on personnel or equipment.

Department Operations Center (DOC) – A pre-designated facility established by a department within an organization to coordinate the department-level response and support to an emergency.

Disability/Access and Functional Needs

The Americans with Disabilities Act of 1990 (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Direct federal assistance – A type of federal assistance wherein one or more federal departments or agencies provide goods and services to state and local government when the affected jurisdiction lacks the capability needed to perform or to contract for eligible emergency work and/or debris removal during a major disaster or emergency. Direct federal assistance is requested by the state. This assistance is authorized and reimbursed by FEMA and is subject to federal-state cost-sharing. Technical assistance is a form of direct federal assistance.

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Disaster Service Worker/Emergency Worker – Means any person who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of California or any political subdivision thereof who is called upon to perform emergency management activities.

Duty Officer – An officer detailed to be constantly available for call-in emergencies during a specific period; he or she is usually in command when most of the unit is off duty and during holidays and vacations.

Earthquake – The sudden movement of the earth's crust caused by stress accumulated along geologic faults or by volcanic activity.

Earthquake magnitude – A measure of the strength of an earthquake, or the strain of energy released by it, calculated from the instrumental record of the event on a calibrated seismograph.

Emergency – An event or set of circumstances that demand immediate action to preserve public health, protect life, protect public property, or provide relief to any stricken community overtaken by such occurrences or reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency.

Emergency assistance – Assistance that may be made available under an emergency declaration. In general, the federal supports state and local efforts to save lives, protect property and public health and safety, and lessen or avert the threat of a catastrophe. Federal emergency assistance may take the form of coordinating all disaster relief assistance provided by federal agencies, private organizations, and state and local governments. Or, the federal government may provide technical and advisory assistance to affected state and local governments for the performance of essential community services, issuance of warnings of risks or hazards, public health and safety, debris removal, temporary housing, and distribution of medicine, food, and other consumable supplies.

Emergency alert system – A voice radio communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission. The emergency alert system is designed for use by the President and other national, state, and local officials to broadcast emergency information to the public in times of war, state of public peril, disaster, or other national emergencies as provided by plans.

Emergency management – The process through which organizations prepare for emergencies and disasters, respond to them, recover from them, rebuild, and mitigate their future effects.

Emergency Manager/Director – The individual within each organization that has coordination responsibility for organizational emergency management.

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Emergency Operations Center (EOC) – A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency preparedness – Activities and measures designed or undertaken to prepare for or minimize the effects of a hazard upon the civilian population, to deal with the immediate emergency conditions which would be created by the hazard, and to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by the hazard.

Emergency services – Firefighting, health and medical services, urban search and rescue, and hazardous materials response actions.

Emergency Support Function (ESF)—A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to state, local, and tribal governments or federal departments and agencies conducting missions of primary federal responsibility.

Environment – Includes water, air, and land and the inter-relationships which exist among and between water, air, and land and all living things.

Evacuation – Organized, phased, and supervised dispersal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Expendable items – Consumables such as batteries, linens, clothes, and basic kitchenware.

Facility – All buildings, equipment, structures, and other stationery items which are located on a single site or contiguous or adjacent sites and which are owned or operated by the same person or organization (or by any person/organization which controls, is controlled by, or under common control with such person/organization).

First responder – Personnel who have the responsibility to initially respond to emergencies, such as firefighters, police officers, State troopers, lifeguards, forestry personnel, ambulance attendants, and other public service personnel. Certain state laws require first responders to have completed a first-aid course and to have received training in cardiopulmonary resuscitation.

Flood – A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters; the unusual and rapid accumulation or run-off of surface waters from any source; mudslides which are proximately caused by flood and are akin to a river of liquid and flowing mud on the surface of normally dry land areas, as when the earth is carried by a current of water and deposited along the path of the current; and the collapse or subsidence of land along the shore of a

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lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding the cyclical levels which result in a flood, as defined above.

Floodplain – Any land area susceptible to being inundated by floodwaters from any source.

Hazard – Relevant to emergency preparedness, a hazard is an emergency or disaster resulting from a natural disaster, or an accidental or man-caused event.

Hazard mitigation – (1) Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event. (2) Any action is taken to reduce or permanently eliminate the long-term risk to human life and property from natural hazards.

Hazardous material (HAZMAT) – Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Improvised explosive device (IED) – Any homemade bomb constructed and deployed in ways other than in conventional military action. It may be constructed of conventional explosives, or from mixtures of chemicals creating explosive materials, attached to a detonating mechanism. **Incident** – Any condition that causes or has the potential to cause injury, property damage/loss, or disruption to University operations. Under the ICS concept, an incident is an occurrence, either human-caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP) – ICS term for a document that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The IAP may be oral or written. When in writing, the IAP may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, maps, etc.)

Incident Command Post (ICP) – ICS term for the location at which the primary command functions are executed. The ICP may be collected with the incident base or other incident facilities.

Incident Command System (ICS) – A standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Commander (IC) – ICS term for the person, usually from the local jurisdiction, who is responsible for the overall management of an incident. In most incidents, the command activity is carried out by a single IC. The IC may be assisted by a deputy from the same agency or an assisting agency.

Incident Management Team (IMT) – ICS term for the incident commander and appropriate command and general staff personnel assigned to an incident.

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Incident objectives – Statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Joint Information Center (JIC) – A center established to coordinate the federal, state, and/or local public information activities on-scene. The JIC is the central point of contact for all news media at the scene of the incident. Public information officials from all participating federal, state, and/or local agencies should collocate at the JIC.

Joint Information System (JIS) – A system designed to facilitate the exchange and coordination of information, and to provide the framework for the release of timely, accurate, and appropriate information about a major disaster or emergency to the news media and the public. The JIS creates a linkage among all public information officers at the Federal, state, and local levels, as well as with the private sector, news media, and other key offices.

Joint Operations Center (JOC) – A temporary operating facility established by the lead federal agency under the operational control of the on-scene commander as the focal point for management and direction of on-site activities, coordination and establishment of state requirements and priorities, and coordination of the overall federal response.

Jurisdiction – ICS term for the range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political, geographic (e.g., city, county, state, or federal boundary lines,) or functional (e.g., police department, health department, etc.)

Lahars - Also called mudflows, are a specific type of debris flow associated with volcanoes. They are dense mixtures of water-saturated debris that move down the valley, looking and behaving much like flowing concrete. They occur when loose masses of unconsolidated material are saturated, become unstable, and move down-slope.

Landslide – A mass of soil, rock, or other material on a slope that moves, or threatens to move, out of its pre-disaster position. Slope failures may be caused by soil saturation.

Lessons learned – Critique information captured from past experiences, documented, and distributed in an effort to improve program operations and avoid repeating past mistakes.

Liaison Officer – When an incident is multi-jurisdictional or when several agencies are involved, an individual may be appointed to the command staff by each assisting or cooperating agency to serve as the

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contact for personnel assigned to the incident (other than those personnel on direct tactical assignments or those involved in a unified command).

Major disaster – (1) Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes the damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, hardship, or suffering caused thereby. (2) When a catastrophe occurs in a state, the governor of the state, or the acting governor in his/her absence, may request a major disaster declaration by submitting the request to the President through the appropriate FEMA regional director.

Mass care – Mass care coordinates federal assistance in support of state and local efforts to meet the mass care needs of victims of a disaster. This federal assistance will support the delivery of mass care services of shelter, feeding, and emergency first aid to disaster victims; the establishment of systems to provide bulk distribution of emergency relief supplies to disaster victims, and the collection of information to operate a disaster welfare information (DWI) system to report victim status and assist in family reunification.

Memorandum of Agreement (MOA)/ understanding (MOU) – A formal or informal written arrangement whereby CSUMB receives or shares or provides services or resources with other organizations.

Military Support to Civil Authorities (MSCA) – Those activities and measures taken by Department of Defense (DOD) components to foster mutual assistance and support between DOD and any civil government agency in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies.

Mitigation – Those activities designed to alleviate the effects of a major disaster or emergency or long-term activities to minimize the potentially adverse effects of future disasters in affected areas.

Mutual aid agreement – The written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

National Disaster Medical System (NDMS) – A partnership of four federal agencies – the Department of Health and Human Services, the Departments of Defense and Veterans Affairs, the Federal Emergency Management Agency, and the private sector. The system has three components: direct medical care; patient evacuation; and non-federal hospital care. The NDMS also comprises more than 7,000 private sector medical and support personnel organized into 80 disaster assistance teams. These teams are deployed to provide immediate medical attention to the sick and injured during disasters, as well as mortuary and veterinary care when local emergency response systems become overwhelmed.

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Natural disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or another catastrophe in any part of the United States that causes, or which may cause, substantial damage or injury to civilian property or persons.

National Incident Management System (NIMS) [ICS] - A standardized management plan that creates a unified structure for Federal, State, and local lines of government for incident response, using the Incident Command System (ICS) that establishes command, operations, planning, logistics, and finance/administration.

Nuclear weapons – Weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission or fusion of atomic nuclei.

Operational period – A specific time period that serves as the baseline for planning, coordinating, and accomplishing emergency response operations and activities. The time interval is covered by a single situation report (usually 24 hours).

Organization chart – A line-and-staff representation of an organization and key functional areas/activities/positions.

Personal protective equipment (PPE) – Relevant to hazardous operations, equipment, and clothing required to shield or isolate personnel from the chemical, physical, and biological hazards that may be encountered at an incident.

Planning section – Under the ICS concept of operations, the organizational component is responsible for the collection, evaluation, and dissemination of tactical information related to an incident, and for the preparation and documentation of incident action plans. The section also maintains information on the current and forecasted situation and the status of resources assigned to the incident.

Point of contact (POC) – An individual designated as the contact representative for various agencies, organizations, businesses, etc.

Potential threat – Related to terrorism incident operations, a general concern or actual threat of terrorism occurring at or during a special event within the United States. A potential threat may cause the Federal Bureau of Investigation to request key agencies to implement precautionary measures (increased readiness) prior to the development of a credible threat or act of terrorism.

Preparedness – Those activities, programs, and systems that exist prior to an emergency that is used to support and enhance response to an emergency or disaster.

Procurement – The process of obtaining equipment, supplies, or services for the government.

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Public Information Officer (PIO) – An individual assigned responsibility for collecting and disseminating information related to an incident. The PIO usually coordinates all media activities associated with the incident. The lead PIO also oversees hour-to-hour JIC operations.

Purchase order – Relevant to acquisition management, a purchase order is an offer by the government to buy certain supplies or non-personal services and construction from commercial sources upon specific terms and conditions, the aggregate amount of which does not exceed the small-purchase limit.

Radiological weapons – Radioactive materials or radiation-producing devices that are employed to cause casualties.

Recovery – These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants, and loans to eligible individuals and government entities to recover from the effects of a disaster.

Regional Emergency Coordination Center (RECC) – Permanent facility providing incident support and coordination to a region. The CSUMB EOC is designated as the Monterey Peninsula Regional Emergency Coordination Center (MPRECC), serving CSUMB, and the Cities of Seaside, Marina, and Sand City.

Regional Operations Center (ROC) – The temporary operating facility for the coordination of Federal response and recovery activities, located at the FEMA regional office (or at the Federal Regional Center) and led by the FEMA regional director or deputy director until the disaster field office becomes operational. Coordination of operations shifts to the state emergency operations center upon arrival of the ERT-A at that location. From that time forward, the ROC staff performs a support role for federal staff at the disaster scene.

Resources – ICS term for personnel and equipment available or potentially available for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities during an incident.

Response – Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Responsibility – The obligation of a person for the proper custody, care, and safekeeping of government property in or under his or her possession or supervision.

Risk – The potential losses associated with hazards are defined in terms of expected probability, frequency, magnitude, severity, exposure, and consequences.

Safety Officer – ICS title for a member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The safety officer may have assistants.

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Situation Report (SITREP) – Periodic summary of the disaster situation, including the status of operations, geographical information, identification of operational priorities and requirements, reports from specific ESFs on their major response and recovery activities, unmet needs, and recommended actions, as well as data on human services, infrastructure, and mitigation programs.

Stafford Act – The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. The Stafford Act provides an orderly and continuing means of assistance by the federal government to state and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disasters. The President, in response to a state governor’s request, may declare an “emergency” or “major disaster” in order to provide federal assistance under the act.

Staging Area - A location or locations established by the Incident Command Structure (usually controlled by the Operations Section of the command or management structure) during an event where resources (human or physical) can be placed while awaiting assignment in efforts to respond to recovery from a crisis event.

Standardized Emergency Management System - The Standardized Emergency Management System (SEMS) is used to manage emergency response in California. SEMS consists of five hierarchical levels: field, local, Operational Area, regional, and State. SEMS incorporates the principles of the Incident Command System, the Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the Operational Area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

Standard Operating Guideline (SOG) – A set of instructions covering those features of operations that lend themselves to a definite or standardized guideline without loss of effectiveness. A SOG is applicable unless ordered otherwise.

Tornado – A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds usually in a counterclockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel.

Triage – Relevant to emergency medical services, triage is the screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment, and facilities. Triage personnel are responsible for triaging patients on-scene and assigning them to appropriate treatment areas. Triage personnel use a triage tag to identify and document the patient’s medical condition.

Unified Command – Under the ICS concept of operations, a unified command is a unified team effort that allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This unified command effort is accomplished without losing or abdicating agency authority, responsibility, or accountability.

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Vendor – A provider of goods and/or services to a government department or agency entitled to payment from the department or agency if orders are delivered as agreed.

Weapon of mass destruction (WMD)– Any destructive device defined as any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; any weapon involving a disease organism; any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

WebEOC® – A Emergency Operations Center (EOC) software package developed by ESi used, among other commercial products, by Federal agencies, state agencies, local jurisdictions, and universities to create a virtual EOC. It utilizes the internet to create a web-based crisis Higher Education Emergency Management Terms and Concepts Page 5 Bruce D. Griffin March 10, 2009 information management system. It allows for the functions of an EOC to be located across a jurisdiction, state, or region.

Windshield survey- Visual observations of surroundings/damages while in route to an end destination. These observations are relayed to the jurisdictional emergency operation center.

CSUMB Emergency Operations Plan Authorities and References

Emergency response, like all governmental action, is based on legal authority. The CSUMB EOP is the general emergency management guidance document and follows state and federal guidelines.

California State University Chancellor's Office, Executive Order 1056

<https://calstate.policystat.com/policy/6590183/latest/>

CFR Title 2 Subpart D 200.317200.326 Federal FEMA procurement requirements

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Business Continuity Plans. California State University Chancellor's Office, Executive Order 1014.

<https://calstate.policystat.com/policy/6589445/latest/>

Business Continuity Plan. California State University Monterey Bay, Environmental Health, Safety & Risk Management Department.

<https://csumb.edu/risk/business-continuity-planning/>

Monterey County Emergency Operations Plan and associated other response and recovery plan Monterey County Office of Emergency Services. The most current version is available.

<https://www.co.monterey.ca.us/home/showpublisheddocument/114295/637961619301000000>

Monterey County Multi-Casualty Incident Plan. Monterey County Health Department

<https://www.co.monterey.ca.us/home/showdocument?id=17526>

Monterey County Health Department, Environmental Health Div. Hazardous Materials Incident

Response Plan. <http://www.mcftoa.org/wp-content/uploads/2011/05/Monterey-County-Haz-Mat-Area-Plan-Final-January-2016.pdf>

California Emergency Operations Plan

https://www.caloes.ca.gov/wp-content/uploads/Preparedness/Documents/California_State_Emergency_Plan_2017.pdf

Jeanne Clery Act Federal, <https://www.clerycenter.org/the-clery-act>

California Government Code Chapter 7 of Division 1 of Title 2, Section 8550 of the California Government Code, known as the "Emergency Services Act," provides a framework for all aspects of the state emergency program.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=8550

State CCR Title 5, Section 41301, Emergency powers of the campus President during an emergency.

<https://regulations.justia.com/states/california/title-5/division-5/chapter-1/subchapter-4/article-2/section-41302/>

CSUMB Emergency Operations Plan

Authorities and References

California Education Code Section 66210,

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=66210.&highlight=true&keyword=Emergency

Robert T. Stafford Act Disaster Relief and Emergency Assistance Act <https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

Homeland Security Act of 2002 <https://www.dhs.gov/homeland-security-act-2002>

Homeland Security Presidential Directive-5

<https://www.dhs.gov/sites/default/files/publications/Homeland%20Security%20Presidential%20Directive%205.pdf>

Presidential Policy Directive-8 National Preparedness <https://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

Standard Emergency Management System (SEMS) California Code of Regulations, Title 19, Division 4, Chapter 1. <https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/planning-preparedness/standardized-emergency-management-system/>

Standard Emergency Management System (SEMS) Guidelines

https://www.caloes.ca.gov/wp-content/uploads/Preparedness/Documents/Standardized-Emergency-Management-System_Part4.pdf

Wildfire Smoke Considerations for California's Public Health Officials August 2022

https://www.cdph.ca.gov/Programs/EPO/CDPH%20Document%20Library/EOM%20Documents/Wildfire-Smoke-Considerations-CA-PHO_08-2022.pdf

The California State University Campus Emergency Management Mutual Assistance (CEMMA) Agreement

The California State University Counseling & Psychological Service (CAPS) Mutual Aid Agreement

Disabilities, Access, and Functional Needs Reference Documents

Assembly Bill 477 (Cervantes, Chapter 218), which amends California Government Code section 8593.3 file:///C:/Users/fols5298/Downloads/20190AB477_95.pdf

Cal OES Planning guidance - Integrating Access and Functional Needs Within the Emergency Planning Process <https://www.caloes.ca.gov/wp-content/uploads/AFN/Documents/AFN-Library/Cal-OES-Best-Practices-for-Stakeholder-Inclusion-June-2020.pdf>

FEMA - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters https://www.fema.gov/pdf/about/odc/fnss_guidance.pdf

CSUMB Emergency Operations Plan Authorities and References

Maryland Department of Disabilities - Planning for People with Disabilities and Others with Access and Functional Needs Toolkit

<https://mdem.maryland.gov/Documents/Planning%20for%20People%20with%20Disabilities%20and%20Others%20with%20Access%20and%20Functional%20Needs%20Toolkit%20-%20Prin.pdf>

Regional Catastrophic Planning Team of New York - New Jersey - Connecticut – Pennsylvania - Disabilities and Access and Functional Needs EOC Toolkit

<https://crcog.org/wp-content/uploads/2017/12/Disabilities-and-Access-and-Functional-Emergency-Operations-Center-Toolkit.pdf>



CALIFORNIA STATE UNIVERSITY
Monterey Bay

**Auxiliary locations
Emergency Operations Plan**



CALIFORNIA STATE UNIVERSITY
Monterey Bay

**CSUMB @ Salinas City Center
Emergency Operations Plan**

CSUMB @ Salinas City Center Emergency Operations Plan

1 Purpose

The purpose of the CSUMB @ Salinas City Center Emergency Operations Plan (EOP) is to develop, implement and maintain an integrated emergency management program for emergencies or major disasters, whether natural, man-made or technological. This plan will address these situations immediately until the point where the larger scale CSUMB EOP plan will activate. The EOP guides the emergency response and recovery activities of the business operations at 1 Main Street/CSUMB @Salinas City Center This specific plan is designed to work with independent vendors, as well as Salinas City Emergency Response Agencies and Monterey County.

2 Scope

This EOP is a plan suitable for response and recovery to incidents of most kinds and levels of severity. It is a living document subject to periodic review and updates to assure that it addresses different applicable hazards, circumstances, emerging threats, technological advances, and applicable regulatory requirements. This EOP addresses the needs and circumstances of the businesses conducted within the 1 Main Street Facility, specifically CSUMB @ Salinas City Center, an arm of CSUMB Corporation and the Non-Profit Organization National Steinbeck Center.

3 Authorities and References

While this plan is specified for the operations of 1 Main Street, it is still in accordance with CSU Chancellor's Office Executive Order 1056 and Coded Memo RM-2018-1, the President of CSUMB has ultimate responsibility for emergency management activities for the University including its Auxiliaries. The Vice President for Administration and Finance has been designated by the president as the University's Emergency Management Executive, the lead position in the University Emergency Management Program. The University Police Department and Police Chief have been assigned responsibility for campus emergency management activities and programs by the Emergency Management Executive. In turn, the campus Emergency Manager, reporting to the Police Chief, administers the Emergency Management Division and the University's Emergency Management Programs Strategic Framework.

Executive Order 1056 and Coded Memo RE-2018-1 are in concert with The California Emergency Services Act in Section VII, Commencing with Section 8550, of Division I of Title II of the Government Code.

This EOP addresses Clery Act requirements for emergency response and evacuation procedures, as well as timely warning and emergency notifications and other requirements in the Higher Education Opportunity Act of 2008.

CSUMB @ Salinas City Center Emergency Operations Plan

4 Situation and Assumptions

4.1 Situation

1 Main Street/CSUMB @Salinas City Center Community

1 Main Street Salinas Ca/CSUMB @Salinas City Center is a multifunctional facility that has multiple special event spaces, a museum, a bookstore, a small theater as well as admin office space.

Owned, operated, and maintained by CSUMB Corporation and houses the National Steinbeck Museum and operations of the nonprofit organization.

The EOP will consider the access and functional needs of the whole campus community, including students, staff, faculty, and visitors, including those with disabilities and others with access and functional needs, those from religiously, racially, and ethnically diverse backgrounds, international students, and people with limited English proficiency.

4.2 Population

1 Main Street/CSUMB @Salinas City Center has a population that varies depending on the day of the week the time of day and if an event is being held.

- CSUMB Corporation regularly maintains a staff of four.
- National Steinbeck Center regularly maintains a staff of 11
- The population of this facility during the events held there may vary from a small group to hundreds of the public attending.

4.3 Operations

Within 1 Main Street/CSUMB @Salinas City Center facility, a variety of businesses is conducted.

- The primary function of 1Main Street/CSUMB @ Salinas City Center is to host Business, Educational, and Community-driven events primarily Monday through Friday 8 am-5 pm though these hours may vary depending on the event schedule. The special event spaces owned and operated by CSUMB Corporation may host events such as meetings, receptions, classes, workshops, awards ceremonies, etc. These events could incorporate various elements such as food & drink (alcoholic or non-alcoholic), entertainment, electronics (audio/visual), security, etc.
- National Steinbeck Center’s main objective is to welcome guests through the museum space which includes the main exhibit hall, a small movie theater, and a souvenir bookstore. This organization runs its operations 7 days a week, 10 am-5 pm, with few exceptions for a handful of special events.

4.4 Capabilities Assessment

This facility’s capability to respond to emergencies is highly dependent on the kind and scope of the emergency but within its normal authorities and agreements, is fully capable of responding to typical small incidents.

CSUMB @ Salinas City Center

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For larger, more complex incidents, this facility relies on assistance from the larger scale CSUMB resources and the CSUMB EOP and local response partners in Monterey County through existing automatic and mutual aid agreements.

When incidents require more resources than available through local agreements, the University may call on other CSU campuses as well as Monterey County Operational Area resources to enhance local capabilities. Where the scope of the incident exceeds local and regional capabilities additional assistance may be requested from State and Federal sources through the Monterey County EOC.

4.5 Mitigation Overview

To the greatest extent feasible, this Facility attempts to incorporate hazard mitigation measures into its normal operations by way of an emergency preparedness packet distributed to all staff within. Also by adhering to fire alarm and sprinkler systems, fire-resistant construction, access/egress features, and earthquake protection requirements.

The aforementioned packet also references a business continuity plan specific to the goings-on of each business based on their respective needs to ensure the efficient recovery of materials, records, and equipment as well as to continue to serve our clients and community.

The University collaborates with regional response partners on communications, training, and exercises, EOC Operations, sheltering and mass care, and other emergency management functions therefore, this facility has designated staff to follow suit.

4.6 Planning Assumptions

1 Main Street/CSUMB @ Salinas City Center lies at the Heart of Downtown Salinas and while history indicates major events are infrequent, an emergency could affect the facility at any time creating varying degrees of injury, death, property damage, and economic and personal hardship.

Some of these situations may occur after the implementation of warning and other preparedness measures but others may occur with little or no warning.

Information on the threats, hazards, and risks to the University and 1 Main Street/ Salinas City Center is contained in the Threat/Hazard Inventory and Risk Assessment (THIRA).

The THIRA process was conducted and a THIRA document was developed for the CSUMB campus. The THIRA considers all hazards with a direct or indirect impact on the campus; looks at vulnerability to those hazards, and the risks to the community should those hazards cause an incident. The following 10 hazards were determined to present the highest level of risk:

1. Earthquake
2. Power Outage
3. Severe Storm
4. Pandemic
5. Multi-Casualty Incident
6. Water/sewer emergency
7. Flood
8. Terrorism/Active shooter
9. Radiological incident
10. Nuclear incident

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5 Concept of Operations

5.1 General

It is the responsibility of both the University and CSUMB Corporation to protect life and property from the effects of hazardous events occurring within this and all related facilities.

- The Director of Events and Facility will serve as the Facility's Incident Commander and the Emergency Operations Center Manager for 1 Main Street/CSUMB @ Salinas City Center.
- The Facilities Coordinator will lead the Facility's Incident Management Team (IMT).
- When the emergency exceeds this facility's capability to respond, assistance will be requested from the University's Emergency Operations Center and if necessary, the University's EOC will request assistance from the Monterey County Office of Emergency Services (OES), the state, and/or federal government or other external sources.
- This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day--to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
- Curtailment of non-essential functions and those functions that do not contribute directly to the emergency operation may be suspended for the duration of an emergency. In large-scale disasters, it may be necessary to draw on people's basic capacities and use them in areas of greatest need.
- The staff of this facility will assess the impact of the emergency and establish priorities based on the following objectives: preservation of life; safety of responders and the public; property conservation; environmental protection, and business resilience, and respond accordingly.
- The staff of this facility in cooperation with the University's Emergency Operation Center will coordinate with the Monterey County OES to maintain and update situational awareness and the coordination of available resources.
- In keeping with the National Incident Management System (NIMS), this plan provides a consistent, broad approach for 1 Main Street/CSUMB @ Salinas City Center (and the University) to work effectively and efficiently together to prepare for, respond to and recover from an emergency. On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS) to facilitate this approach. The ICS is explained in more detail in other portions of this plan.

5.2 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs during all phases of emergency management taking place at the University and its auxiliary facilities. (For additional information see the University's EOP)

- The University formed a Disaster Disability/Access, and Functional Needs Workgroup to address assist with the preparedness efforts for the campus community including 1 Main Street/Salinas City Center.

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- The University will ensure that in all response and recovery operations conducted on the campus people with disabilities and access and functional needs are accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

5.3 EOP and EOC Levels of Activation

It is the intention of 1 Main Street/Salinas City Center to adhere to the standard activation procedure of the University.

There are three levels of activation of the University's EOP and the EOC, the level of EOC activation depends on the situation and the need for coordination and support. The levels of activation range from partial activation - monitoring level to full activation – fully staffed emergency operations center.

Level III Activation (Monitor)

An incident or event has or may occur that has the potential to require a response by multiple resources; may last for more than one operational period.

In a Level III activation the Emergency Operations Manager- Director of Events and Facility alerts the Incident Management Team (IMT) members in this facility of the potential need for Emergency Operations; monitors the situation; provide basic support to field operations; and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, as appropriate. Escalation of a Level III activation is at the discretion of the Emergency Operations Manager.

Level II Activation (Partial)

An incident or event has/will occur that has special or unusual characteristics requiring a response by more than one agency, may require the acquisition and use of specialized resources, or is beyond the scope of available resources and may require an elevated activation. The IMT may be partially or fully staffed at this level.

In a level two activation the Emergency Operations Manager- Director of Events and Facility Director notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. They will monitor the situation, provides support to field operations; and provides information and situation reports (SITREPS) to the IMT, Emergency Operations Executive, and senior leadership team as appropriate. Escalation of a Level II activation is at the discretion of the EO Manager. The Director of Events and Facility & Facility will also notify the University's Emergency Manager and they will notify the Monterey County OES of the Level II activation.

ORGANIZATION – At the discretion of the Emergency Operations Manager, the staffing level will be determined.

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Level I Activation (Full)

An incident has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property. In a Level I activation the Emergency Operations Manager (Director of Events and Facility) notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. The IMT monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, the University's Emergency Operations Executive, and the senior leadership team (Executive Policy Group) as appropriate. The EOC Manager will also notify the University's Emergency Manager and they will notify the Monterey County OES of the Level I activation.

ORGANIZATION - The EOC will be fully staffed and prepared to be operational for multiple operational periods.

5.4 Phases of Emergency Management

The University's emergency management program has outlined strategies and objectives for addressing the phases of emergency management these are outlined in the CSUMB Emergency Management Strategic Framework. Even though they are listed separately, they work together to represent an integrated approach to emergency management.



Prevention:

Prevention is the action taken to decrease the likelihood that an event or crisis will occur.

Mitigation:

Mitigation is the action taken to eliminate or reduce the loss of life and property related to an event or crisis, particularly those that cannot be prevented.

Preparedness:

Preparedness design strategies, processes, and protocols to prepare the University for potential emergencies.

Response:

Response taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the mitigation and preparedness phases. During the response phase, the staff activates the EOP. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event.

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Recovery:

Recovery establishes procedures, resources, and policies to assist the University and its members return to functioning after an emergency. Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. The goal of the recovery phase is to restore the campus environment to normal operations. Planning for recovery begins in the preparedness phase.

6 Organization and Assignment of Responsibilities

6.1 Organization

6.1.1 National Incident Management System (NIMS)

The EOP uses the NIMS, ICS, and SEMS for managing all response and recovery efforts. 1 Main Street/CSUMB @ Salinas City Center has developed an Emergency Operations Plan specific to its structure and needs. It is based upon the severity of a situation that the CSUMB Main Campus EOP will activate and coordinate response and recovery activities at a higher level.

1 Main Street/CSUMB @ Salinas City Center also follows these management concepts utilizing the Facility's Incident Management Team to coordinate emergency activities between the Incident Command Post, the Facility's, the University's EOC, and the Monterey County Operational Area, the State of California, and Federal government.

Once these communications are made, the University's EOP will be activated to assist in the coordination of the response and recovery activities.

6.1.2 All Hazard EOP

The EOP was developed with the Federal Emergency Management Agency's all-hazard approach and concepts and consists of:

- The Basic Plan of the EOP addresses the overarching activities 1 Main Street/CSUMB @ Salinas City Center will undertake regardless of the function, threat, or hazard.
- Functional details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards.
- Hazard-Specific Annexes that describe general response and incident management actions for specific threats or hazards, and Appendices providing references, resources, and support documentation supplementary to the plan.

6.2 Responsibilities

The EOP describes in general terms the responsibilities for various 1 Main Street/CSUMB @ Salinas City Center positions, departments, groups, authorities, and actions of a variety of response agencies. These responsibilities are expanded upon in positions operating guidelines or checklists.

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6.2.1 The President of California State University Monterey Bay

The University President has overall responsibility for the provision of emergency services to the campus including auxiliary facilities such as 1 Main Street/CSUMB @ Salinas City Center. Responsibilities are laid out in the University's EOP.

6.2.2 The Director of Events and Facility

The Director of Events and Facility will serve as the Facility's Incident Commander and the Emergency Operations Center Manager for 1 Main Street/CSUMB @ Salinas City Center.

- The Director of Events and Facility will serve as the Facility's Incident Commander and the Emergency Operations Manager for 1 Main Street/CSUMB @ Salinas City Center.
- The Facility's Incident Commander will coordinate with the local emergency responders and form a Unified Command to ensure coordination with 1 Main Street/CSUMB @ Salinas City Center facility and the University's EOC.
- Coordinate with the University EOC
- Establish communications with Corporation Executives, University Police, and University Emergency Management as necessary.
- Provide policy guidance and executive support for the implementation of CSUMB emergency management programs for this facility.
- Collaborate with response partners on emergency planning and preparedness programs.

6.2.3 Facilities Coordinator

The CSUMB @ Salinas City Center's Facilities Coordinator will lead the Facility's Incident Management Team (IMT)

- Checking, maintaining, and monitoring the building emergency equipment (AEDs, First Aid Kits, Etc)
- Organize staff and facilitate each person's role in the Facility's IMT
- Prepare and provide the tools necessary for each staff member's role in the Facility's IMT (emergency equipment, apparel, signage)
- Correspond and coordinate directly with the Facility's Incident Commander
- Direct knowledge of facilities Main Sources (power, water, etc)

6.2.4 The Facility's Incident Management Team (IMT)

The IMT is an interdisciplinary group appointed by the Director of Events and Facility and delegated responsibility for emergency support the emergency response and recovery operations and the coordination with the University EOC.

- The IMT is responsible for the implementation of this plan.
- The organizational structure of the Facility's IMT operating under the ICS may not resemble the day-to-day organization of 1 Main Street/CSUMB @ Salinas City Center. Employees may report to other employees with whom they do not normally have a reporting relationship.

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- As the incident expands or contracts, employee assignments may change in the ICS organization based on immediate incident support needs.
- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all facilities, assessing the damage to such facilities, and coordinating the repair of damage during the recovery effort.
- Participate in training and exercises related to incident management, EOC operations, and other subjects as necessary to assure safe and effective emergency preparedness, response, and recovery.

6.2.5 University Affairs

University Affairs' facilitates a relationship between University and the larger community, through government affairs, marketing and communications, and special events.

- Their role in an emergency is to facilitate the flow of information to the campus community including all auxiliary facilities, the larger community, and the media.
- The staff serves in the CSUMB IMT as the Public Information Officer and staffing for the Public Information Group.
- The Director of Events and Facility will coordinate all emergency public information this the local Incident command PIO and the CSUMB Public Information Officer.

6.2.6 University Police and Emergency Management Division

The University Police Department (UPD) is responsible for the coordination of all emergency response activities taking place on all University property including all auxiliary locations. The Emergency Management Division is under the direction of the UPD Chief.

- The UPD will coordinate with the Incident Commander or may become a part of the Unified Command Structure in an emergency affecting the building once the University's EOP is activated.
- Maintain the CSUMB EOC in a constant state of operational readiness
- Coordinate all emergency response and recovery operations through the CSUMB EOC.

6.2.7 Fire Department

Fire protection is provided by the Salinas City Fire Department of that jurisdiction, in conjunction with existing mutual between these agencies and other local jurisdictions.

The local fire jurisdiction will form a Unified Command with the Facility's Incident Commander or/and UPD on any incident affecting 1 Main Street/CSUMB @ Salinas City Center.

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Each local fire jurisdiction will communicate directly with its field forces and in turn, will keep the University's EOC informed and coordinate with via the Fire and Rescue Branch Coordinator of all activities performed, personnel and equipment deployed, and additional personnel and equipment needed to maintain adequate response and recovery efforts. The Fire department is responsible for:

- Fire suppression
- Search and Rescue
- Coordination of Emergency Medical Services
- Hazardous Materials Response

7 Direction and Control

7.1 General

Direction and control provide supervision, authority, and coordination of emergency management activities to ensure the continued operation of the University, its auxiliary facilities, and its essential services during emergencies.

The University and 1 Main Street/ Salinas City Center will use the NIMS, ICS, and SEMS for managing all response and recovery efforts. The University EOC and 1 Main Street/ Salinas City Center also follow these management concepts utilizing the University's Incident Management Team and the Facility's Incident Management Team to coordinate emergency management activities between the Incident Command Post, the University's EOC, the Monterey County Operational Area, the State of California, and Federal government.

This plan applies to all staff and departments assigned emergency responsibilities within the plan.

7.1.1 The University President

The President of California State University Monterey Bay has overall responsibility for the provision of emergency services to the campus.

7.1.2 The Vice President of Administration and Finance

The President has named the Vice President for Administration and Finance to serve as the University's Emergency Management Executive responsible for oversight of the campus's emergency management and public safety functions.

7.1.3 University Police Chief

The Vice President for Administration and Finance has appointed the University Police Chief to serve as the Director of Public Safety and Public Safety and is responsible for the provision of all campus emergency services.

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7.1.4 Director of Events and Facility

The Director of Events and Facility has been designated to coordinate all emergency management activities at 1 Main Street/ Salinas City Center.

- The Director of Events and Facility serves as the Incident Commander for 1 Main Street/ Salinas City Center and coordinates all emergency response and recovery activities.
- The Director of Events and Facility will make the appropriate notifications in the event of an emergency at this facility.
- The Director of Events and Facility will coordinate with local first responders on an emergency at the facility or any drill or exercise.
- The Director of Events and Facility has designated the Facility Coordinator to lead the Facility's Incident Management team.
- The Director of Events and Facility will coordinate all emergency preparedness activities, training, drills, and exercises with the University Emergency Manager

7.1.5 University Emergency Manager

The Police Chief has delegated to the Emergency Manager, emergency preparedness, and management activities related to large-scale emergencies.

- The Emergency Manager is responsible for the planning and implementation of all phases of emergency management.
- The Emergency Manager in consultation with the University Police Chief or their designee will establish operational support, direction, control, and coordination through the University EOC to support the University's response to an emergency including an emergency at any auxiliary facility.
- For training and exercise purposes, the University Emergency Manager may activate this plan as necessary to ensure a readiness posture for the University.

7.2 Incident Commander/Unified Command

Operational direction and control of response activities within 1 Main Street/ Salinas City Center are conducted by the on-scene Incident Commander/Unified Command who will coordinate with and provide situation reports to the Facility Incident Management Team and the University's EOC.

In an emergency, the Director of Events and Facility will form a Unified Command with the first responders to ensure the coordination of the facility's staff and the University. In some instances, the University Police Chief or his designee will serve in the Unified Command role.

In certain circumstances such as a wildfire threat, hazardous materials incident, or building evacuation where the incident does not directly involve the facility, the Facility IMT may function as the Incident Command/Unified Command staff for the incident affecting the facility. This may also be true when the transition is made from the response to the recovery phase of the incident.

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7.3 Resource Request

Requests for University, Regional Resources, and CSU System resources will be requested and coordinated through the University's EOC. When the resource needs exceed existing and mutual aid capabilities, additional resource requests are sent from the University's EOC to the Monterey County Operational Area EOC.

7.4 Public Information

All Emergency Public Information for this facility will be coordinated with the University's PIO and the on-scene Unified Incident Command for release to the public and the campus community.

- The University's Public Information Officer (PIO) will provide the campus community with up-to-date information on the emergency on a regular basis.
- The University will release timely, accurate, and coordinated emergency public information to the campus community, stakeholders, and the media through the CSUMB EOC PIO.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the CSUMB EOC PIO and the Monterey County Joint Information System.

8 Continuity of Operations (Business Continuity Plans)

8.1 General

The possibility that emergency and disaster occurrences could result in disruption of the facility functions necessitates that all staff develops and maintain measures to ensure continuity of operations.

Each department or division of 1 Main Street/ Salinas City Center will take action to:

- Pre-designate lines of succession
- Pre-delegate authorities for the successor to key personnel
- Make provisions for the preservation of records
- Develop plans and guidelines for the relocation of essential departments
- Specify guidelines to deploy essential personnel, equipment, and supplies to maximize their survival
- Each department should include this information in its Business Continuity Plan.

9 Communications and Logistics

9.1 Communications

Incident communications are provided in accordance with the Incident Communications Plan (ICS Form 205) developed by the Logistics Section - Communications Unit, in the EOC. Communication

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methods may include face-to-face, written, phone, email, radio, and any other available and appropriate means possible.

9.1.1 Telephone Communications

Telephone communications include both hard-wired and cellular phone systems.

- A complete staff phone list will be maintained to include cell phone numbers as part of this plan.
- Analog phone service is also provided through lines connected to the commercial landline telephone system.

9.1.2 E-mail Communications

E-mail communications are available to all facility staff and the University.

9.1.3 Emergency Notifications

The emergency notification for this auxiliary location will utilize calling trees and internal communications to notify any students, staff, faculty, or visitors to the location.

The University utilizes the Otteralert notification to notify the campus community of emergencies or safety issues.

9.2 Logistics

Logistical support for emergency operations is provided through normal supply channels whenever possible. In the event of an emergency, a Logistics Section will be established to coordinate emergency resource management and coordinate with the University EOC. The University Corporation and the University maintain standing purchase orders with local merchants to provide specified emergency equipment and supplies such as bottled water, portable restrooms, and generators.

10 Administration and Finance

10.1 Administration

1 Main Street/ Salinas City Center Emergency Operations Plan is administered by the Staff of this facility and supported by the University Emergency Management Division of the University Police Department.

10.2 Finance

Emergency management and operations activities for the facility are primarily financed through its general fund, though some supplemental funding. In the event of an emergency, a Finance Section will be staffed by designated and trained Finance/Administration Department staff and supported by the University EOC Finance Section. Emergency accounting and purchasing procedures are established under the University Corporation policy and campus-level standard operating procedures.

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11 Plan Development and Maintenance

1 Main Street/ Salinas City Center Emergency Operations Plan is a “living” document intended to be reviewed and revised periodically to address identified deficiencies and incorporate new information, technology, or procedures. The plan will undergo a scheduled comprehensive review every three years. Other amendments identified through training, exercises, or actual emergency response will be made in a timely manner.

The Director of Events and Facility will the maintenance of this plan and coordinating with the University Emergency Manager.

The University’s Emergency Manager has the overall responsibility for University emergency planning and coordination with the responding agencies, University departments, and organizations that are providing disaster operations.

The University’s Emergency Manager will provide assistance to the Director of Events and Facility for emergency preparedness activities for this facility.

This plan shall be effective upon approval of the Director of Events and Facility.

12 Training, Testing, and Exercises

1 Main Street/ Salinas City Center staff will annually conduct various and appropriate training and exercises based on the most recent THIRA and Hazard Vulnerability Analysis. These training and exercises will be selected and designed to test and evaluate the Salinas City Center Emergency Operations Plan, its appendices, and annexes.

1 Main Street/ Salinas City Center will be incorporated into the CSUMB Emergency Preparedness Multi-Year Training and Exercise Plan.

The University Emergency Management Division will assist in the development and conducting of any drill or exercise evolving this facility.

Exercises will conform to the Homeland Security Exercise and Evaluation Program (HSEEP) and an after-action report will be created to document identified strengths, areas for improvement, and corrective actions. A variety of exercises, testing, and/or training of simulated emergency incidents and emergency communications, including the periodic exercising of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event: tabletop exercises, drills, campus building evacuation drills, campus building evacuation drill, functional exercises, full-scale exercises.

12.1 After Action Reports (AAR)

1 Main Street/ Salinas City Center and the University are committed to reviewing every incident response to discover lessons learned.

CSUMB @ Salinas City Center Emergency Operations Plan

The Director of Events and Facility and the University's Emergency Manager are responsible for collecting feedback and reviewing documentation following an incident and directing the development of the AAR. Depending on the scope of the incident, the process of developing the AAR may include one or more after-action conferences, used to collect input from people and organizations participating in the response.

The purpose of an AAR is to enhance future preparedness, and the completed document should reflect this goal by focusing on improvement opportunities, while also ensuring that beneficial practices are acknowledged and institutionalized for future response.



CALIFORNIA STATE UNIVERSITY
Monterey Bay

**CSUMB @ North Salinas
Emergency Operations Plan**

CSUMB @ North Salinas

Emergency Operations Plan

1 Purpose

The purpose of the CSUMB@North Salinas Emergency Operations Plan (EOP) is to develop, implement and maintain an integrated emergency management program for emergencies or major disasters, whether natural, man-made or technological. This plan will address these situations immediately until the point where the larger scale CSUMB EOP plan will activate. The EOP guides the emergency response and recovery activities of the business operations at CSUMB@North Salinas. This specific plan is designed to work with independent vendors, as well as Salinas City Emergency Response Agencies and Monterey County.

2 Scope

This EOP is a plan suitable for response and recovery to incidents of most kinds and levels of severity. It is a living document subject to periodic review and updates to assure that it addresses different applicable hazards, circumstances, emerging threats, technological advances, and applicable regulatory requirements. This EOP addresses the needs and circumstances of the business conducted within the facility at 1450 North Main Street, specifically CSUMB@North Salinas, an arm of CSUMB Corporation.

3 Authorities and References

While this plan is specified for the operations of 1450 North Main Street, it is still in accordance with CSU Chancellor's Office Executive Order 1056 and Coded Memo RM-2018-1, the President of CSUMB has ultimate responsibility for emergency management activities for the University including its Auxiliaries. The Vice President for Administration and Finance has been designated by the president as the University's Emergency Management Executive, the lead position in the University Emergency Management Program. The University Police Department and Police Chief have been assigned responsibility for campus emergency management activities and programs by the Emergency Management Executive. In turn, the campus Emergency Manager, reporting to the Police Chief, administers the Emergency Management Division and the University's Emergency Management Programs Strategic Framework.

Executive Order 1056 and Coded Memo RE-2018-1 are in concert with The California Emergency Services Act in Section VII, Commencing with Section 8550, of Division I of Title II of the Government Code.

This EOP addresses Clery Act requirements for emergency response and evacuation procedures, as well as timely warning and emergency notifications and other requirements in the Higher Education Opportunity Act of 2008.

CSUMB @ North Salinas

Emergency Operations Plan

4 Situation and Assumptions

4.1 Situation

1450 North Main Street CSUMB @ North Salinas Community

Leased, operated, and maintained by CSUMB Corporation, 1450 North Main Street Salinas Ca. CSUMB@North Salinas is a multifunctional facility that has multiple administration offices and classroom spaces, 2 kitchen-type spaces, and storage spaces throughout.

This EOP will consider the access and functional needs of the whole campus community, including students, staff, faculty, and visitors, including those with disabilities and others with access and functional needs, those from religiously, racially, and ethnically diverse backgrounds, international students, and people with limited English proficiency.

4.2 Population

CSUMB@North Salinas has a population that varies depending on the day of the week the time of day and if an event is being held.

- CSUMB Physician's Assistant Department with a staff of about 6 occupies the building Monday-Friday during and beyond business hours varying from 7 am -9 pm.
- Physician's Assistant classes have a student body in the neighborhood of 50 on most days at varying times of the day.
- CSUMB Education Department conducts a few small classes each semester with 1-2 faculty members and approximately 10-20 students. These classes are primarily held in the afternoons and evenings from 1 pm-9 pm
- On rare occasions, this facility may host small business/community/educational gatherings during daytime business hours of 8 am-5 pm consisting of approximately 15-40 participants.

4.3 Operations

Within the CSUMB@North Salinas facility, a variety of businesses are conducted.

- The primary function of CSUMB@North Salinas is to house the Physician's Assistant program and its day-to-day functions as well as classes through all times of day and evening.
- Any Business, Educational, and Community-driven events primarily Monday through Friday 8 am-5 pm though these hours may vary depending on the event schedule. The special event spaces owned and operated by CSUMB Corporation may host events such as meetings, receptions, classes, workshops, awards ceremonies, etc. These events could incorporate various elements such as food & drink (alcoholic or non-alcoholic), entertainment, electronics (audio/ visual), security, etc.

4.4 Capabilities Assessment

This facility's capability to respond to emergencies is highly dependent on the kind and scope of the emergency but within its normal authorities and agreements, is fully capable of responding to typical small incidents.

CSUMB @ North Salinas

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For larger, more complex incidents, this facility relies on assistance from the larger scale CSUMB resources and the CSUMB EOP and local response partners in Monterey County through existing automatic and mutual aid agreements.

When incidents require more resources than available through local agreements, the University may call on other CSU campuses as well as Monterey County Operational Area resources to enhance local capabilities. Where the scope of the incident exceeds local and regional capabilities additional assistance may be requested from State and Federal sources through the Monterey County EOC.

4.5 Mitigation Overview

To the greatest extent feasible, this Facility attempts to incorporate hazard mitigation measures into its normal operations by way of an emergency preparedness packet distributed to all staff within. Also, by adhering to fire alarm and sprinkler systems, fire-resistant construction, access/egress features, and earthquake protection requirements.

The aforementioned packet also references a business continuity plan specific to the goings-on of each business based on their respective needs to ensure the efficient recovery of materials, records, and equipment as well as to continue to serve our clients and community.

The University collaborates with regional response partners on communications, training, and exercises, EOC Operations, sheltering and mass care, and other emergency management functions therefore, this facility has designated staff to follow suit.

4.6 Planning Assumptions

CSUMB@North Salinas is located in a busy area of Main Street Salinas and while history indicates major events are infrequent, an emergency could affect the facility at any time creating varying degrees of injury, death, property damage, and economic and personal hardship.

Some of these situations may occur after the implementation of warning and other preparedness measures but others may occur with little or no warning.

Information on the threats, hazards, and risks to the University and 1450 North Main Street is contained in the Threat/Hazard Inventory and Risk Assessment (THIRA).

The THIRA process was conducted and a THIRA document was developed for the CSUMB campus. The THIRA considers all hazards with a direct or indirect impact on the campus; looks at vulnerability to those hazards, and the risks to the community should those hazards cause an incident. The following 10 hazards were determined to present the highest level of risk:

1. Earthquake
2. Power Outage
3. Severe Storm
4. Pandemic
5. Multi-Casualty Incident
6. Water/sewer emergency
7. Flood
8. Terrorism/Active shooter
9. Radiological incident
10. Nuclear incident

CSUMB @ North Salinas

Emergency Operations Plan

5 Concept of Operations

5.1 General

It is the responsibility of both the University and CSUMB Corporation to protect life and property from the effects of hazardous events occurring within this and all related facilities.

- The Director of Events and Facility will serve as the Facility's Incident Commander and the lead for Emergency Operations for the 1450 North Main Street CSUMB@North Salinas.
- The Facilities Coordinator will lead the Facility's Incident Management Team (IMT).
- When the emergency exceeds this facility's capability to respond, assistance will be requested from the University's Emergency Operations Center and if necessary, the University's EOC will request assistance from the Monterey County Office of Emergency Services (OES), the state, and/or federal government or other external sources.
- This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day- to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
- Curtailment of non-essential functions and those functions that do not contribute directly to the emergency operation may be suspended for the duration of an emergency. In large-scale disasters, it may be necessary to draw on people's basic capacities and use them in areas of greatest need.
- The staff of this facility will assess the impact of the emergency and establish priorities based on the following objectives: preservation of life; safety of responders and the public; property conservation; environmental protection, and business resilience, and respond accordingly.
- The staff of this facility in cooperation with the University's Emergency Operation Center will coordinate with the Monterey County OES to maintain and update situational awareness and the coordination of available resources.
- In keeping with the National Incident Management System (NIMS), this plan provides a consistent, broad approach for CSUMB@North Salinas (and the University) to work effectively and efficiently together to prepare for, respond to and recover from an emergency. On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS) to facilitate this approach. The ICS is explained in more detail in other portions of this plan.

5.2 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs during all phases of emergency management taking place at the University and its auxiliary facilities. (For additional information see the University's EOP)

- The University formed a Disaster Disability/Access, and Functional Needs Workgroup to address assist with the preparedness efforts for the campus community including CSUMB@North Salinas.

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- The University will ensure that in all response and recovery operations conducted on the campus people with disabilities and access and functional needs are accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

5.3 EOP and EOC Levels of Activation

The CSUMB@North Salinas facility intends to adhere to the standard activation procedure of the University.

There are three levels of activation of the University's EOP and the EOC, the level of EOC activation depends on the situation and the need for coordination and support. The levels of activation range from partial activation - monitoring level to full activation – fully staffed emergency operations center.

Level III Activation (Monitor)

An incident or event has or may occur that has the potential to require a response by multiple resources; may last for more than one operational period.

At a level III activation, the Director of Events and Facility alerts the Incident Management Team (IMT) members in this facility of the potential need for Emergency Operations; monitors the situation; provide basic support to field operations; and provides information and situation reports (SITREPS) to the IMT, the University Emergency Manager, Emergency Operations Executive, as appropriate. Escalation of a Level III activation is at the discretion of the Emergency Operations Manager.

Level II Activation (Partial)

An incident or event has/will occur that has special or unusual characteristics requiring a response by more than one agency, may require the acquisition and use of specialized resources, or is beyond the scope of available resources and may require an elevated activation. The IMT may be partially or fully staffed at this level.

At level II activations the Director of Events and Facility Director notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. They will monitor the situation, provides support to field operations; and provides information and situation reports (SITREPS) to the IMT, University Emergency Manager, Emergency Operations Executive, and senior leadership team as appropriate. Escalation of a Level II activation is at the discretion of the EO Manager. The Director of Events and Facility & Facility will also notify the University's Emergency Manager and they will notify the Monterey County OES of the Level II activation.

ORGANIZATION – At the discretion of the Facility's IMT or the University Emergency Manager, the staffing level will be determined.

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Level I Activation (Full)

An incident has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property. In a Level I activation, the Director of Events and Facility notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. The IMT monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, the University Emergency Manager, the University's Emergency Operations Executive, and the senior leadership team (Executive Policy Group) as appropriate.

ORGANIZATION - The University EOC will be fully staffed and prepared to be operational for multiple operational periods.

5.4 Phases of Emergency Management

The University's emergency management program has outlined strategies and objectives for addressing the phases of emergency management these are outlined in the CSUMB Emergency Management Strategic Framework. Even though they are listed separately, they work together to represent an integrated approach to emergency management.



Prevention:

Prevention is the actions taken to decrease the likelihood that an event or crisis will occur.

Mitigation:

Mitigation is the action taken to eliminate or reduce the loss of life and property related to an event or crisis, particularly those that cannot be prevented.

Preparedness:

Preparedness design strategies, processes, and protocols to prepare the University for potential emergencies.

Response:

Response taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the mitigation and preparedness phases. During the response phase, the staff activates the EOP. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event.

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Recovery:

Recovery establishes procedures, resources, and policies to assist the University and its members return to functioning after an emergency. Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. The goal of the recovery phase is to restore the campus environment to normal operations. Planning for recovery begins in the preparedness phase.

6 Organization and Assignment of Responsibilities

6.1 Organization

6.1.1 National Incident Management System (NIMS)

This EOP uses the NIMS, ICS, and SEMS for managing all response and recovery efforts. CSUMB@North Salinas has developed an Emergency Operations Plan specific to its structure and needs. It is based upon the severity of a situation that the CSUMB Main Campus EOP will activate and coordinate response and recovery activities at a higher level.

The CSUMB@North Salinas also follows these management concepts utilizing the Facility's Incident Management Team to coordinate emergency activities between the Incident Command Post, the Facility's, the University's EOC, and the Monterey County Operational Area, the State of California, and Federal government.

Once these communications are made, the University's EOP will be activated to assist in the coordination of the response and recovery activities.

6.1.2 All Hazard EOP

The EOP was developed with the Federal Emergency Management Agency's all-hazard approach and concepts and consists of:

- The Basic Plan of the EOP addresses the overarching activities CSUMB@North Salinas will undertake regardless of the function, threat, or hazard.
- Functional details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards.
- Hazard-Specific Annexes that describe general response and incident management actions for specific threats or hazards, and Appendices providing references, resources, and support documentation supplementary to the plan.

6.2 Responsibilities

This EOP describes in general terms the responsibilities for various CSUMB@North Salinas positions, departments, groups, authorities, and actions of a variety of response agencies. These responsibilities are expanded upon in positions operating guidelines or checklists.

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6.2.1 The President of California State University Monterey Bay

The University President has overall responsibility for the provision of emergency services to the campus including auxiliary facilities such as CSUMB@North Salinas. Responsibilities are laid out in the University's EOP.

6.2.2 The Director of Events and Facility

The Director of Events and Facility will serve as the Facility's Incident Commander and the Emergency Operations for the 1450 North Mains Main Street/CSUMB @ North Salinas

- The Director of Events and Facility will serve as the Facility's Incident Commander and the lead for Emergency Operations for the CSUMB@North Salinas facility.
- The Facility's Incident Commander will coordinate with the local emergency responders and form a Unified Command to ensure coordination with the CSUMB@North Salinas facility and the University's EOC.
- Coordinate with the University EOC
- Establish communications with Corporation Executives, University Police, and University Emergency Manager as necessary.
- Provide policy guidance and executive support for the implementation of CSUMB emergency management programs for this facility.
- Collaborate with response partners on emergency planning and preparedness programs.

6.2.3 Facilities Coordinator

The CSUMB@North Salinas Facilities Coordinator will lead the Facility's Incident Management Team (IMT)

- Checking, maintaining, and monitoring the building emergency equipment (AEDs, First Aid Kits, Etc.)
- Organize staff and facilitate each person's roles in the Facility's IMT
- Prepare and provide tools necessary for each staff member's role in the Facility's IMT (emergency equipment, apparel, signage)
- Correspond and coordinate directly with the Facility's Incident Commander
- Direct knowledge of the facility's Main Sources (power, water, etc.)

6.2.4 The Facility's Incident Management Team (IMT)

The IMT is an interdisciplinary group appointed by the Director of Events and Facility and delegated responsibility for emergency support the emergency response and recovery operations and the coordination with the University EOC.

- The IMT is responsible for the implementation of this plan.
- The organizational structure of the Facility's IMT operating under the ICS may not resemble the day-to-day organization of the CSUMB@North Salinas. Employees may report to other employees with whom they do not normally have a reporting relationship.
- As the incident expands or contracts, employee assignments may change in the ICS organization based on immediate incident support needs.

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- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all facilities, assess the damage to the facilities, and coordinate the repair of damage during the recovery effort.
- Participate in training and exercises related to incident management, University EOC operations, and other subjects as necessary to assure safe and effective emergency preparedness, response, and recovery.

6.2.5 University Affairs

University Affairs' facilitates a relationship between University and the larger community, through government affairs, marketing and communications, and special events.

- Their role in an emergency is to facilitate the flow of information to the campus community including all auxiliary facilities, the larger community, and the media.
- The staff serves in the CSUMB IMT as the Public Information Officer and staffing for the Public Information Group.
- The Director of Events and Facility will coordinate all emergency public information this the local Incident command PIO and the CSUMB Public Information Officer.

6.2.6 University Police and Emergency Management Division

The University Police Department (UPD) is responsible for the coordination of all emergency response activities taking place on all University property including all auxiliary locations. The Emergency Management Division is under the direction of the UPD Chief.

- The UPD will coordinate with the Incident Commander or may become a part of the Unified Command Structure in an emergency affecting the building once the University's EOP is activated.
- Maintain the CSUMB EOC in a constant state of operational readiness
- Coordinate all emergency response and recovery operations through the University's EOC.

6.2.7 Fire Department

Fire protection is provided by the Salinas City Fire Department of that jurisdiction, in conjunction with existing mutual between these agencies and other local jurisdictions.

The local fire jurisdiction will form a Unified Command with the Facility's Incident Commander or UPD on any incident affecting the CSUMB@North Salinas.

Each local fire jurisdiction will communicate directly with its own field forces and in turn, will keep the University's EOC informed and coordinate with via the EOC Fire and Rescue Branch Coordinator of all activities performed, personnel and equipment deployed, and additional personnel and equipment needed to maintain adequate response and recovery efforts.

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The Fire department is responsible for:

- Fire suppression
- Search and Rescue
- Coordination of Emergency Medical Services
- Hazardous Materials Response

7 Direction and Control

7.1 General

Direction and control provide supervision, authority, and coordination of emergency management activities to ensure the continued operation of the University, its auxiliary facilities, and its essential services during emergencies.

The University and CSUMB@North Salinas use the NIMS, ICS, and SEMS for managing all response and recovery efforts. The University EOC, CSUMB@North Salinas also follows these management concepts utilizing the University's Incident Management Team and the Facility's Incident Management Team to coordinate emergency management activities between the Incident Command Post, the University's EOC, the Monterey County Operational Area, the State of California, and Federal government.

This plan applies to all staff and departments assigned emergency responsibilities within the plan.

7.1.1 The University President

The President of California State University Monterey Bay has overall responsibility for the provision of emergency services to the campus.

7.1.2 The Vice President of Administration and Finance

The President has named the Vice President for Administration and Finance to serve as the University's Emergency Management Executive responsible for oversight of the campus's emergency management and public safety functions.

7.1.3 University Police Chief

The Vice President for Administration and Finance has appointed the University Police Chief to serve as the Director of Public Safety and Public Safety and is responsible for the provision of all campus emergency services.

7.1.4 Director of Events and Facility

The Director of Events and Facility has been designated to coordinate all emergency management activities at the CSUMB@North Salinas facility.

- The Director of Events and Facility serves as the Incident Commander for CSUMB@North Salinas and coordinates all emergency response and recovery activities.
- The Director of Events and Facility will make the appropriate notifications in the event of an emergency at this facility.

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- The Director of Events and Facility will coordinate with local first responders on an emergency at the facility or any drill or exercise.
- The Director of Events and Facility has designated the Facility Coordinator to lead the Facility's Incident Management team.
- The Director of Events and Facility will coordinate all emergency preparedness activities, training, drills, and exercises with the University Emergency Manager

7.1.5 University Emergency Manager

The Police Chief has delegated to the Emergency Manager, emergency preparedness, and management activities related to large-scale emergencies.

- The Emergency Manager is responsible for the planning and implementation of all phases of emergency management.
- The Emergency Manager in consultation with the University Police Chief or their designee will establish operational support, direction, control, and coordination through the University EOC to support the University's response to an emergency, including an emergency at any auxiliary facility.
- For training and exercise purposes, the University Emergency Manager may activate this plan as necessary to ensure a readiness posture for the University.

7.2 Incident Commander/Unified Command

Operational direction and control of response activities within the CSUMB@North Salinas are conducted by the on-scene Incident Commander/Unified Command who will coordinate with and provide situation reports to the Facility Incident Management Team and the University's EOC.

In an emergency, the Director of Events and Facility will form a Unified Command with the first responders to ensure the coordination of the facility's staff and the University. In some instances, the University Police Chief or his designee will serve in the Unified Command role.

In certain circumstances such as a wildfire threat or wildfire smoke emergency, hazardous materials incident, or building evacuation where the incident does not directly involve the facility, the Facility IMT may function as the Incident Command/Unified Command staff for the incident affecting the facility. This may also be true when the transition is made from the response to the recovery phase of the incident.

7.3 Resource Request

Requests for University, Regional Resources, and CSU System resources will be requested and coordinated through the University's EOC. When the resource needs exceed existing and mutual aid capabilities, additional resource requests are sent from the University's EOC to the Monterey County Operational Area EOC.

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7.4 Public Information

All Emergency Public Information for this facility will be coordinated with the University's PIO and the on-scene Unified Incident Command for release to the public and the campus community.

- The University's Public Information Officer (PIO) will provide the campus community with up-to-date information on the emergency on a regular basis.
- The University will release timely, accurate, and coordinated emergency public information to the campus community, stakeholders, and the media through the CSUMB EOC PIO.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the CSUMB EOC PIO and the Monterey County Joint Information System.

8 Continuity of Operations (Business Continuity Plans)

8.1 General

The possibility that emergency and disaster occurrences could result in disruption of the facility functions necessitates that all staff develops and maintain measures to ensure continuity of operations.

Each department or division of CSUMB@North Salinas will take action to:

- Pre-designate lines of succession
- Pre-delegate authorities for the successors to key personnel
- Make provisions for the preservation of records
- Develop plans and guidelines for the relocation of essential departments
- Specify guidelines to deploy essential personnel, equipment, and supplies to maximize their survival
- Each department should include this information in its Business Continuity Plan.

9 Communications and Logistics

9.1 Communications

Incident communications are provided in accordance with the Incident Communications Plan (ICS Form 205) developed by the Logistics Section - Communications Unit, in the EOC. Communication methods may include face-to-face, written, phone, email, radio, and any other available and appropriate means possible.

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9.1.1 Telephone Communications

Telephone communications include both hard-wired and cellular phone systems.

- A complete staff phone list will be maintained to include cell phone numbers as part of this plan.
- Analog phone service is also provided through lines connected to the commercial landline telephone system.

9.1.2 E-mail Communications

E-mail communications are available to all facility staff and the University.

9.1.3 Emergency Notifications

The emergency notification for this auxiliary location will utilize calling trees and internal communications to notify any students, staff, faculty, or visitors to the location.

The University utilizes the Otteralert notification to notify the campus community of emergencies or safety issues, CSUMB@North Salinas is a part of the campus community.

9.2 Logistics

Logistical support for emergency operations is provided through normal supply channels whenever possible. In the event of an emergency, a Logistics Section will be established to coordinate emergency resource management and coordinate with the University EOC. The University Corporation and the University maintain standing purchase orders with local merchants to provide specified emergency equipment and supplies such as bottled water, portable restrooms, and generators.

10 Administration and Finance

10.1 Administration

The CSUMB@North Salinas Emergency Operations Plan is administered by the Staff of this facility and supported by the University Emergency Management Division of the University Police Department.

10.2 Finance

Emergency management and operations activities for the facility are primarily financed through its general fund, though some supplemental funding. In the event of an emergency, a Finance Section will be staffed by designated and trained Finance/Administration Department staff and supported by the University EOC Finance Section. Emergency accounting and purchasing procedures are established under the University Corporation policy and campus-level standard operating procedures.

CSUMB @ North Salinas

Emergency Operations Plan

11 Plan Development and Maintenance

The CSUMB@North Salinas Emergency Operations Plan is a “living” document intended to be reviewed and revised periodically to address identified deficiencies and incorporate new information, technology, or procedures. The plan will undergo a scheduled comprehensive review every three years. Other amendments identified through training, exercises, or actual emergency response will be made in a timely manner.

The Director of Events and Facility will the maintenance of this plan and coordinate with the University Emergency Manager.

The University’s Emergency Manager has the overall responsibility for University emergency planning and coordination with the responding agencies, University departments, and organizations that are providing disaster operations.

The University’s Emergency Manager will provide assistance to the Director of Events and Facility for emergency preparedness activities for this facility.

This plan shall be effective upon approval of the Director of Events and Facility.

12 Training, Testing, and Exercises

The CSUMB@North Salinas staff will annually conduct various and appropriate training and exercises based on the most recent THIRA and Hazard Vulnerability Analysis. These training and exercises will be selected and designed to test and evaluate the Salinas City Center Emergency Operations Plan, its appendices, and annexes.

The CSUMB@North Salinas will be incorporated into the CSUMB Emergency Preparedness Multi-Year Training and Exercise Plan.

The CSUMB@North Salinas will participate in all campus-wide drills and exercises.

The University Emergency Management Division will assist in the development and conducting of any drill or exercise evolving this facility.

Exercises will conform to the Homeland Security Exercise and Evaluation Program (HSEEP) and an after-action report will be created to document identified strengths, areas for improvement, and corrective actions. A variety of exercises, testing, and/or training of simulated emergency incidents and emergency communications, including the periodic exercising of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event: tabletop exercises, drills, campus building evacuation drills, campus building evacuation drill, functional exercises, full-scale exercises.

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12.1 After Action Reports (AAR)

The CSUMB@North Salinas and the University are committed to reviewing every incident response to discover lessons learned.

The Director of Events and Facility and the University's Emergency Manager are responsible for collecting feedback and reviewing documentation following an incident and directing the development of the AAR. Depending on the scope of the incident, the process of developing the AAR may include one or more after-action conferences, used to collect input from people and organizations participating in the response.

The purpose of an AAR is to enhance future preparedness, and the completed document should reflect this goal by focusing on improvement opportunities, while also ensuring that beneficial practices are acknowledged and institutionalized for future response.



CALIFORNIA STATE UNIVERSITY
Monterey Bay

**CSUMB @ Ryan Ranch
Emergency Operations Plan**

CSUMB @ Ryan Ranch

Emergency Operations Plan

1 Purpose

The purpose of the CSUMB@Ryan Ranch Emergency Operations Plan (EOP) is to develop, implement and maintain an integrated emergency management program for emergencies or major disasters, whether natural, man made, or technological. This plan will address these situations immediately until the point where the larger scale CSUMB EOP plan will activate. The EOP guides the emergency response and recovery activities of the business operations at CSUMB@Ryan Ranch. This specific plan is designed to work with independent vendors, as well as Monterey City Emergency Response Agencies and Monterey County.

2 Scope

This EOP is a plan suitable for response and recovery to incidents of most kinds and levels of severity. It is a living document subject to periodic review and updates to assure that it addresses different applicable hazards, circumstances, emerging threats, technological advances, and applicable regulatory requirements. This EOP addresses the needs and circumstances of the business conducted within the facility at 8 Upper Ragsdale Dr, CSUMB@Ryan Ranch, an arm of University Corporation.

3 Authorities and References

While this plan is specified for the operations of the 8 Upper Ragsdale Dr facility, it is still in accordance with CSU Chancellor's Office Executive Order 1056 and Coded Memo RM-2018-1, the President of CSUMB has ultimate responsibility for emergency management activities for the University including its Auxiliaries. The Vice President for Administration and Finance has been designated by the president as the University's Emergency Management Executive, the lead position in the University Emergency Management Program. The University Police Department and Police Chief have been assigned responsibility for campus emergency management activities and programs by the Emergency Management Executive. In turn, the campus Emergency Manager, reporting to the Police Chief, administers the Emergency Management Division and the University's Emergency Management Programs Strategic Framework.

Executive Order 1056 and Coded Memo RE-2018-1 are in concert with The California Emergency Services Act in Section VII, Commencing with Section 8550, of Division I of Title II of the Government Code.

This EOP addresses Clery Act requirements for emergency response and evacuation procedures, as well as timely warning and emergency notifications and other requirements in the Higher Education Opportunity Act of 2008.

CSUMB @ Ryan Ranch

Emergency Operations Plan

4 Situation and Assumptions

4.1 Situation

8 Upper Ragsdale Dr. CSUMB@Ryan Ranch Community

Owned, operated, and maintained by the University Corporation, 8 Upper Ragsdale Dr, Monterey, CA CSUMB Ryan Ranch is a multifunctional facility that has multiple administration offices and classroom spaces, 1 staff kitchen space and storage spaces throughout including a large warehouse space with loading dock area approximately 15,000 sq ft that is attached to the main building. This property also includes a commercial-sized garage that is utilized by a division of CSUMB's Natural Sciences Research Department.

This EOP will consider the access and functional needs of the whole campus community, including students, staff, faculty, and visitors, including those with disabilities and others with access and functional needs, those from religiously, racially, and ethnically diverse backgrounds, international students, and people with limited English proficiency.

4.2 Population

CSUMB@Ryan Ranch has a population that varies depending on the day of the week the time of day and if classes/workshops are being held.

- University Corporation's main administration department is housed and operated here. With a staff of 25, they conduct business Monday through Friday 8 am-5 pm.
- Early Outreach & Support Programs (EOSP) utilize a space opposite admin. They carry a staff of approximately 15 who see participants throughout the week by appointment only; between 2-5 at any given time.
- Osher Lifelong Learning Institute (OLLI) another offshoot program of the University meets throughout the school year. Generally 1 session with 1 instructor and up to 30 learners. Currently meeting on Tuesdays & Thursdays with a rare Saturday meeting throughout the year.
- On rare occasions, this facility may host small business/community/educational gatherings during the daytime generally during business hours of 8 am-5 pm consisting of approximately 15-40 participants.

4.3 Operations

Within the CSUMB@Ryan Ranch facility, a variety of businesses are conducted.

- The primary function of CSUMB@Ryan Ranch is to house the University's Corporate administration including, Human Resources, payroll, accounts payable, and grant writing.
- These operations function only through the hours of 8 am-5 pm, Monday – Friday.
- Any Business, Educational, and Community-driven events primarily Monday through Friday 8 am-5 pm. The exception to this rule may occur but as of yet, have not. If ever that case occurred, The special event spaces owned and operated by University Corporation may host events such as meetings, receptions, classes, workshops, awards ceremonies, etc.

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These events could incorporate various elements such as food & drink (alcoholic or non-alcoholic), entertainment, electronics (audio/visual), security, etc.

4.4 Capabilities Assessment

This facility's capability to respond to emergencies is highly dependent on the kind and scope of the emergency but within its normal authorities and agreements, is fully capable of responding to typical small incidents.

For larger, more complex incidents, this facility relies on assistance from the larger scale CSUMB resources and the University's EOP and local response partners in Monterey County through existing automatic and mutual aid agreements.

When incidents require more resources than available through local agreements, the University may call on other CSU campuses as well as Monterey County Operational Area resources to enhance local capabilities. Where the scope of the incident exceeds local and regional capabilities additional assistance may be requested from State and Federal sources through the Monterey County EOC.

4.5 Mitigation Overview

To the greatest extent feasible, this Facility attempts to incorporate hazard mitigation measures into its normal operations by way of an emergency preparedness packet distributed to all staff within. Also by adhering to fire alarm and sprinkler systems, fire-resistant construction, access/egress features, and earthquake protection requirements.

The aforementioned packet also references a business continuity plan specific to the goings-on of each business based on their respective needs to ensure the efficient recovery of materials, records, and equipment as well as to continue to serve our clients and community.

The University collaborates with regional response partners on communications, training, and exercises, EOC Operations, sheltering and mass care, and other emergency management functions therefore, this facility has designated staff to follow suit.

4.6 Planning Assumptions

CSUMB@Ryan Ranch is located at 8 Upper Ragsdale DR., Monterey California in a remote business park that includes medical offices, technology, banking, and legal services. The Ryan Ranch Business park is just off of busy highway 68 between South Salinas and Monterey. While history indicates major events are infrequent, an emergency could affect the facility at any time creating varying degrees of injury, death, property damage, and economic and personal hardship.

Some of these situations may occur after the implementation of warning and other preparedness measures but others may occur with little or no warning.

Information on the threats, hazards, and risks to the University and the 8 Upper Ragsdale Dr. facility, is contained in the Threat/Hazard Inventory and Risk Assessment (THIRA).

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The THIRA process was conducted and a THIRA document was developed for the CSUMB campus. The THIRA considers all hazards with a direct or indirect impact on the campus; looks at vulnerability to those hazards, and the risks to the community should those hazards cause an incident. The following 10 hazards were determined to present the highest level of risk:

1. Earthquake
2. Power Outage
3. Severe Storm
4. Pandemic
5. Multi-Casualty Incident
6. Water/sewer emergency
7. Flood
8. Terrorism/Active shooter
9. Radiological incident
10. Nuclear incident

5 Concept of Operations

5.1 General

It is the responsibility of both the University and University Corporation to protect life and property from the effects of hazardous events occurring within this and all related facilities.

- The Director of Events and Facility will serve as the Facility's Incident Commander and the lead for Emergency Operations for CSUMB@Ryan Ranch.
- The Facilities Coordinator will lead the Facility's Incident Management Team (IMT).
- When the emergency exceeds this facility's capability to respond, assistance will be requested from the University's Emergency Operations Center and if necessary, the University's EOC will request assistance from the Monterey County Office of Emergency Services (OES), the state, and/or federal government or other external sources.
- This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
- Curtailment of non-essential functions and those functions that do not contribute directly to the emergency operation may be suspended for the duration of an emergency. In large-scale disasters, it may be necessary to draw on people's basic capacities and use them in areas of greatest need.
- The staff of this facility will assess the impact of the emergency and establish priorities based on the following objectives: preservation of life, the safety of responders and the public, property conservation, environmental protection, and business resilience, and respond accordingly.
- The staff of this facility in cooperation with the University's EOC will coordinate with the Monterey County OES to maintain and update situational awareness and the coordination of available resources.
- In keeping with the National Incident Management System (NIMS), this plan provides a consistent, broad approach for CSUMB@Ryan Ranch (and the University) to work effectively and efficiently together to prepare for, respond to and recover from an emergency.

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On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS) to facilitate this approach. The ICS is explained in more detail in other portions of this plan.

5.2 Disability/Access and Functional Needs

It is critical to address the needs of those people with disabilities, access, and functional needs during all phases of emergency management taking place at the University and its auxiliary facilities. (For additional information see the University's EOP)

- The University formed a Disaster Disability/Access, and Functional Needs Workgroup to address assist with the preparedness efforts for the campus community including CSUMB@Ryan Ranch.
- The University will ensure that in all response and recovery operations conducted on the campus that people with disabilities and access and functional needs are accommodated during the operation, including assisting with service animals, devices (e.g., wheelchairs, oxygen, assistive technology, medical equipment), and prescriptions needed at shelters.

5.3 EOP and EOC Levels of Activation

It is the intention of CSUMB@Ryan Ranch, to adhere to the standard activation procedure of the University.

There are three levels of activation of the University's EOP and the EOC, the level of EOC activation depends on the situation and the need for coordination and support. The levels of activation range from partial activation - monitoring level to full activation – fully staffed emergency operations center.

Level III Activation (Monitor)

An incident or event has or may occur that has the potential to require a response by multiple resources; may last for more than one operational period.

At a Level III activation the Director of Events and Facility alerts the Incident Management Team (IMT) members in this facility of the potential need for Emergency Operations, monitors the situation, provides basic support to field operations, and provides information and situation reports (SITREPS) to the IMT, the University Emergency Manager, University's Emergency Operations Executive, as appropriate. Escalation of a Level III activation is at the discretion of the Emergency Operations Manager.

Level II Activation (Partial)

An incident or event has/will occur that has special or unusual characteristics requiring a response by more than one agency, may require the acquisition and use of specialized resources, or is beyond the scope of available resources and may require an elevated activation. The IMT may be partially or fully staffed at this level.

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At a level II activation, the Director of Events and Facility Director notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. They will monitor the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, the University Emergency Manager, University's Emergency Operations Executive, and the senior leadership team as appropriate. Escalation of a Level II activation is at the discretion of the EOC Manager.

The University's Emergency Manager will notify the Monterey County OES of the Level II activation.

ORGANIZATION – At the discretion of the EOC Manager, the staffing level will be determined.

Level I Activation (Full)

An incident has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property. In a Level I activation, the Director of Events and Facility notifies the Facility's Incident Management Team (IMT) members of the need for emergency operations. The IMT monitors the situation, provides support to field operations, and provides information and situation reports (SITREPS) to the IMT, the University Emergency Manger, the University's Emergency Operations Executive, and the senior leadership team (Executive Policy Group) as appropriate.

The EOC University's Emergency Manager will notify the Monterey County OES of the Level I activation.

ORGANIZATION - The EOC will be fully staffed and prepared to be operational for multiple operational periods.

5.4 Phases of Emergency Management

The University's emergency management program has outlined strategies and objectives for addressing the phases of emergency management these are outlined in the CSUMB Emergency Management Strategic Framework. Even though they are listed separately, they work together to represent an integrated approach to emergency management.



Prevention:

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Prevention is the actions taken to decrease the likelihood that an event or crisis will occur.

Mitigation:

Mitigation is the action taken to eliminate or reduce the loss of life and property related to an event or crisis, particularly those that cannot be prevented.

Preparedness:

Preparedness design strategies, processes, and protocols to prepare the University for potential emergencies.

Response:

Response taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the mitigation and preparedness phases. During the response phase, the staff activates the EOP. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event.

Recovery:

Recovery establishes procedures, resources, and policies to assist the University and its members return to functioning after an emergency. Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. The goal of the recovery phase is to restore the campus environment to normal operations. Planning for recovery begins in the preparedness phase.

6 Organization and Assignment of Responsibilities

6.1 Organization

6.1.1 National Incident Management System (NIMS)

This EOP uses the NIMS, ICS, and SEMS for managing all response and recovery efforts. 8 Upper Ragsdale Dr/CSUMB @ Ryan Ranch has developed an Emergency Operations Plan specific to its structure and needs. It is based upon the severity of a situation that the CSUMB Main Campus EOP will activate and coordinate response and recovery activities at a higher level.

The CSUMB@Ryan Ranch also follows these management concepts by utilizing the Facility's Incident Management Team to coordinate emergency activities between the Incident Command Post, the Facility's, the University's EOC, and the Monterey County Operational Area, the State of California, and Federal government.

Once these communications are made, the University's EOP will be activated to assist in the coordination of the response and recovery activities.

6.1.2 All Hazard EOP

The EOP was developed with the Federal Emergency Management Agency's all-hazard approach and concepts and consists of:

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- The Basic Plan of the EOP addresses the overarching activities 8 Upper Ragsdale Dr/CSUMB @ Ryan Ranch will undertake regardless of the function, threat, or hazard.
- Functional details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards.
- Hazard-Specific Annexes that describe general response and incident management actions for specific threats or hazards, and Appendices providing references, resources, and support documentation supplementary to the plan.

6.2 Responsibilities

The EOP describes in general terms the responsibilities for various 8 Upper Ragsdale Dr/CSUMB @ Ryan Ranch positions, departments, groups, authorities, and actions of a variety of response agencies. These responsibilities are expanded upon in positions operating guidelines or checklists.

6.2.1 The President of California State University Monterey Bay

The University President has overall responsibility for the provision of emergency services to the campus including auxiliary facilities such as CSUMB@Ryan Ranch. Responsibilities are laid out in the University's EOP.

6.2.2 The Director of Events and Facility

The Director of Events and Facility will serve as the Facility's Incident Commander and the Emergency Operations Center Manager for the CSUMB@Ryan Ranch

- The Director of Events and Facility will serve as the Facility's Incident Commander and for the CSUMB@Ryan Ranch.
- The Facility's Incident Commander will coordinate with the local emergency responders and form a Unified Command to ensure coordination with the CSUMB@Ryan Ranch facility and the University's EOC.
- Coordinate with the University EOC
- Establish communications with Corporation Executives, University Police, and University Emergency Management as necessary.
- Provide policy guidance and executive support for the implementation of CSUMB emergency management programs for this facility.
- Collaborate with response partners on emergency planning and preparedness programs.

6.2.3 Facilities Coordinator

The CSUMB@Ryan Ranch Facilities Coordinator will lead the Facility's Incident Management Team (IMT)

- Checking, maintaining, and monitoring the building emergency equipment (AEDs, First Aid Kits, Etc)
- Organize staff and facilitate each person's roles in the Facility's IMT
- Prepare and provide tools necessary for each staff member's role in the Facility's IMT (emergency equipment, apparel, signage)
- Correspond and coordinate directly with the Facility's Incident Commander

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- Direct knowledge of the facility's Main Sources (power, water, etc)

6.2.4 The Facility's Incident Management Team (IMT)

The IMT is an interdisciplinary group appointed by the Director of Events and Facility and delegated responsibility for emergency support the emergency response and recovery operations and the coordination with the University EOC.

- The IMT is responsible for the implementation of this plan.
- The organizational structure of the Facility's IMT operating under the ICS may not resemble the day-to-day organization of the CSUMB@Ryan Ranch. Employees may report to other employees with whom they do not normally have a reporting relationship.
- As the incident expands or contracts, employee assignments may change in the ICS organization based on immediate incident support needs.
- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all facilities, assess the damage to the facility and coordinate the repair of damage during the recovery effort.
- Participate in training and exercises related to incident management, EOC operations, and other subjects as necessary to assure safe and effective emergency preparedness, response, and recovery.

6.2.5 University Affairs

University Affairs facilitates a relationship between University and the larger community, through government affairs, marketing and communications, and special events.

- Their role in an emergency is to facilitate the flow of information to the campus community including all auxiliary facilities, the larger community, and the media.
- The staff serves in the CSUMB IMT as the Public Information Officer and staffing for the Public Information Group.
- The Director of Events and Facility will coordinate all emergency public information this the local Incident Command PIO and the CSUMB Public Information Officer.

6.2.6 University Police and Emergency Management Division

The University Police Department (UPD) is responsible for the coordination of all emergency response activities taking place on all University property including all auxiliary locations. The Emergency Management Division is under the direction of the UPD Chief.

- The UPD will coordinate with the Incident Commander or may become a part of the Unified Command Structure in an emergency affecting the building once the University's EOP is activated.
- Maintain the CSUMB EOC in a constant state of operational readiness

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- Coordinate all emergency response and recovery operations through the CSUMB EOC.

6.2.7 Fire Department

Fire protection is provided by the City of Monterey Fire Department of that jurisdiction, in conjunction with existing mutual between these agencies and other local jurisdictions.

The local fire jurisdiction will form a Unified Command with the Facility's Incident Commander or UPD on any incident affecting CSUMB@Ryan Ranch.

Each local fire jurisdiction will communicate directly with its field forces and in turn, will keep the University's EOC informed and coordinate with via the Fire and Rescue Branch Coordinator of all activities performed, personnel and equipment deployed, and additional personnel and equipment needed to maintain adequate response and recovery efforts. The Fire department is responsible for:

- Fire suppression
- Search and Rescue
- Coordination of Emergency Medical Services
- Hazardous Materials Response

7 Direction and Control

7.1 General

Direction and control provide supervision, authority, and coordination of emergency management activities to ensure the continued operation of the University, its auxiliary facilities, and its essential services during emergencies.

The University and the 8 Upper Ragsdale Dr/CSUMB @ Ryan Ranch will use the NIMS, ICS, and SEMS for managing all response and recovery efforts. The University EOC and CSUMB@Ryan Ranch also follow these management concepts utilizing the University's Incident Management Team and the Facility's Incident Management Team to coordinate emergency management activities between the Incident Command Post, the University's EOC, the Monterey County Operational Area, the State of California, and Federal government.

This plan applies to all staff and departments assigned emergency responsibilities within the plan.

7.1.1 The University President

The President of California State University Monterey Bay has overall responsibility for the provision of emergency services to the campus.

7.1.2 The Vice President of Administration and Finance

The President has named the Vice President for Administration and Finance to serve as the University's Emergency Management Executive responsible for oversight of the campus's emergency management and public safety functions.

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7.1.3 University Police Chief

The Vice President for Administration and Finance has appointed the University Police Chief to serve as the Director of Public Safety and Public Safety and is responsible for the provision of all campus emergency services.

7.1.4 Director of Events and Facility

The Director of Events and Facility has been designated to coordinate all emergency management activities at CSUMB@Ryan Ranch.

- The Director of Events and Facility serves as the Incident Commander for CSUMB@Ryan Ranch and coordinates all emergency response and recovery activities.
- The Director of Events and Facility will make the appropriate notifications in the event of an emergency at this facility.
- The Director of Events and Facility will coordinate with local first responders on an emergency at the facility or any drill or exercise.
- The Director of Events and Facility has designated the Facility Coordinator to lead the Facility's Incident Management team.
- The Director of Events and Facility will coordinate all emergency preparedness activities, training, drills, and exercises with the University Emergency Manager

7.1.5 University Emergency Manager

The Police Chief has delegated to the Emergency Manager, emergency preparedness, and management activities related to large-scale emergencies.

- The Emergency Manager is responsible for the planning and implementation of all phases of emergency management.
- The Emergency Manager in consultation with the University Police Chief or their designee will establish operational support, direction, control, and coordination through the University EOC to support the University's response to an emergency including an emergency at any auxiliary facility.
- For training and exercise purposes, the University Emergency Manager may activate this plan as necessary to ensure a readiness posture for the University.

7.2 Incident Commander/Unified Command

Operational direction and control of response activities within the CSUMB@Ryan Ranch are conducted by the on-scene Incident Commander/Unified Command who will coordinate with and provide situation reports to the Facility Incident Management Team and the University's EOC.

In an emergency, the Director of Events and Facility will form a Unified Command with the first responders to ensure the coordination of the facility's staff and the University. In some instances, the University Police Chief or his designee will serve in the Unified Command role.

In certain circumstances such as a wildfire threat, hazardous materials incident, or building evacuation where the incident does not directly involve the facility, the Facility IMT may function

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as the Incident Command/Unified Command staff for the incident affecting the facility. This may also be true when the transition is made from the response to the recovery phase of the incident.

7.3 Resource Request

Requests for University, Regional Resources, and CSU System resources will be requested and coordinated through the University's EOC. When the resource needs exceed existing and mutual aid capabilities, additional resource requests are sent from the University's EOC to the Monterey County Operational Area EOC.

7.4 Public Information

All Emergency Public Information for this facility will be coordinated with the University's PIO and the on-scene Unified Incident Command for release to the public and the campus community.

- The University's Public Information Officer (PIO) will provide the campus community with up-to-date information on the emergency on a regular basis.
- The University will release timely, accurate, and coordinated emergency public information to the campus community, stakeholders, and the media through the CSUMB EOC PIO.
- In the event of a regional or statewide disaster, the CSUMB EOC will coordinate the development and dissemination of emergency public information with the Monterey County Operational Area through the CSUMB EOC PIO and the Monterey County Joint Information System.

8 Continuity of Operations (Business Continuity Plans)

8.1 General

The possibility that emergency and disaster occurrences could result in disruption of the facility functions necessitates that all staff develops and maintain measures to ensure continuity of operations.

Each department or division of CSUMB@Ryan Ranch will take action to:

- Pre-designate lines of succession
- Pre-delegate authorities for the successors to key personnel
- Make provisions for the preservation of records
- Develop plans and guidelines for the relocation of essential departments
- Specify guidelines to deploy essential personnel, equipment, and supplies to maximize their survival
- Each department should include this information in its Business Continuity Plan.

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9 Communications and Logistics

9.1 Communications

Incident communications are provided in accordance with the Incident Communications Plan (ICS Form 205) developed by the Logistics Section - Communications Unit, in the EOC. Communication methods may include face-to-face, written, phone, e-mail, radio, and any other available and appropriate means possible.

9.1.1 Telephone Communications

Telephone communications include both hard-wired and cellular phone systems.

- A complete staff phone list will be maintained to include cell phone numbers as part of this plan.
- Analog phone service is also provided through lines connected to the commercial landline telephone system.

9.1.2 E-mail Communications

E-mail communications are available to all facility staff and the University.

9.1.3 Emergency Notifications

The emergency notification for this auxiliary location will utilize calling trees and internal communications to notify any students, staff, faculty, or visitors to the location.

The University utilizes the Otteralert notification to notify the campus community of emergencies or safety issues CSUMB@Ryan Ranch is a part of the campus community.

9.2 Logistics

Logistical support for emergency operations is provided through normal supply channels whenever possible. In the event of an emergency, a Logistics Section will be established to coordinate emergency resource management and coordinate with the University EOC. The University Corporation and the University maintain standing purchase orders with local merchants to provide specified emergency equipment and supplies such as bottled water, portable restrooms, and generators.

10 Administration and Finance

10.1 Administration

The CSUMB@Ryan Ranch Emergency Operations Plan is administered by the Staff of this facility and supported by the University Emergency Management Division of the University Police Department.

10.2 Finance

Emergency management and operations activities for the facility are primarily financed through its general fund, though some supplemental funding. In the event of an emergency, a Finance Section will be staffed by designated and trained Finance/Administration Department staff and supported

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by the University EOC Finance Section. Emergency accounting and purchasing procedures are established under the University Corporation policy and campus-level standard operating procedures.

11 Plan Development and Maintenance

The CSUMB@Ryan Ranch Emergency Operations Plan is a “living” document intended to be reviewed and revised periodically to address identified deficiencies and incorporate new information, technology, or procedures. The plan will undergo a scheduled comprehensive review every three years. Other amendments identified through training, exercises, or actual emergency response will be made in a timely manner.

The Director of Events and Facility will the maintenance of this plan and coordinate with the University Emergency Manager.

The University’s Emergency Manager has the overall responsibility for University emergency planning and coordination with the responding agencies, University departments, and organizations that are providing disaster operations.

The University’s Emergency Manager will provide assistance to the Director of Events and Facility for emergency preparedness activities for this facility.

This plan shall be effective upon approval of the Director of Events and Facility.

12 Training, Testing, and Exercises

The CSUMB@Ryan Ranch staff will annually conduct various and appropriate training and exercises based on the most recent THIRA and Hazard Vulnerability Analysis. These training and exercises will be selected and designed to test and evaluate the Salinas City Center Emergency Operations Plan, its appendices, and annexes.

The CSUMB@Ryan Ranch will be incorporated into the CSUMB Emergency Preparedness Multi-Year Training and Exercise Plan.

The CSUMB@Ryan Ranch will participate in all campus-wide drills and exercises.

The University Emergency Management Division will assist in the development and conducting of any drill or exercise evolving this facility.

Exercises will conform to the Homeland Security Exercise and Evaluation Program (HSEEP) and an after-action report will be created to document identified strengths, areas for improvement, and corrective actions. A variety of exercises, testing, and/or training of simulated emergency incidents and emergency communications, including the periodic exercising of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:

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tabletop exercises, drills, campus building evacuation drills, campus building evacuation drill, functional exercises, full-scale exercises.

12.1 After Action Reports (AAR)

CSUMB@Ryan Ranch and the University are committed to reviewing every incident response to discover lessons learned.

The Director of Events and Facility and the University's Emergency Manager are responsible for collecting feedback and reviewing documentation following an incident and directing the development of the AAR. Depending on the scope of the incident, the process of developing the AAR may include one or more after-action conferences, used to collect input from people and organizations participating in the response.

The purpose of an AAR is to enhance future preparedness, and the completed document should reflect this goal by focusing on improvement opportunities, while also ensuring that beneficial practices are acknowledged and institutionalized for future response.