

California State University Long Beach



EMERGENCY OPERATIONS PLAN 2020 - 2021

Disclaimer:

This plan has been written in accordance with current state and federal guidelines and is designed to meet industry standards. However, this plan cannot anticipate all possible emergency events or situations requiring an emergency response.

Nothing in this plan should be interpreted as an obstacle to the experience, initiative, and ingenuity of responders in overcoming the complexities of actual emergency situations.

Plan edited by:

Allyson Joy,
Emergency Manager
CSU Long Beach Police Department

This document supersedes all previous versions of the
CSULB Emergency Operations Plan.

Date of Previous Revision:

July 1, 2019
Allyson Joy,
Emergency Manager
CSU Long Beach Police Department

INITIAL EMERGENCY RESPONSE

Campus Community

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

- Make sure **you** and those immediately around you are safe.
- Remain calm and assess the severity of the situation. If appropriate, or when ordered, evacuate in an orderly and calm manner. Faculty should try to keep their class together during an evacuation and work with Building Marshals once at the Evacuation Assembly Area to identify and report any missing or injured persons.
- Render First Aid or other care to the injured to the extent of training, ability and comfort level.
- For all on campus emergencies contact the University Police Department. The department is a full-service 24 hour a day, 365 day a year emergency response organization.

Emergency Line.....9-1-1 (call or text)
Business Line562.985.4101

When calling to report an emergency please provide:

- The exact type of emergency
 - Specific location of the emergency including building and room/area
 - Number of any known victims, injured persons, or trapped individuals
 - Information on any suspect(s) if you are reporting a crime or act of violence
 - Your name, location, and phone number
 - Do not hang up. Let the police dispatcher end the conversation, other information may be needed while units are responding to your location
- Refer to the Event Specific Checklists (Tabs A → U) and/or the Table of Contents of this document for further information on specific emergencies and hazards.

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University Administration / University Police

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

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

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

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

Initial Emergency Notification Procedures

When an incident occurs without warning, on-duty emergency personnel will manage the initial response. Assistance will be requested through mutual aid channels as needed. A campus emergency may be declared. Neighboring jurisdictions will be notified and, if deemed essential, will be requested to proclaim a local emergency.

In most emergency situations, 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.

The Executive Policy Group will determine if the larger campus community must be notified with an Emergency Notification (ENS). The CSU Long Beach Emergency Notification System (*BeachALERT*) is issued by the Emergency Manager at the request and direction of the Executive Policy Group and provides brief, urgent emergency messages to the entire campus community.

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 Mayor's Office in a timely manner.

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In the event of an emergency, the campus homepage (www.csulb.edu) will display timely information for students, faculty, staff, members of the public, and the news media, with the option to extend the messaging to every campus webpage. This emergency information will be updated regularly as information is confirmed. Strategic Communications 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/UPD.

If the University website is temporarily disabled due to unforeseen circumstances, the page will automatically re-direct to a special emergency information website through the CSU.

The University Police Department, namely the Emergency Manager, is responsible for coordinating the alerting of campus emergency responders. In the event of a disaster that disables the campus phone system and other communication channels all designated EOC personnel have been instructed to report to the EOC if it is safe for them to do so.

Regarding operational communications with external partners, University Police maintains direct radio contact with our two primary local response agencies, Long Beach Fire Department and Long Beach Police Department. Any other outside communications will be conducted via telephone, or in-person, as there may be instances where an external entity may request a University liaison to keep in continual communication with them or to report to a local EOC or DOC.

For detailed protocols on the campus Emergency Notification System please see the campus *Crisis Communications Plan*.

CSULB EMERGENCY OPERATIONS PLAN



OFFICE OF THE PRESIDENT
CALIFORNIA STATE UNIVERSITY, LONG BEACH
1250 BELFLOWER BOULEVARD
LONG BEACH, CALIFORNIA 90840-0115
562/985-4121

LETTER OF PROMULGATION

TO: OFFICIALS, FACULTY, STAFF AND STUDENTS OF CSU LONG BEACH

The preservation of life and property is an inherent responsibility of CSU Long Beach leadership. CSU Long Beach has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the protection of CSU Long Beach staff, faculty and students in any emergency situation.

While no plan can prevent death and destruction during an emergency, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the emergency staff and service elements using the Incident Command System (ICS), the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the resources, facilities and personnel of the university into an efficient organization capable of responding to any emergency.

The CSU Long Beach Emergency Operations Plan is an extension of city, county, state and federal emergency plans.

I give my full support to this plan and urge all CSU Long Beach faculty, staff and students, individually and collectively, to do their share in maintaining total emergency preparedness and response effort for the university.

My concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) by CSU Long Beach.

A handwritten signature in cursive script, reading "Jane Close Conoley", written over a horizontal line.

Jane Close Conoley, Ph.D.
President

THE CALIFORNIA STATE UNIVERSITY — BAKERSFIELD • CHANNEL ISLANDS • CHICO • DOMINGUEZ HILLS • EAST BAY • FRESNO • FULLERTON
HUMBOLDT • LONG BEACH • LOS ANGELES • MARITIME ACADEMY • MONTEREY BAY • NORTHRIDGE • POMONA • SACRAMENTO
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CSULB EMERGENCY OPERATIONS
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Approval Date: 8/2/2020

Letter of Approval:

To the CSU Long Beach Campus Community,

In keeping with the CSU Long Beach Emergency Operations Plan (EOP) requirements for annual plan maintenance (section 1-5 of this document), this plan has been updated by the CSULB University Police Department Emergency Manager, Allyson Joy. This plan has been reviewed by me and found to meet the requirements set forth by the National Incident Management System, the Standardized Emergency Management System, and the Incident Command System, as well as related executive orders from the CSU system chancellor.

This plan is hereby approved and adopted for use by the CSU Long Beach campus community.

Fernando M. Solorzano,
Chief of Police
California State University Long Beach Police Department

Or Designee

CSULB EMERGENCY OPERATIONS
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REVISIONS

	Date	Section Include page number(s)	Description of Changes	Completed By (Name & Title)
1	08.03.2020	Sections: 4-5 31, Page H-8 31, Page H-14 42	Additions: 4-5 (Role of SHS Staff and Training of SHS Staff) 31, Page H-8 (Evacuation Considerations for Individuals with Access or Functional Needs) 31, Page H-14 (Accounting for Missing Persons) 42 (Shelter-in- Place/Lockdown Procedures)	Allyson Joy, Emergency Manager
2	9.25.2020	Pages 4-5 Pages 22-23 Pages 31-34 Page 80	Additions: Initial Emergency Notification Procedures Maintenance of the Plan Organization and Responsibilities Campus Resource List	Allyson Joy, Emergency Manager
3				
4				

DISTRIBUTION LIST

University President
UPD Command Staff
Vice President of Administration and Finance
Vice President of Student Affairs
Vice President of Academic Affairs
Vice President of University Relations
Associate Vice President of Public Affairs
Associate Vice President of PPFM
Associate Vice President Financial Mgmt
Director of Risk Management

Director of Student Health Center
Director of Physical Planning
Emergency Preparedness Manager
University EOC
University Police, Communication Center
University Police, Watch Commanders Office
University Police Server – Electronic Version
University EOC Server – Electronic Version
University Emergency Website – Electronic
Version (confidential information redacted)

CSULB EMERGENCY OPERATIONS
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INTRODUCTION

PURPOSE OF THE EMERGENCY OPERATIONS PLAN

The CSU Long Beach Emergency Operations Plan is intended as a guide to disaster response for the University. The plan provides an overview of operational concepts and a detailed disaster management system in accordance with the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

The EOP directs response efforts when Standard Operating Procedures (SOPs) developed by university departments require the coordinated effort of such SOPs. Related SOPs are attached to this document as Annex Plans. Department specific plans and Standard Operating Procedures are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding department-level response.

The Emergency Operations Plan is designed to insure that disaster response and recovery efforts conducted by the CSU Long Beach remain in full compliance with local, state, and federal laws as outlined in the Authority section of this document. This plan acknowledges that an incident may occur at any time of day or night, in numerous buildings, off-campus sites, or satellite locations.

PLAN BACKGROUND

The CSU Long Beach Emergency Operations Plan outlines the University's planned response to emergencies and disasters. The plan focuses on potentially large-scale disasters and emergencies which by their very nature create unique situations that require an expanded emergency response effort. Effective response to any disaster or emergency requires emergency responders to coordinate their actions in a unified and cooperative manner across a wide range of professions and jurisdictions.

The CSU Long Beach Emergency Operations Plan is a living document. It is designed to be displayed, read, examined, and exercised. The plan is designed to be compliant with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), and regulations of The California State University

As outlined in this plan any emergency response undertaken by the CSU Long Beach which is likely to involve mutual aid, a multi-jurisdictional response, be of long term duration, or involve equipment and/or personnel which are beyond the resources of the University shall be managed by use of the Standardized Emergency Management System and in accordance with the National Incident Management System.

For emergency management purposes the CSU Long Beach functions as a Special District within the City of Long Beach, the County of Los Angeles, and Region 1 of the State of California.

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ASSUMPTIONS

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

- The CSU Long Beach has primary responsibility for all emergency actions within the jurisdictional boundaries of the campus.
- During an emergency response the CSU Long Beach will commit all available resources to saving lives, treating injured, minimizing injury, and protecting property.
- The CSU Long Beach will use the Incident Command System, the Standardized Emergency Management System, and the National Incident Management System to manage emergency response.
- The Emergency Operations Center Director and the University Police Incident Commander(s) will coordinate emergency response efforts in accordance with CSU Long Beach Policy.
- The CSU Long Beach will remain party to the Master Mutual Aid Agreement and coordinate its response efforts with the City of Long Beach, County of Los Angeles, Region I EOC, and State of California.
- Resources of the CSU Long Beach will be made available to assist the public in coping with disasters.
- In accordance with all applicable state and federal laws the CSU Long Beach may act as a Mass Care or Mass Shelter Facility during time of disaster.
- The CSU Long Beach will commit its resources to a reasonable degree before requesting mutual aid from the City of Long Beach or the County of Los Angeles.
- The CSU Long Beach will request mutual aid when resources needed to adequately respond to an emergency exceed the University's ability.
- To the best of its ability, the CSU Long Beach will honor all mutual aid requests from the City of Long Beach, County of Los Angeles, Region 1 EOC, and/or State of California.
- To the best of its ability, the CSU Long Beach will honor all mutual aid requests from other California State University campuses as well as University of California campuses.
- The CSU Long Beach Emergency Operations Plan does not a guarantee perfect response for all incidents. The plan outlines hazards and provides guidelines for response. The plan is not intended to be a substitute to experience or inventiveness in time of emergency.

CSULB EMERGENCY OPERATIONS PLAN

GOALS OF THE UNIVERSITY DURING AN EMERGENCY

During an emergency the goals of the CSU Long Beach are:

1. **Safeguard lives**
2. Treat the injured
3. Minimize the risk of injury
4. Protect Property and the environment
5. Rapid return to the business of education
6. Collection and retention of accurate records and documentation of response efforts

ORGANIZATION OF THE CSU LONG BEACH EMERGENCY PLAN

The CSU Long Beach Emergency Operations Plan is divided into three main components:

- Plan Basis. This portion of the plan details the needs, requirements, authority, procedures, and background involved in creating and maintaining an Emergency Operations Plan. It also outlines campus vulnerability to natural disasters and establishes campus policy and procedures as it relates to response to specific emergency events on campus.
- EOC Guide. This section details the role and functions of the CSU Long Beach Emergency Operations Center. It provides positional checklists for all EOC functions as well as descriptions of the Action Planning process and Damage Assessment forms.
- Event Specific Response Guides. This section details both the expected response of the campus community as well as University Administration for specific hazards and emergencies.

CSULB EMERGENCY OPERATIONS PLAN

HAZARDOUS MATERIALS CONTINGENCY PLAN

The CSU Long Beach Hazardous Materials Contingency Plan (HMCP) is a working element of the CSU Long Beach Emergency Operations Plan. Responsibility for the HMCP lies with the CSU Long Beach Office of Environmental Health and Safety. This plan details the response efforts as well as roles and responsibilities of the CSU Long Beach in response to a hazardous materials incident. The objective of the HMCP is to minimize the adverse effects to human health and the environment due to a hazardous materials incident.

The HMCP was designed to be compliant with the following regulatory requirements:

- California Code of Regulations, Title 8, Section 5192
- California Code of Regulations, Title 10, Section 20.2202
- California Code of Regulations, Title 17, Section 30295
- California Code of Regulations, Title 19, Section 2620
- California Code of Regulations, Title 22, Article 66265.51

Due to operational interests as well as the safety of emergency responders the nature of the material contained in this plan is not available for uncontrolled public view. Those who are interested in further information on the plan or wish to arrange viewing the plan are invited to contact the Director of Safety Risk Management at (562) 985-2283.

PRESERVATION OF VITAL RECORDS AND BUSINESS CONTINUITY

The CSU Long Beach Business Continuity Plan is a working element of the CSU Long Beach Emergency Operations Plan that is specifically designed to address the issues of resumption of business operations following a disaster or major emergency response. Persons interested in viewing the Business Continuity Plan should contact the CSU Long Beach Office of Administration and Finance at (562) 985-5578.

Vital records of the CSU Long Beach are routinely stored electronically in secure off campus locations. The University Administration is responsible for ensuring adequate maintenance of backup records to ensure continued operations if primary records are lost or corrupted.

CSULB EMERGENCY OPERATIONS PLAN

ROLE OF TRAINING AND EXERCISES

Training and exercise are essential components of any emergency response organization. They insure personnel are adequately prepared and properly instructed on emergency response techniques, the emergency operations plan, as well as the goals of the response organization.

The CSU Long Beach strives to provide educational experiences and information on emergency preparedness and disaster response for the students, staff, and faculty of the University. The CSU Long Beach University Police Emergency Services Coordinator is detailed the responsibility of creating, providing, and coordinating emergency preparedness and disaster response training to the campus community. The Emergency Services Coordinator is also responsible for providing University Emergency Responders a basic understanding of the appropriate level of SEMS and NIMS, an orientation to the Emergency Operations Plan and the creation of a realistic Emergency Operations Center exercise program.

The CSU Long Beach will use reality based exercises to test its response and disaster management capabilities. Reality-based training exercises are a proven method of testing not only the Emergency Operations Plan, but of insuring emergency responder familiarity with the plan and competency. During these exercises, emergency responders will be expected to respond to the exercise as though it were a real emergency. The exercises are designed to provide responders with the opportunity to become familiar with the Emergency Operations Plan as well as to become more comfortable and competent in their roles as emergency responders and emergency managers.

The CSU Long Beach will use the following forms of exercises for main campus and any required satellite locations:

- TABLETOP EXERCISE (Minimum 1x/year)
- DRILLS (Minimum 1x/year)
- BUILDING EVACUATIONS (Minimum 1x/year)
- FUNCTIONAL EXERCISE (Minimum 1x/every other year)
- FULL-SCALE EXERCISE (Minimum 1x/every **five** years or EOC activation)

Tabletop exercises provide a low stress, slow paced method of evaluating policy, plans, and procedures. In this form of exercise a group of responders will discuss and/or work through a specific issue in the response plan. The emphasis will be on communication, interaction, and slow paced problem solving.

Drills are coordinated, supervised activities usually employed to validate a specific operation or function in a single agency or organization. A drill should be done at least once a year, and may be skipped on years when a functional or full-scale exercise is held.

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Building evacuation or fire drills shall be conducted at frequencies no less than required by State and Federal code, including the CA Fire Code and Clery compliance.

Functional exercises provide a method of testing individual functions as well as overall plan readiness. In this form of exercise, primarily intended for the Emergency Operations Center, role players call in emergency incidents and information while emergency managers use the Emergency Operations Plan to solve the issues raised. This form of exercise is high stress and higher speed than the tabletop.

A **Full-Scale exercise** is an accurate recreation of an emergency situation or disaster it is designed to fully test all portions of the response plan as well as emergency responders. In this form actors are used to simulate victims of a disaster. Emergency responders relay information into the EOC in real time. The object of this exercise is to make it as realistic to a disaster as possible in order to discover and correct problems with the Emergency Operations Plan before a disaster.

At the completion of each exercise or simulated emergency incident, written documentation of exercise or test results and lessons learned shall be documented in the form of an **After Action Report (AAR)**, to reviewed by the campus emergency management team, and maintained by the emergency manager or emergency coordinator consistent with guidelines found in EO 1031. Such reports will be made available to the System-wide Office of Risk Management upon request. Every effort will be made to complete AARs within **30 days** of the exercise or drill.

CSULB EMERGENCY OPERATIONS PLAN

TRAINING AND EXERCISE EFFORTS PLANNED 2020 – 2021 (subject to change)

DATE	LEAD	SCOPE	AGENCIES INVOLVED
01/10/2020	Emergency Manager	Earthquake Tabletop Exercise	University Police Student Health Services Staff
02/19/2020	Emergency Manager	Fire / Evacuation Drill – Campus-wide Test of Emergency Notification System (ENS)	CSU Long Beach – All Departments
02/28/2020	Emergency Manager	Fire / Evacuation Drill (Lancaster Facility)	University Police College of Engineering
Summer 2020	Emergency Manager	Evacuation Drill (building-specific)	University Police College of Education Community Clinic Staff Facilities Management
Summer 2020	Emergency Manager	Hazardous Material Decon Drill	University Police Long Beach Fire Department CSU Long Beach Building Marshals
10/15/2020	Emergency Manager	Great Shakeout Earthquake Drill – Campus-wide	CSU Long Beach – All Departments
11/17/2020 11/18/2020	Emergency Manager	Infectious Disease Functional Exercise – POD Activation, EOC Activation, JIC Activation	University Police Student Health Center Long Beach Department of Health and Human Services CSU Long Beach Joint Information Center CSU Long Beach EOC
02/18/2021	Emergency Manager	Fire / Evacuation Drill – Campus-wide including Lancaster Facility Test of Emergency Notification System (ENS)	CSU Long Beach – All Departments College of Engineering (offsite)
10/21/2021	Emergency Manager	Great Shakeout Earthquake Drill – Campus-wide	CSU Long Beach – All Departments

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COORDINATION WITH THE CITY OF LONG BEACH AND COMMUNITY PARTNERS

Every effort will be made to coordinate the planning and mitigation efforts with the city Long Beach. Our institution involves the city in our training exercises as appropriate.

Partnership with the City of Long Beach and other local entities should occur at each possible opportunity. CSULB community partners include, but are not limited to, the Long Beach Police Department, Long Beach Fire Department, Veterans Affairs Long Beach Healthcare System, American Red Cross, Long Beach Unified School District, Long Beach City College, and the Long Beach Community Emergency Response Team (CERT).

MAINTENANCE OF THE CSU LONG BEACH EMERGENCY OPERATIONS PLAN

The CSU Long Beach Emergency Operations Plan is maintained through a collaborative process that utilizes information, data, and guidance from a wide variety of internal and external sources.

An annual review of this plan is conducted by the University Police Department Emergency Manager in collaboration with various campus departments and subject matter experts to ensure its elements are valid, current, and in compliance with all local, state, and federal guidelines. Amendments may be made due to changing circumstances, emerging or evolving hazards, advances in technology, changes in campus policy, or changes to regulatory requirements.

On an annual basis, or more frequently if policy changes require it, this plan is to be reviewed, updated, and distributed to the campus emergency management team made available to the campus via the University Police Department [website](#).

Any individual or campus department can forward any proposed changes to this plan to the Emergency Manager for consideration. This allows other departments and external support agencies with a vested interest in our campus safety planning to provide relevant input to the document.

Training and exercises related to this plan are conducted on a regular basis in accordance with Chancellor's Office Executive Order 1056, including joint exercises between CSU Long Beach and local partner agencies. After-Action-Reports are completed following each exercise or real world incident to address any deficiencies, inefficiencies, or lessons learned that should be reflected in this plan.

Following the review and update of the plan it shall be submitted to **1)** the University Chief of Police and **2)** the Chief of Medical Staff for Student Health Services (in accordance with CSU Executive Order 943, University Health Services) for final approval and adopting by the campus community. This review and approval process will be accomplished by December 31st of the calendar year.

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Upon approval, the plan will be made available to all relevant stakeholders and members of the campus emergency management team. A condensed version, with confidential information redacted will be accessible to the public on the University Police Department [website](#).

Supplemental review and input to relevant sections of the EOP should be conducted by campus personnel who have specialized knowledge of specific emergency response procedures, as well as any needs of specialized populations on campus. Such personnel include, but are not limited to:

- Representatives from Student Health Services
- Representatives from CPIE (International Programs)
- Representatives from Bob Murphy Access Center (formerly Disabled Student Services)
- Representatives from Staff Human Resources
- Representatives from the Office of Risk Management
- Representatives from PPFM, including Environmental Health and Safety and Design and Construction Services
- Representatives from Auxiliary organizations, primarily 49er Shops, ASI, and Foundation

Review and update of the Hazardous Materials Contingency Plan shall be the responsibility of the Director of Environmental Health and Safety. Review and update of the Business Continuity Plan shall be the responsibility of the Office of Administration and Finance.

When updating, changes in policy, local ordinances, state and federal laws, as well as accepted best practices will be considered and incorporated into the Emergency Operations Plan. Following update the University Police Department Emergency Manager will be responsible for preparing, coordinating, publishing, and distributing revisions to the Emergency Operations Plan.

Copies of this plan will be distributed as noted in the Plan Distribution List on page 8.

CSULB EMERGENCY OPERATIONS PLAN

Emergency Management Safety Committee:

Like all major universities, CSULB must be prepared for a variety of potential emergencies. Whether they be natural disasters, criminal acts, or terror-related incidents, the safety of the students, faculty, and staff of the University must be insured.

Under the direction of University Police Chief, the campus will take decisive action. A primary goal is to maintain a CSULB Emergency Management Safety Committee. This body will advise on Emergency Management related issues in order to protect the University by facilitating the integration of all activities to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and continue operations during the occurrence and recovery from a disaster. There are also plans to identify, train, and equip voluntary Building Marshalls to meet the operational and support needs of the University.

GOALS

1. Under the guidance of EMSC, adopt a strategic vision for the University to help facilitate the Office of Emergency Management's goal of improving the institution's ability to mitigate against, prepare for, respond to, and recover from natural or manmade disasters. Ensure that each division of the University has planned thoroughly for emergencies in coordination with EMSC.
Continue to expand the Building Marshall Program.
Provide additional training to Building Marshalls including CPR, First Aid, and Community Emergency Response Team principles.
Establish Department or organizational unit Emergency Plan standards.
Require each Department or organizational unit to create an Emergency Operations Plan.
Ensure that each college has an updated emergency preparedness plan.

Emergency Management Safety Committee



CSULB EMERGENCY OPERATIONS PLAN

Area/Department	Responsibilities
Academic Facilities	<ul style="list-style-type: none"> • Develop procedures to communicate with and account for faculty in an emergency situation. • Develop plans to identify alternate facilities where institutional activities can be conducted in the event of the destruction, disablement or denial or lack of access to existing facilities. • Identify and prioritize critical support services and systems. • Identify and help ensure recovery of critical assets and information.
Academic Senate	<ul style="list-style-type: none"> • Policy and Advocacy Guidance • Faculty Buy-In Strategies
ASI	<ul style="list-style-type: none"> • Student body representation • Student advocacy and recovery strategies • Assist in developing volunteer strategies and policies for spontaneous student volunteers
Athletics	<ul style="list-style-type: none"> • Large Venue Emergency Response Plans • Event continuity and crowd management
Business Continuity	<ul style="list-style-type: none"> • Support/Coordinate COOP process across campus • Develop a Continuity of Operations Annex to be integrated into the EOP
Facilities Maintenance & Physical Planning	<ul style="list-style-type: none"> • Provide floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings • GIS Specialist Liaison • Participate in vulnerability and hazard assessments • Participate in campus resource typing • Develop procedures for pre-positioning resources and equipment • Identify sources for mutual aid agreements and assistance
Contract Specialist	<ul style="list-style-type: none"> • Assist in the development of Emergency Contract & Mutual Aid Agreement • Memorandum of Understanding Procedures – systems expert • Identify sources for mutual aid agreements and assistance

CSULB EMERGENCY OPERATIONS PLAN

<p>Counseling & Psychological Services</p>	<ul style="list-style-type: none"> • Identify and train appropriate staff to provide developmentally and culturally appropriate mental health services. • Train mental health staff on specific interventions. • Provide basic training on available resources and common reactions to trauma for all staff. • Train faculty and other staff on early warning signs of individuals who pose a potential danger. • Assemble and train Psychological Triage Teams. • Identify both internal (including academic side) and external partners and develop partnership agreements.
<p>Design & Construction Services</p>	<ul style="list-style-type: none"> • Develop the Seismic Emergency Response Protocol • Participate in vulnerability and hazard assessments • Participate in campus resource typing • Develop procedures for pre-positioning resources and equipment • Identify sources for mutual aid agreements and assistance
<p>Dining Services</p>	<ul style="list-style-type: none"> • Identify possible threats and mitigation strategies relating to food safety • Develop procedures for providing food to students, staff, faculty, and community partners during a major emergency • Develop mutual aid agreements for obtaining, preparing, and distributing food
<p>Bob Murphy Access Center / Disabled Student Services</p>	<ul style="list-style-type: none"> • Ensure that all obligations under the Americans with Disabilities Act are considered throughout the planning and implementation of the EOP
<p>Graduate Program – Emergency Services Administration Program</p>	<ul style="list-style-type: none"> • Bridge the academic and operational needs of the University to offer students the ability to take on various projects needed (Subject Matter Experts).

CSULB EMERGENCY OPERATIONS PLAN

<p>Environmental Health & Safety</p>	<ul style="list-style-type: none"> • Participate in vulnerability and hazard assessment • Participate in campus resource typing • Review and update office standard operating procedures to align with CSULB Emergency Operations Plan • Develop procedures for pre-positioning resources and equipment • Review and update processes and procedures for state and federal disaster declaration requests • Develop, review, and update state and federally required environmental emergency response plans, including management procedures for the plans • Coordinate with Emergency Manager to develop the process and procedures for increasing public information in the event of EHS Hazard.
<p>Facilities Management</p>	<ul style="list-style-type: none"> • Participate in vulnerability and hazard assessments • Participate in campus resource typing • Develop procedures for pre-positioning resources and equipment • Identify sources for mutual aid agreements and assistance
<p>Finance</p>	<ul style="list-style-type: none"> • Develop the processes and procedures for tracking employees' time and issuing paychecks during disaster operations • Develop procedures for procuring emergency resources for responding to and recovering from emergencies • Develop the process for documenting the financial cost of emergency response and recovery operations • Develop a Business Continuity Plan (BCP)
<p>Foundation</p>	<ul style="list-style-type: none"> • Support Emergency Program through policy guidance and grant opportunities • Offer research opportunities to interested faculty that bridge the academic and operational needs of the University.

CSULB EMERGENCY OPERATIONS PLAN

<p>Student Health Center</p>	<ul style="list-style-type: none"> • Develop procedures to determine if there are adequate supplies and equipment to triage for an emergency and to support community health partners • Develop procedures for mobilizing personnel on campus • Develop procedures for developing mutual aid agreements • Develop pandemic flu and infectious disease plans • Develop a system for disease surveillance and tracking • Coordinate with local and state public health partners
<p>Housing & Residential Life</p>	<ul style="list-style-type: none"> • Develop procedures to coordinate the need for on-campus housing, temporary shelters, and temporary off-campus housing locations, including consideration of physical accessibility for individuals with disabilities and others with access and functional needs • Develop procedures for mobilizing residential life personnel and pre-positioning resources • Develop an on-call staffing system to ensure staff are available at all times • Develop procedures for identifying resident students in need of emergency evacuation assistance • Develop procedures for the evacuation and temporary shelter accommodations for resident students • Develop procedures for checking residential facilities and equipment
<p>ITS – Management & Operations</p>	<ul style="list-style-type: none"> • Identify IT resources needed to facilitate the emergency operations of all campus departments • Identify the need for and sources of emergency communication devices (e.g., ham radios, cell phones, satellite phones) • Develop plans to continue academic programs that significantly use technology for teaching purposes.
<p>ITS – Network, Telecom, Security</p>	<ul style="list-style-type: none"> • Identify information technology resources needed to facilitate the emergency operations of all campus departments • Identify the need for and sources of emergency communication devices (e.g., ham radios, cell phones, satellite phones) • Develop plans to continue academic programs that significantly use technology for teaching purposes.

CSULB EMERGENCY OPERATIONS PLAN

<p>Legal</p>	<ul style="list-style-type: none"> • Provide legal counsel on campus liability to key decision makers • Coordinate investigations completed by community partners • Ensure that all campus and community actions are documented with a rationale for the action • Participate in the threat assessment team • Ensure compliance with applicable laws
<p>Strategic Communications</p>	<ul style="list-style-type: none"> • Coordinate beforehand with all departments to provide unified and factual messages to students, staff, faculty , families, and the media using multiple modalities • Develop pre-agreements with the media concerning debriefings and media holding areas during an emergency • Designate a campus spokesperson
<p>Risk Management</p>	<ul style="list-style-type: none"> • Review strategies and provide insight into campus liability to key decision makers
<p>Staff Human Resources</p>	<ul style="list-style-type: none"> • Develop plans to maintain the continuity of the payroll together with Business Continuity Specialist. • Develop plans to maintain employee benefit services during an emergency • Develop plans to hire or replace staff with temporary employees, if needed • Develop plants to serve as the liaison or organizer, or both, of volunteer assistance in the event of an emergency • Prepare to execute components of the COOP relating to staffing, including assessing faculty and staff availability, appropriation of personnel, and assisting employees with work-recovery needs (e.g., psychological help, time off for personal needs if home/family are affected) • Develop processes to account for personnel during or after an event
<p>Student Life & Development</p>	<ul style="list-style-type: none"> • Develop reunification procedures in collaboration with community reunification initiatives • Develop procedures for checking student affairs facilities and equipment, including those relating to on-campus recreation, student organizations, on-campus employment, community service, and volunteerism • Develop procedures for addressing the needs of students living in off-campus Greek housing or off-campus facilities

CSULB EMERGENCY OPERATIONS PLAN

	<ul style="list-style-type: none"> • Develop procedures for pre-positioning resources to maintain functioning of such campus elements as career services and student government • Develop mutual aid agreements and pre- negotiate with service providers for delivering goods and services in the event of an emergency • Ensure that the plan is accessible to students whose primary language is not English • Develop parent or family notification procedures
<p>Parking & Transportation Services</p>	<ul style="list-style-type: none"> • Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles • Develop evacuation procedures from various campus locales • Develop procedures for IHE-sponsored transportation (e.g., buses, shuttles)
<p>University Venue / Event Specialist</p>	<ul style="list-style-type: none"> • Coordinate alternate facility use plans • Provide guidance and plans for operations needing back-up locations
<p>University Police Department</p>	<ul style="list-style-type: none"> • Develop a process for managing incidents at the field level using the ICS / Unified Command • Develop partnerships with both LBPD and LBFD and other local jurisdictions • Participate in policy guidance in regards to life safety and police operations. • Participate in vulnerability and hazard assessments

ORGANIZATION AND RESPONSIBILITIES

Executive Policy Group

The University President has the full authority and responsibility to govern the campus at all times, including and especially during an emergency event. The President is in command of the campus Executive Policy Group, which provides policy direction during an emergency. The President may seek advice and consultation from the Executive Policy Group, the designated Campus Emergency Executive, or other subject matter experts, but remains the ultimate decision-making authority for the campus.

The Executive Policy Group includes the following individuals:

- University President
- Provost
- Chief of Police
- Legal Counsel
- VP Administration and Finance (Campus Emergency Executive)
- VP Student Affairs
- VP University Relations
- AVP Faculty Affairs
- Chief Information Officer

The President, or their designee, will convene, if necessary, the Executive Policy Group in order to make decisions, set policies, and coordinate the campus responses. The Emergency Operations Center (EOC) will be activated as needed to provide the appropriate support needed during the period of a disaster.

While not formally part of the Standardized Emergency Management or Incident Command Systems (SEMS/ICS), the Executive Policy Group provides valuable leadership and management responsibilities regarding the direction and overall management of the campus response.

In the event that an emergency occurs outside normal operating hours of the University and the President and Campus Emergency Executive are not on campus or not immediately able to be reached, the most senior sworn member of the University Police Department will remain in charge of the incident scene and coordinate any immediate emergency tasks.

CSULB EMERGENCY OPERATIONS PLAN

Campus Departments

The role of individual campus departments or department administrators during an emergency will depend entirely on the nature of the incident and who is being impacted.

In addition to any mandated safety training for employees, department administrators may request emergency training for their respective areas at any time from either the University Police Department, Office of Emergency Management or Environmental Health and Safety.

The expectation of all students, faculty, and staff is that they maintain current emergency contact information in their Single-Sign-On staff or student portal to ensure they receive timely emergency alerts, and that they abide by any instruction given during an emergency incident.

Information on campus safety tips, crime reporting, training requests, drill or exercise participation, personal preparedness, and emergency notifications are available to the campus community on the University Police Department [webpage](#).

Departments with Critical Responsibilities

Academic Facilities: **1)** Maintain plans to identify alternative facilities for instructional activities **2)** Identify and prioritize critical support services and systems for course delivery

Athletics: **1)** Maintain large venue emergency response plans **2)** Ensure event continuity and crowd management protocols

Facilities Management and Physical Planning: **1)** Maintain campus maps and building floor plans, room layouts, electrical sources, ingress and egress routes **2)** Participate in threat and hazard vulnerability assessments **3)** Maintain procedures for pre-positioning and allocation of resources and equipment **4)** Identify sources for mutual aid assistance

Counseling and Psychological Services: **1)** Assemble and train Psychological First Aid response teams **2)** Provide basic training on available resources and common trauma reactions **3)** Provide training on early warning signs of individuals who may pose a risk **4)** Identify internal and external partner groups or agencies and maintain partnership agreements

Design and Construction Services: **1)** Maintain seismic emergency response protocol **2)** Participate in threat and hazard vulnerability assessments **3)** Maintain procedures for pre-positioning and allocation of DCS resources and equipment

CSULB EMERGENCY OPERATIONS PLAN

Dining Services/49er Shops (Auxiliary organization): **1)** Identify possible threats and mitigation strategies related to food safety **2)** Maintain procedures for providing food to students, faculty, and staff during a major disaster **3)** Develop and maintain mutual aid agreements for obtaining, preparing, and distributing food

Bob Murphy Access Center (Formerly Disable Student Services): **1)** Ensure that all obligations under the Americans with Disabilities Act (ADA.gov) are considered and fulfilled throughout all campus planning and response efforts

Environmental Health and Safety: **1)** Participate in threat and hazard vulnerability assessments **2)** Maintain EH&S SOPs that align with the campus-wide Emergency Operations Plan **3)** Maintain procedures for pre-positioning and allocating resources and equipment **4)** Develop, review, and update state and federally required environmental emergency response plans

Finance: **1)** Maintain processes and procedures for tracking employees' time and ensuring pay during disaster operations **2)** Maintain procedures for procuring resources for responding to and recovering from emergencies **3)** Maintain procedures for documenting the financial cost of emergency response and recovery operations

Student Health Services: **1)** Maintain physical medical supplies to support triage and emergency medical operations **2)** Develop protocols for mobilizing SHS staff for emergency medical response **3)** Maintain partnerships with local health partners **4)** Maintain pandemic flu and infectious disease plans in partnership with UPD and EHS **5)** Develop a system for disease surveillance and tracking

Housing and Residential Life: **1)** Maintain procedures to coordinate the need for on-campus housing, temporary shelters, and temporary off-campus housing locations, with consideration to physical accessibility for individuals with access or functional needs **2)** Develop procedures for mobilizing HRL staff and pre-positioning sheltering resources **3)** Maintain procedures for the rapid evacuation and temporary sheltering of residential students

Information Technology: **1)** Identify IT resources needed to facilitate emergency operations **2)** Identify the need for and sources of emergency communication devices **3)** Support academic continuity plans that significantly use technology for course delivery

Strategic Communications: **1)** Maintain campus Crisis Communications Plan **2)** Ensure unified and factual messaging to the campus community and the public during an emergency incident **3)** Maintain agreements and relationships with media partners **4)** Designate campus spokespersons

CSULB EMERGENCY OPERATIONS PLAN

Staff Human Resources: **1)** Develop plans to maintain continuity of payroll and employee benefit services during an emergency **2)** Prepare to execute components of the Continuity of Operations Plan related to staffing levels and work-recovery needs **3)** Maintain process for accounting for personnel during or after an incident

Parking and Transportation Services: **1)** Maintain procedures for mobilizing campus-wide transportation for an emergency and controlling traffic egress from private vehicles **2)** Maintain procedures related to campus-run transportation to aid in evacuations or other response operations as needed

University Police Department: **1)** Maintain protocols for managing incidents at the field level utilizing ICS principles **2)** Maintain MOUs and relationships with local partner agencies **3)** Participate in policy guidance regarding life safety and police operations on campus **4)** Maintain operational readiness of the Emergency Operations Center (EOC)

Community Members, Alumni, and Parents

Members of the local community, alumni, parents of current students, and others who may have a vested interest in the safety of our campus may enroll to receive emergency notifications at any time by texting “START CSULB” to 23177 from their mobile phone.

Individuals who opt-in to receive emergency notifications are expected to abide by any instruction given and should not come to campus during an emergency incident.

RISK ASSESSMENT

The CSU Long Beach campus community will be, at some time, confronted with damage caused by a natural hazard. It is in the best interest of the University and campus community to develop plans, coordinate resources, and increase public awareness in order to reduce the impact of a natural hazard on the campus community.

CAMPUS COMMUNITY INFORMATION

Campus Location

The CSU Long Beach campus consists of approximately 90 buildings on 324 acres of land. Maps of the University campus are provided on the following pages. The campus is located entirely within the City of Long Beach, in southern Los Angeles County.

Campus Population

The CSU Long Beach campus population varies based on time of day and the day of the week. Peak hours of operation are Monday through Thursday from 0800-1300 and 1700-2100. There are approximately 37,900 students, 2,200 faculty members, and 1,500 staff members at the University. The main centers of campus population are located on upper campus and along the north-east border.

The CSU Long Beach provides housing, in 21 buildings, for approximately 2000 members of the campus community. Housing on campus is divided between the Residence Commons and Parkside Commons areas both of which are located on the north-western edge of campus.

There is the Beachside College Off-site Housing. This site houses approximately 500 students. Beachside consists of two buildings located on the corner of Pacific Coast Highway (PCH) and Clark Avenue. The street address is 4835 E. Pacific Coast Highway.

There are two child care facilities located on the CSU Long Beach campus. The Isabelle Patterson Child Development Center is located at the extreme northwest corner of the campus, behind the Parkside Commons and facing Atherton Street. A separate child care facility is located within the Family and Consumer Sciences building.

Campus Soils and Geology

The City of Long Beach is underlain by up to several hundred feet of unconsolidated continental sediments and over 15,000 feet of stratified sedimentary marine rocks which consist of inter-bedded sandstone, siltstone, and shale. Natural soils in this area are a mixture of sandy, silty, and clay loams.

CSULB EMERGENCY OPERATIONS PLAN

Portions of the city, including those around CSU Long Beach, have been elevated by regional uplift, folding, and faulting. The CSU Long Beach sits on one of a series of low hills that have been elevated by regional uplift, faulting, and folding of marine sedimentary rocks. This series of low hills stretches from the Bixby Knolls area in western Long Beach to Seal Beach. The CSU Long Beach campus lies very close to the Newport-Inglewood Fault Zone which passes just to the south of campus.

Historically the area of lower campus has been described as swampy and USGS maps show the water table to be about 10' below the surface. An independent survey done in 1994 for CSU Long Beach by Law Crandel Soil Engineers, a private firm, found that the water table on campus stands between 25 and 30 feet. Engineers involved in the study felt that the change is primarily due to completion of storm drain and water channeling systems for the San Gabriel River.

City of Long Beach

Information pertaining to the City of Long Beach was obtained from the City of Long Beach Natural Hazard Mitigation Plan. That plan can be accessed from the Long Beach Fire Department website at <http://longbeach.gov/fire/default>.

The City of Long Beach is the second largest city in Los Angeles County and fifth largest in the state. The city contains the second busiest seaport in the country and tenth busiest in the world. The Long Beach Airport serves regional airlines, cargo, and private planes.

Area Climate

The City of Long Beach is considered to be a subtropical climate. The area receives the majority of its rainfall generally between the months of December and March. Major storms in the area generally consist of one or more frontal systems which can last up to four or more days. Average rainfall for the area is about 13 inches per year.

Average temperature ranges for the City of Long Beach can vary over a wide range particularly when the Santa Ana winds blow, which causes a rise in temperature and decrease in humidity. General temperature ranges for the area are 46 degrees Fahrenheit in winter to 83 degrees Fahrenheit in the summer.

CSULB EMERGENCY OPERATIONS PLAN

Parking and Transportation

There are currently 15,118 parking spaces on campus spread out among 20 parking lots and three Parking Structures. There is one structure with six floors, and two adjoining structures each with four floors. The campus is served by transit systems from the City of Long Beach, Orange County, Los Angeles County, as well as a private campus shuttle.

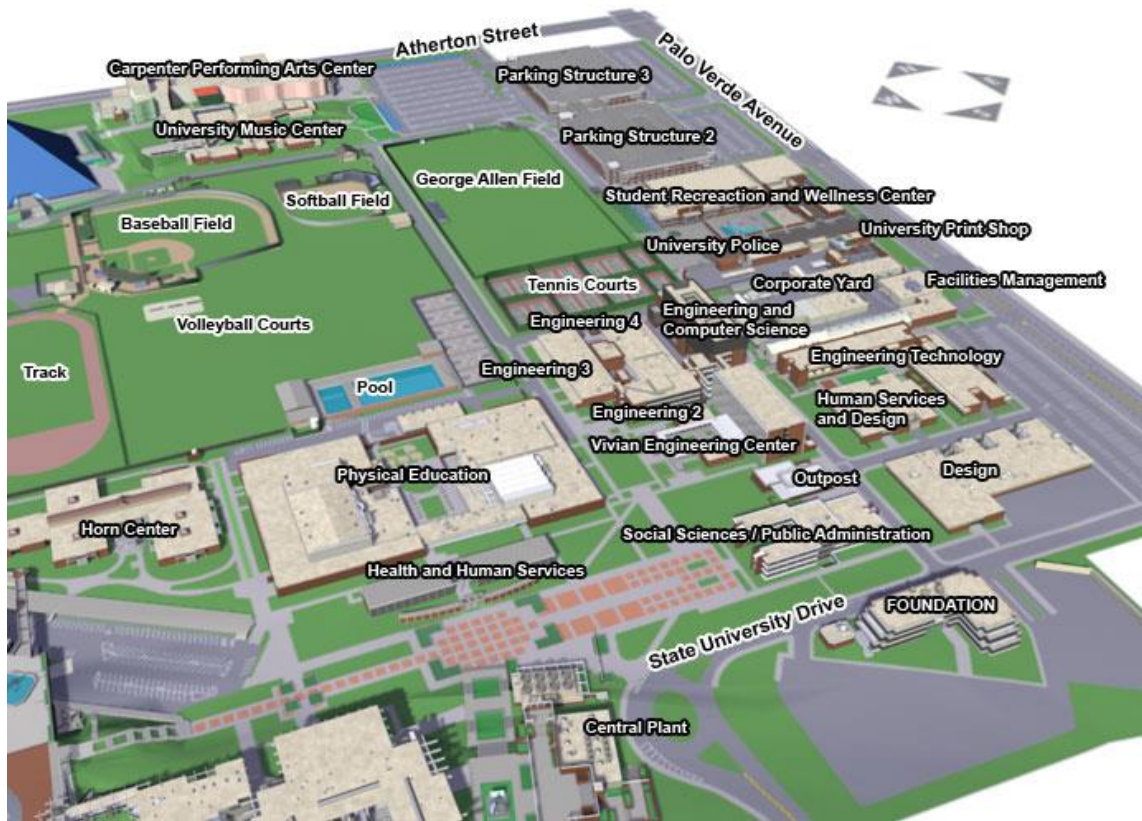
The campus is wholly contained within the City of Long Beach. It is bordered by Bellflower Boulevard on the west, Atherton Street on the north, Palo Verde Avenue on the east, and 7th Street on the south. Main entrances to the campus are located off all these roadways. The campus is located within a mile of the 405, 605, and 22 Freeways.



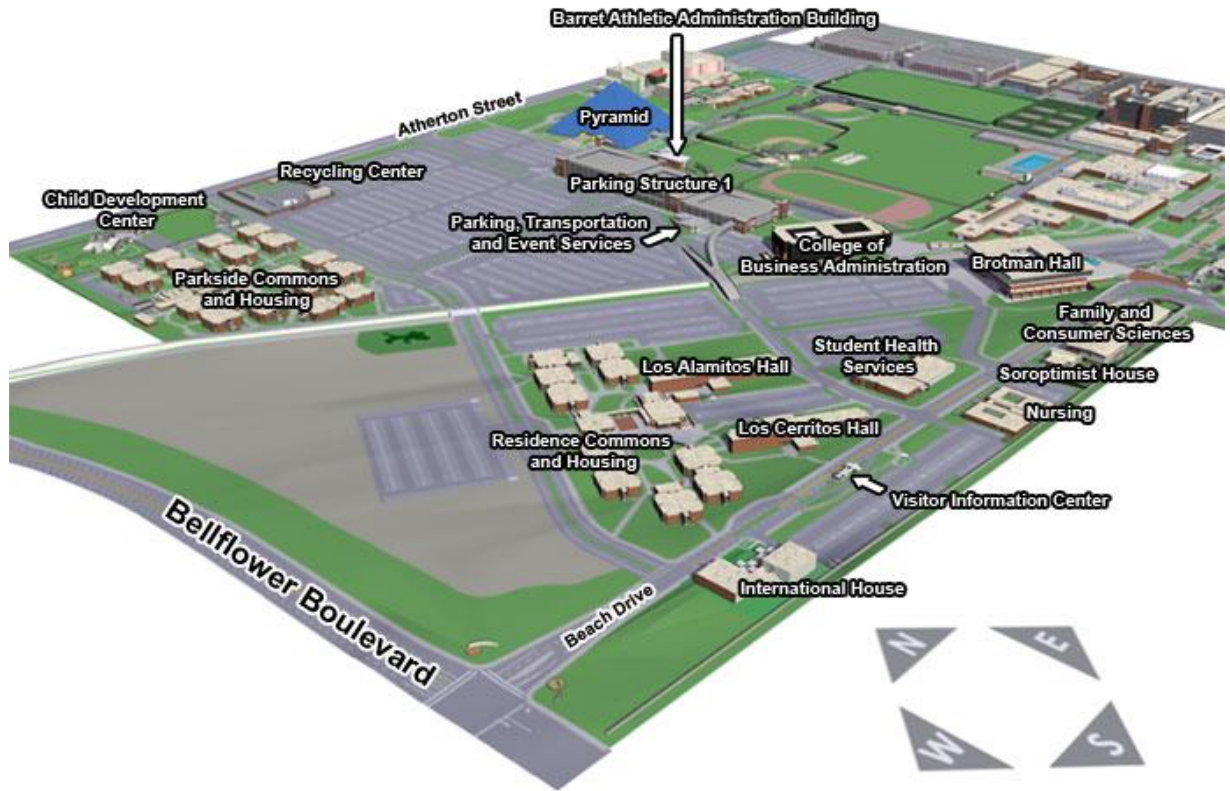
CAMPUS MAPS



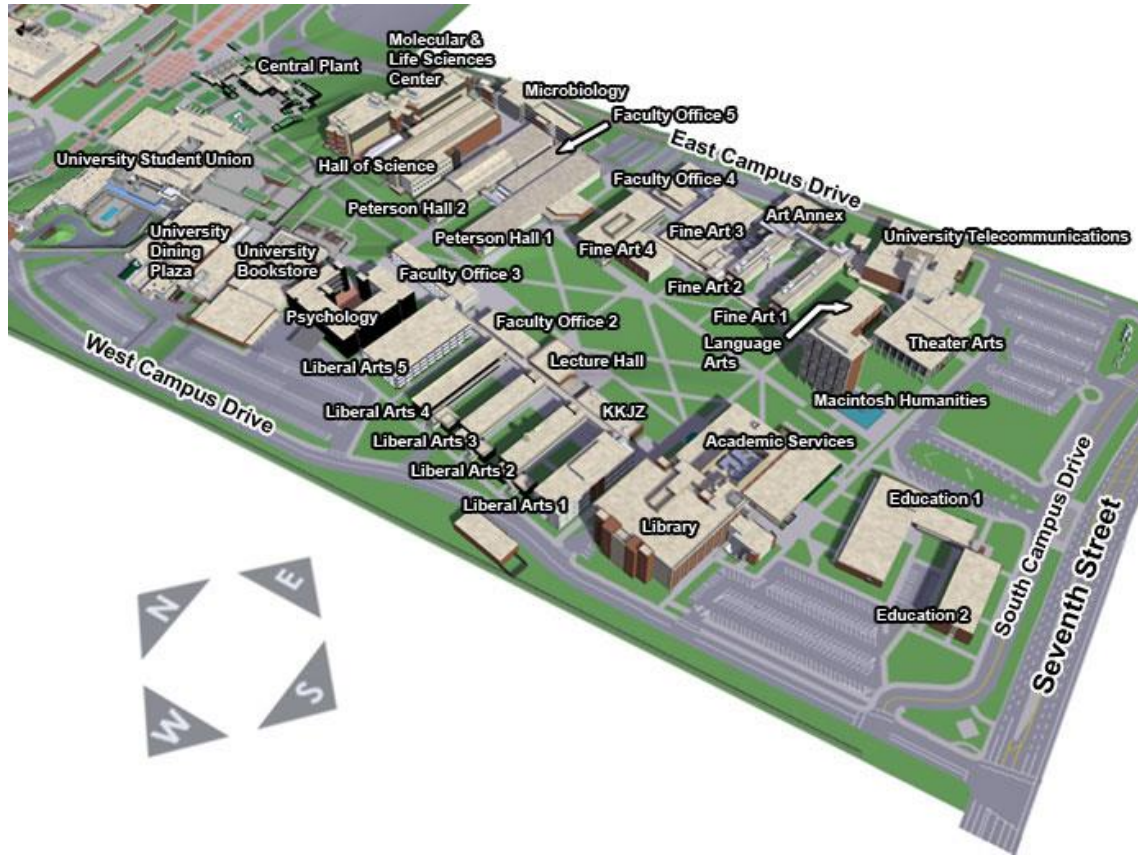
East Campus



West Campus



South Campus



CSU Long Beach Master Plan

Development trends for the University are identified in the CSU Long Beach Master Plan. The Master Plan identifies goals and priorities for the entire University. The Master Plan addresses goals and priorities for the following categories:

- Enrollment
- Physical Facilities and Environment
- Resources and Quality Improvements
- Student Retention and Graduation
- Information Technology
- Non-State Revenue

Enrollment

Enrollment is a challenging issue facing the CSU Long Beach. The campus has in the past, and will likely in the future, have a rapid growth rate. As enrollment at the University increases classroom space becomes more crowded causing the need for continued growth to instructional and laboratory space. Long term planning is underway which looks beyond the current budget restrictions to meeting the enrollment and associated physical needs of the CSU Long Beach.

Physical Facilities

Many of the buildings at CSU Long Beach are older and in need of renovation or replacement. Any update of campus facilities is based on meeting the needs of enrollment growth, instruction needs, housing needs, technology advances, parking, general access, and green space needs. The Master Plan identifies the need to renovate or expand crucial areas.

Resources and Quality Improvements

The Campus Master Plan is based on limiting budget growth to meet the needs of the campus community.

Student Retention and Graduation

The Plan calls for the maintenance of class availability and offering in order to meet needs of student graduation. This includes the offering of additional summer session classes.

Information Technology

The University is dedicated to safeguarding sensitive information while allowing electronic access to the University at an unprecedented rate.

Non-State Funds

The University will whenever possible explore the opportunity of obtaining non-state funds as a method of supporting campus projects and programs.

CSULB EMERGENCY OPERATIONS PLAN

RISK ASSESSMENT PROCESS

The purpose of this section is to identify the types of natural hazards that could likely affect the CSU Long Beach campus community. Based on past hazards, area geology and geography, as well as current weather conditions it is possible that any one of the following naturally occurring hazards may have an impact on the CSU Long Beach campus community:

- Earthquake
- Flood
- Tsunami
- Windstorm/Severe Weather

Federal regulations outlined in 44 CFR Part 201 detail the need for risk assessments in hazard mitigation planning. Assessing risks helps communities identify and prioritize mitigation efforts that reduce losses from identified natural hazards. As noted above there are four **natural** hazards identified in the CSU Long Beach risk assessment. Their potential impacts on the CSU Long Beach campus as well as how this plan meets the Federal Guidelines are summarized below.

FEDERAL CRITERIA FOR RISK ASSESSMENT

FEDERAL REQUIREMENTS	CSU LONG BEACH COMPLIANCE
Identification of Hazards	Each hazard section includes the best available data on its possible impact to the CSU Long Beach campus. To the extent available existing maps, tables, and factual data were used to identify the possible locations. Wherever possible maps have been included in the plan.
Profiling of Hazardous Events	Each hazard section contains historical background on the hazard, its known damages and characteristics as well as level of threat posed to the CSU Long Beach area.
Assessing Vulnerability – Asset Identification	Where available and known the vulnerability of CSU Long Beach facilities is identified in each hazard section. Possible hazard mitigation strategies are outlined in each section.
Assessing Vulnerability – Estimating Potential Losses	The entire CSU Long Beach campus is considered a critical infrastructure. In completing the Risk Assessment the vulnerability of each individual structure was considered. Where available quantitative estimates for each hazard were made.
Assessing Vulnerability – Analyzing Development Trends	Plans governing the development trends are outlined in the CSU Long Beach Master Plan as summarized in that section.

EARTHQUAKE

Introduction

Earthquakes are one of the most powerful and destructive forces in nature. An earthquake is caused by a sudden and rapid shaking of the earth caused by the breaking and shifting of tectonic plates in the earth's crust. Most earthquakes occur in the boundaries between two plates; however, earthquakes may also occur in the middle of plates.

Aftershocks are smaller earthquakes that may follow the main shock causing further damage. Aftershocks may occur immediately following the main shock, or within the first few hours, days, weeks, or even months. Some earthquakes, known as foreshocks, precede larger earthquakes.

Earthquakes can cause damage to buildings and bridges; disrupt utilities and infrastructure, trigger landslides, fires, floods, and create huge destructive seismic sea waves known as tsunamis. When an earthquake occurs in a populated area it may cause death, injury, extensive property damage, and great disruption to society in general.

Large earthquakes can result in catastrophic results to the population and usually will exceed the ability of special districts, individual cities, and counties to respond alone. In instances of large catastrophic earthquakes local governments will normally need the assistance of other local governments, private organizations, as well as from the state and federal governments.

A catastrophic earthquake affecting the Long Beach area would place the CSU Long Beach in an extremely hazardous situation. Outside assistance to the University would initially be extremely limited due to region-wide damage. The CSU Long Beach will in all probability need to stand alone for the first 72 hours of emergency operations. Further hampering operations will be the likely damage to transportation routes, loss of communications, disruption of utilities, and influx of people from the surrounding neighborhoods.

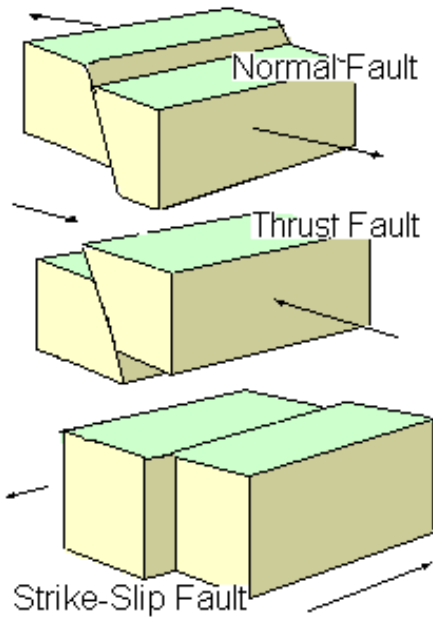
The initial earthquake will in all likelihood only be a preamble to additional hazards. Aftershocks, fires, hazardous materials spills, and liquefaction have the potential to equal or exceed the scope of the original earthquake.

Earthquake Characteristics

An earthquake fault is a fracture between two blocks of the earth's crust where rocks on either side move relative to each other.

The following information on faults was adapted from *The Earth by Press and Siever* of the USGS. More information is on faults is available at the USGS website:

<http://earthquake.usgs.gov/faq/plates.html>.



Normal fault - a dip-slip fault in which the block above the fault has moved downward relative to the block below. This type of faulting occurs in response to extension and is often observed in the Western United States Basin and Range Province and along oceanic ridge systems.

Thrust fault - a dip-slip fault in which the upper block, above the fault plane, moves up and over the lower block. This type of faulting is common in areas of compression, such as regions where one plate is being sub ducted under another as in Japan. When the dip angle is shallow, a reverse fault is often described as a thrust fault.

Strike-slip fault - a fault on which the two blocks slide past one another.

A **left-lateral strike-slip fault** is one on which the displacement of the far block is to the left when viewed from either side.

A **right-lateral strike-slip fault** is one on which the displacement of the far block is to the right when viewed from either side. The San Andreas Fault is an example of a right lateral fault.

Earthquake Related Hazards

Ground shaking, liquefaction, landslide, and amplification are specific hazards related to earthquakes. The severity of these hazards is based on the magnitude of the earthquake, the type of earthquake, the composition of the soil in a specific area, and the proximity to the epicenter.

Ground Shaking

Ground shaking is the movement felt on of the earth's surface caused by seismic waves generated by an earthquake. Ground shaking is the primary cause of earthquake damage. Strength of ground shaking depends on the magnitude of the earthquake, distance from the epicenter, and the type of earthquake fault. Typically buildings on poorly consolidated and thick unconsolidated soils see more damage than buildings on consolidated soils or bedrock. CSU Long Beach is built on unconsolidated soils.

Liquefaction

The phenomenon of liquefaction occurs when the strength of soil is reduced due to shaking that occurs during an earthquake. Liquefied soils have a marked loss of strength and may fail, causing severe damage to structures built on the soils. Liquefaction of soils is another cause for much of the damage associated with earthquakes.

CSULB EMERGENCY OPERATIONS PLAN

Liquefaction occurs when soils become saturated, that is the spaces between individual grains of soil are filled with water. The water exerts pressure on the soils which in turn affects how tightly the particles of soil may press against each other. Normally water pressure is fairly low allowing soil to be tightly compact. Shaking during an earthquake causes water pressure between soils to increase resulting in less densely packed soils and reduced overall supporting strength.

The California Department of Conservation, Department of Mines and Geology rated the seismic hazard of Los Angeles and Orange County in 1998. The portions of that report which relate to the CSU Long Beach area are found in the Seismic Hazard Evaluation of the Los Alamitos 7.5-Minute Quadrangle, Los Angeles and Orange Counties, California. According to this report the soils around CSU Long Beach may be susceptible to liquefaction.

Following the 1933 Long Beach Earthquake numerous instances of liquefaction were noted in the coastal Long Beach and along the San Gabriel River. Observed effects included buckling and displacement of pavement, surface cracks, settling of soils, and “mud volcanoes” which formed in the Seal Beach area.

Landslide

Earthquake-induced landslides are another possible danger associated with earthquakes. These landslides can destroy structures, road, and utilities in areas with steep slopes. Earthquakes may also produce submarine landslides along the continental shelf. These landslides would produce tsunami waves which pose a threat to coastlines, harbors, and estuaries. CSU Long Beach is built on low rolling hills

Amplification

Amplification results when seismic waves encounter soft sedimentary rocks. The soft rocks act to amplify the magnitude of the seismic wave causing greater damage to buildings and structures. The amount of magnification is influenced by the distance from the epicenter, the geology of the surrounding rocks, the magnitude of the earthquake, and the physical properties of the rocks themselves. Generally buildings built on soft rock and unconsolidated soils face a greater risk. CSU Long Beach is built on unconsolidated soils.

History of Southern California Earthquakes

There have been several significant earthquakes affecting the Southern California area in the recent past. The Northridge Earthquake occurred on January 17, 1994 at 4:31 in the morning. The magnitude 6.7 earthquake killed 56 people, injured more than 1500 and left much of the San Fernando Valley without gas, electricity, and water for several days. Approximately 15000 structures were damaged, several bridges and overpasses collapsed. Economic impact of the disaster ran into the tens of billions of dollars.

The Whittier Narrows earthquake occurred on October 1, 1987. The magnitude 5.9 earthquake resulted in 8 deaths and approximately \$358 million in damage to structures in the East Los Angeles area.

CSULB EMERGENCY OPERATIONS PLAN

The San Fernando (Sylmar) earthquake occurred on February 9, 1971 at about 6:00 am. The magnitude 6.6 earthquake resulted in 65 deaths, most of which occurred when the Veterans Administration Hospital collapsed and \$500 million in damage to structures.

The Kern County earthquake occurred on July 21, 1952 at about 4:52 am. This magnitude 7.5 earthquake resulted in massive damage to Kern County structures, waterways, and agricultural facilities. The earthquake resulted in power outages and minor damages in Los Angeles as well. 12 people were reported killed and 18 injured due to the earthquake.

The Long Beach earthquake occurred at 5:54 pm on March 10, 1933. The quake, which was epicentered three miles south of Huntington Beach on the Newport-Inglewood Fault Zone, caused widespread damage to the Long Beach area. 120 lives were lost and numerous brick and mortar buildings collapsed due to this quake.

The single largest earthquake in the Southern California area is also the largest earthquake ever reported in the contiguous United States. The Great Fort Tejon Earthquake which struck at about 8:20 am on January 9, 1857 is estimated at magnitude 8.0 to 8.25. Shaking from the earthquake was felt all over the Southern California area and was reported to last up to 3 minutes in length. The earthquake caused an almost 350 km (app. 217 mile) surface rupture and reversed the course of the Kern River. Water from numerous Southern California Rivers and lakes flooded over their banks causing further damage to the area. Due to the sparse population in 1857 California only two deaths are attributed to this earthquake. If a similar earthquake were to occur today the results would be beyond catastrophic. Loss of life and property damage would be immeasurable as the rupture from this earthquake traces a line from the Fort Tejon area through Palmdale to the Wrightwood area.

There are tens of thousands of earthquakes that have been recorded in the Southern California area. Most of these earthquakes have been below a magnitude of three. No community in Southern California is beyond the reach of a damaging earthquake. The following table summarizes historical data provided by the US Geologic Survey on earthquakes of magnitude 5.0 or greater that have affected the Southern California Region.

CSULB EMERGENCY OPERATIONS PLAN

Southern California Region Magnitude 5.0 or Greater Earthquakes		
DATE	LOCATION	MAGNITUDE
7/28/1769	Los Angeles Basin	6.0
11/22/1800	San Diego Region	6.5
12/8/1812	Wrightwood	7.0
12/21/1812	Santa Barbara Channel	7.0
9/24/1827	Los Angeles Region	5.5
7/11/1855	Los Angeles Region	6.0
1/9/1857	Great Fort Tejon Earthquake	8.25
12/16/1858	San Bernardino Region	6.0
5/27/1862	San Diego Region	6.0
3/26/1872	Owens Valley	7.6
3/26/1872	Owens Valley	6.75
4/3/1872	Owens Valley	6.25
4/11/1872	Owens Valley	6.75
9/5/1883	Santa Barbara Channel	6.25
7/30/1891	Colorado River Delta	6.0
5/28/1892	San Jacinto	6.5
5/19/1893	Pico Canyon	5.75
7/30/1894	Lytle Creek Region	6.0
10/23/1894	East of San Diego	5.75
7/22/1899	Lytle Creek Region	5.75
12/25/1899	San Jacinto and Hemet	6.4
1/24/1903	Colorado River Delta	6.6
4/19/1906	Imperial Valley	6.2
9/20/1907	San Bernardino Region	6.0
11/4/1908	Death Valley	6.0
5/15/1910	Glen Ivy Hot Springs	5.5
6/23/1915	Imperial Valley	6.0
6/23/1915	Imperial Valley	5.9
10/23/1916	Tejon Pass Region	5.3
11/10/1916	South of Death Valley	6.1
4/21/1918	San Jacinto	6.9
7/23/1923	San Bernardino	6.0
06/29/1925	Santa Barbara	6.3
11/4/1927	Southwest of Lompoc	7.3
3/11/1933	Long Beach	6.3
12/31/1934	Colorado River Delta	7.0
2/24/1935	Colorado River Delta	5.3
5/19/1940	Imperial Valley	7.1
12/7/1940	Colorado River Delta	5.5
7/1/1941	Carpenteria	5.9
12/4/1948	Desert Hot Springs	6.5
12/26/1951	San Clement Island	5.9
7/21/1952	Kern County Earthquake	7.7

CSULB EMERGENCY OPERATIONS PLAN

Southern California Region Magnitude 5.0 or Greater Earthquakes (Cont)		
DATE	LOCATION	MAGNITUDE
7/21/1952	Kern County	6.4
7/23/1952	Kern County	6.1
7/29/1952	Bakersfield	6.1
11/22/1952	Bryson	6.0
1/12/1954	Wheeler Ridge	5.9
4/9/1968	Borrogo Mountain	6.5
2/9/1971	San Fernando Valley	6.5
2/21/1973	Point Mugu	5.2
10/15/1979	Imperial Valley	6.5
9/4/1980	North of Santa Barbara Island	5.9
7/8/1986	North Palm Springs	6.0
10/1/1987	Whittier Narrows	5.8
4/23/1992	Joshua Tree	6.1
6/28/1992	Landers	7.3
6/28/1992	Big Bear	6.2
1/17/1994	Northridge	6.7
10/16/1999	Hector Mine	7.1
10/30/2001	Anza	5.1
12/22/2001	San Simeon	6.5
03/31/2014	La Habra	5.1

A complete listing of earthquakes affecting California from 1769 to the present is available from the US Geological Survey at:

http://pasadena.wr.usgs.gov/info/cahist_eqs.html

History of Earthquakes at CSU Long Beach

The CSU Long Beach, which was founded in 1949, did not exist at the time of the 1933 Long Beach Earthquake. Based on CSU Long Beach's location near the fault line, the nearness of the epicenter and reported damage level to existing nearby buildings one can assume that the earthquake would have had severe, if not devastating affects on the CSU Long Beach had the campus existed at the time.

The Whittier Narrows Earthquake of 1987 caused significant damage to campus structures. Windows on numerous campus buildings were broken, a portion of the hanging ceiling in the Bookstore failed, bookshelves on the 4th floor of the University Library collapsed, 8 sculptures on loan to the University Art Museum were damaged when they toppled over, and shelves containing animal cages, electronic, and chemical analysis equipment in the Peterson Halls collapsed.

HAZARD IDENTIFICATION

Fault Zones

Southern California is probably best known for the San Andreas Fault, a 400 mile long fault running from the Mexican border to San Francisco. But the San Andreas is only one of many faults and fault zones which crisscross the Southern California landscape. Other faults include the Newport-Inglewood Fault Zone, The Whittier Fault, the Palos Verdes Fault Zone, the Los Alamitos Fault, the Chatsworth Fault, the San Gabriel Fault Zone, and the Sierra Madre Fault Zone. This list is by no means complete. There are numerous small faults as well as a potentially large number of unknown faults that underlie Southern California

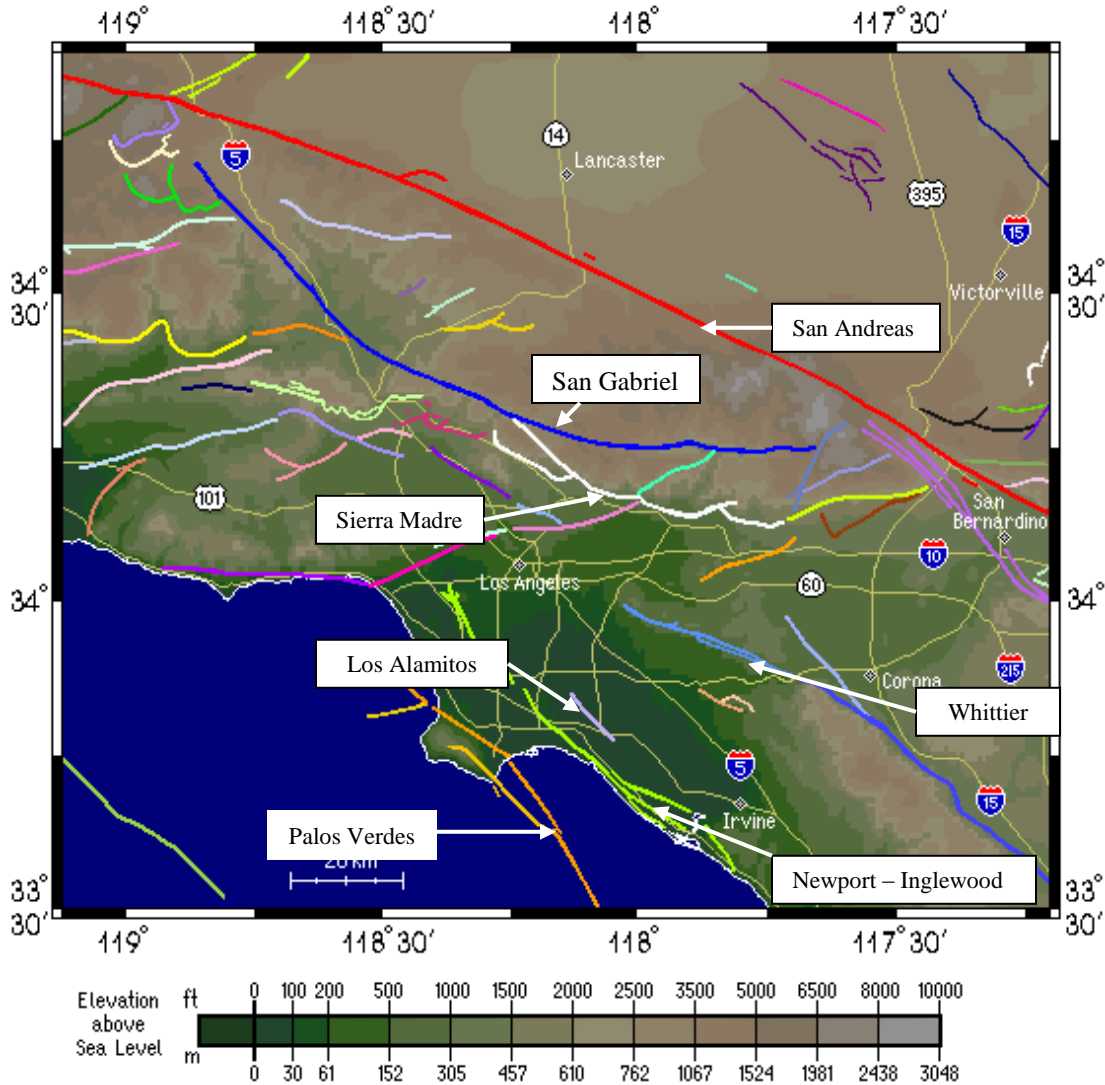
There are seven active or major fault zones near the CSU Long Beach Campus:

- The Newport-Inglewood fault zone runs parallel to the coast from Newport Beach to Inglewood bisecting Long Beach. The fault zone passes within 1 mile just south of the campus. The 1933 Long Beach Earthquake which measured 6.3 on the Richter scale was attributed to this fault. It is estimated that the fault is capable of a magnitude 7.4 Richter earthquake.
- The Los Alamitos Fault runs parallel to the coast from Los Alamitos to Bellflower passing about 5 miles north of the campus. This fault is indistinct and may be a portion of a larger fault zone. There is no estimate as to the magnitude earthquake this fault is capable of.
- The Palos Verdes Fault Zone runs parallel to the coast about 7 miles off shore and about 10 miles from the CSU Long Beach campus. It is estimated that the fault is capable of a magnitude 6.4-7.0 Richter earthquake.
- The Whittier Fault runs parallel to the coast from Yorba Linda to Whittier passing about 20 miles from the campus. The 1987 Whittier Narrows Earthquake which measured 5.9 on the Richter scale was attributed to this fault. It is estimated that the fault is capable of a magnitude 7.2 earthquake.
- The Sierra Madre Fault Zone runs parallel to the western edge of the San Gabriel Mountains passing about 30 miles from the campus. The 1990 Upland Earthquake which measured 5.4 on the Richter scale was attributed to this fault. The 1991 Sierra Madre Earthquake which measured 5.8 on the Richter scale was attributed to an off-shoot fault of the Sierra Madre Fault Zone. It is estimated that the fault is capable of a magnitude 7.0 earthquake.
- The San Gabriel Fault runs parallel to the San Gabriel Mountains about 40 miles from campus. There have been no earthquakes of great magnitude associated with this fault in recent years.

CSULB EMERGENCY OPERATIONS PLAN

- The San Andreas Fault Zone runs roughly parallel to the eastern edge of the San Gabriel Mountains about 60 miles from campus. The 1857 Fort Tejon Earthquake which measured about 8.0 on the Richter scale and the 1906 San Francisco Earthquake which measured about 7.8 on the Richter scale are attributed to this fault. It is estimated that the fault is capable of a magnitude 8.5 earthquake.

The following map was downloaded from <http://www.data.scec.org/faults/lafault.html> shows the major faults and fault zones in the Los Angeles area. The faults summarized above are noted on the map.



VULNERABILITY ASSESSMENT

Earthquakes occurring on any fault in Southern California may be felt at CSU Long Beach. However, the degree to which they are felt as well as any damage suffered will vary. In the event of a major earthquake the following areas would be of immediate concern on the CSU Long Beach campus:

- There numerous multiple story buildings including one nine story building and one six story parking structure.
- There are two occupied temporary structures on campus: FO4 and FO5.
- There are numerous types of chemical compounds, bottled gas, radioactive materials, biological materials, and potentially explosive compounds stored in campus Science Labs, chemical storage facilities, Facilities Maintenance Shops, and Engineering Labs.
- There are two large steel water towers located on federal land just southwest of the West Turn Around. A child care facility, located in FCS, is near these structures.
- There is a large pool chemical storage facility located to the north of parking lot 10 just west of the swimming pool.
- There are numerous gas lines feeding kitchen areas in the University Student Union, Food Service Dining areas, and Residence Halls Dining areas.
- There are numerous gas lines feeding laboratories in the Peterson Halls, Microbiology, Molecular Science, and Family and Consumer Science Buildings.

RISK ANALYSIS

There are numerous worst case scenarios in regards to earthquake damage for CSU Long Beach. Damage to the campus would be based on its proximity to the epicenter, soils upon which the campus is built, construction materials, and standards used in building construction. Damages from a larger earthquake have the potential of causing millions of dollars in damage to University property, causing closure of campus operations during response and recovery, and impacting the economic livelihood of thousands of faculty and staff.

In order to mitigate the possible damage from a large earthquake the CSU Long Beach should retrofit, upgrade, or replace any building that does not meet current earthquake standards. Non-structural bracing and anchoring of equipment, furnishing, and cabinetry should be used as a cost effective method of reducing injury-risk as well as protecting expensive equipment.

FLOODING

Introduction

Floods are among the most frequent and costly of natural disasters both in terms of economic loss and hardship to society. The American Red Cross and Department of Homeland Security estimates that as much as 90% of all damage due to natural disasters is caused by floods and associated debris flows.

Flooding in the Los Angeles Flood Plain occurs when the ability of area rivers and flood control channels too adequately drain are overwhelmed. This may be due to long steady duration rainfall or intense short duration rainfall, or dam inundation. Floods may be slow or fast rising, but generally develop over a period of hours or days. Flash flooding is usually caused by thunderstorms or other short-duration high-intensity water events. Flash floods usually occur with little or no warning.

Flood Threats to CSU Long Beach

The CSU Long Beach is located near several rivers and waterways.

The Los Cerritos Channel flows less than one-quarter mile east of campus. It originates near the Long Beach Airport flows eastward then south roughly parallel to Studebaker Road into the Marine Stadium. The channel is concrete lined and drains a small densely populated portion of the City of Long Beach.

The San Gabriel River flows about one-half mile east of campus. The river originates in the San Gabriel Mountains and flows along the eastern edge of Los Angeles County to the sea near Seal Beach. The river is fed by several tributaries, storm drain systems, and dam flows. Most notable are the Rio Hondo River, Whittier Narrows Dam, and Coyote Creek. The upper portions of the river are riparian. The downstream portions are concrete-lined or rock lined with natural bottom. The river drains San Gabriel Mountain watershed as well as a vast densely populated portion of eastern Los Angeles County.

The Los Angeles River flows about 5 miles west of campus. The river originates near the Sepulveda Basin in the San Fernando Valley and flows east through Los Angeles then turns south near the 5 and 710 Freeways and parallels the 710 Freeway to the sea in Long Beach. The river is fed by numerous tributaries and storm drain systems. Most notable are the Verdugo Wash and the Arroyo Seco. Water flow on the Los Angeles River is controlled by the Sepulveda Dam. The river is one of the largest watersheds in the area. Throughout its length it may be riparian, concrete-lined, or rock-lined with soft bottom. The river drains a massive portion of Los Angeles County.

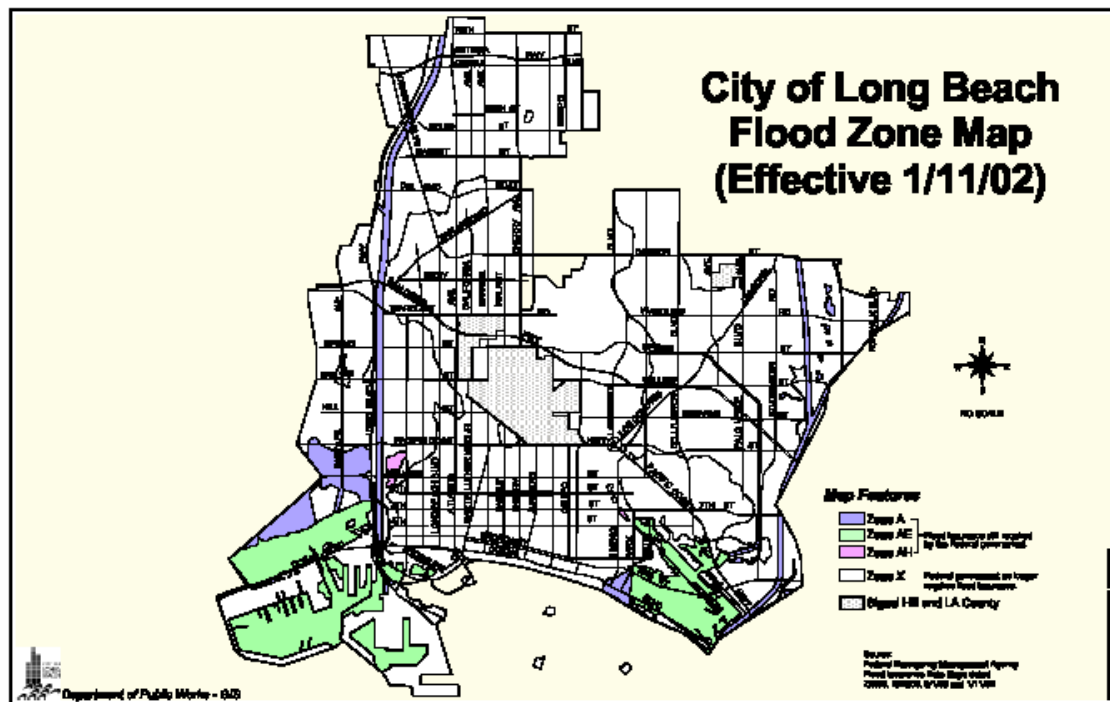
Bouton Creek passes directly through the campus. Entering campus at near Whaley Park and the 22 Acre Field flowing SE past Lot 14, then going subterranean at the Merriam Bridge and reappearing at the surface at the East Turnaround. The creek is concrete lined and drains a small densely populated portion of the City of Long Beach.

CSULB EMERGENCY OPERATIONS PLAN

Due to its proximity to the Los Cerritos Channel and Bouton Creek coastal flooding could impact the CSU Long Beach campus as well. Run-up and inundation due to tsunamis pose a threat to the campus as does extreme storm surge coupled with high tides.

As of January 2002 the CSU Long Beach campus is located within a Zone X according to FEMA and the National Flood Plain Insurance Program. A Zone X is classified as an area that is lying within a 100 to 500 year flood plain. A 100-year flood event is defined as a flood that has one percent chance of being equaled or exceeded in magnitude in any given year. It is not a flood that occurs every 100 years.

The following map shows flood plain information for the City of Long Beach and was downloaded from http://www.longbeach.gov/plan/h4hb/flood_hazards.asp.



There are two dams located north of the campus the Sepulveda Dam on the Los Angeles River and the Whittier Narrows Dam on the San Gabriel River. According to the Army Corp of Engineers the danger of any flooding to the CSU Long Beach due to dam failure from either of these dams is remote. As all flood waters should be contained within flood control channels by the time it reaches the campus area.

For more information on the Sepulveda Dam Inundation Zone see:

<http://www.spl.usace.army.mil/resreg/htdocs/Sepulveda/Chapter8.pdf>.

For more information on the Whittier Narrows Dam Inundation Zone see:

<http://www.spl.usace.army.mil/resreg/htdocs/wnrh.html>.

History of Flooding in the Los Angeles Area

Since 1811 the Los Angeles River Basin has flooded 30 times. An average of once every 6.1 years, this is however deceiving as the area routinely goes through extended period of drought and above average rainfall. The table below shows major floods of record for the Los Angeles River Basin.

Major Floods of the Los Angeles River Basin

YEAR	EVENT
1811	Flooding
1815	Flooding
1825	Flooding causing LA River to change course
1832	Heavy Flooding
1861-1862	Heavy Flooding. 50" of rain recorded as falling during December and January
1867	Flooding causes creation of temporary lake in basin area
1876	Extreme flooding known as the Novician Deluge causes the river to change channels again.
1884	Extreme flooding causes river to change channels once again.
1914	Heavy damage causing damage to the harbor.
1921	Flooding
1927	Moderate Flooding
1934	Moderate Flooding beginning on January 1 st kills 40 in the La Canada area.
1938	Great County-wide flood. Rainfall over 4 days causes Los Angeles River to split making Long Beach an island.
1941-1944	Five Floods over three years
1952	Moderate Flooding
1969	Heavy Flooding following nine day storm
1978	Moderate flooding
1979	Heavy Flooding
1980	Heavy Flooding. LA River overflows banks in Long Beach area
1983	Flooding kills six.
1992	Heavy Flooding kills six. Flood defined as a 15 year flood event.
1994	Heavy Flooding
1998	Moderate Flooding

History of Flooding in the CSU Long Beach Area

According to the Los Angeles County Flood Control District flood overflow maps the area around CSU Long Beach has suffered flooding on several occasions. The area around the San Gabriel River has flooded following major storms in 1938, 1941, and 1956. Upgrades to the River by the Army Corp of Engineers have improved the rivers ability to channel water.

CSULB EMERGENCY OPERATIONS PLAN

Since 1970 high intensity rains have caused numerous urban flood conditions on the CSU Long Beach campus. The following is a summary of the most destructive:

More information on flood hazards in the City of Long Beach see:

<http://www.longbeach.gov/civica/filebank/blobload.asp?BlobID=6273>

CAMPUS STORM DAMAGE – SOURCE DAILY 49ER

DATE	DAMAGE
10/30/1979	Powerful rain storm with 47mph winds knock down 65 trees on campus and cause area wide power outage. Damage estimate: \$35,000
2/20/1980	4.39” of rain fall overnight on Long Beach area. Massive flooding on campus reported. 4” water standing on Tennis Courts. PE, Bookstore, Library, SSPA, and CDC damaged due to flood waters. Damage estimate: Unknown
12/1/1980	Major storm system with wind gusts measured at 80 mph (Long Beach Airport) uproot 100 trees, damage 3 cars, water damage reported in CDC and SSPA basement. Damage estimate: Unknown
11/21/1990	LA3 Basement Telephone Room flooded with 2” of water standing on floor following rain storm. Damage estimate: Unknown.
2/28/1991	Following weekend rain storm numerous roof leaks reported with damage to carpets and offices in numerous buildings. Damage estimate: Unknown
2/13/1992	Heavy rainfall results in flooding of intersection of Palo Verde and Atherton, Lot 9, Lot 13, Lot 14, and the area now occupied by the Pyramid with about 2 feet of water.
3/5/1992	Rain storm causes paint on Union Stairs to crack and peel. Damage estimate: \$28,000
12/8/1992	Rain storm causes flooding in the FCS basement level, PH 3 basement level, and 1 st floor of the Library. Damage estimate: Unknown.
1/26/1995	10.83” of rain fall in a series of winter storms. Storm drains fail. Heavy flooding to campus causes damage to 20 campus buildings. FCS basement flooded with 2” of water and mudflow from hillside south of building. Intersection of Palo Verde and Atherton impassable due to high flood waters. Damage estimate: \$217,000

CAMPUS STORM DAMAGE – SOURCE DAILY 49ER (CONT.)

DATE	DAMAGE
2/1/1996	Campus storm drain/channel outside PH3 fails during rainstorm causing flood inside basement of PH3. Damage estimate: Unknown.
2/4/1998	Heavy rain. Minor campus flooding reported due to leaky roofs on several campus buildings. Damage estimate: Unknown.
2/18/1998	Heavy rain causes flood damage to Library basement, SSPA basement, and Student Health Center. Damage estimate: Unknown.
2/24/2000	Heavy rains cause flood damage to classrooms in Engineering Technology and SSPA basement. Damage estimate: Unknown.
10/31/2000	Heavy rain causes flood damage to 15 campus buildings. Mostly minor damage due to leaky roofs. Worst damage occurs in FA3, SSPA basement, and Music. Damage estimate: Unknown.
2/14/2001	Heavy rains cause flood damage to SSPA basement, Engineering 2, Dance, Brotman Hall, FA1. Parking Lot 10 closed due to flood waters. Damage estimate: Unknown.
1-2/2005	Heavy rains cause flood damage to the FCS building when the flood control system on the VA property failed due to inundation. Flood waters reached several feet in depth on the first floor. Damages estimates: \$120,000.
1/2010	Heavy rains, and a damaged mainline drainage pipe caused significant damage to the USU and other areas of campus. Damage estimate: Unknown

Primary Flood Threats

Flooding occurs when climate, geology, and hydrology combine to create conditions where water no longer flows within its usual contained course. At CSU Long Beach the climate and campus layout combine to create areas of seasonal flood conditions. The area around CSU Long Beach is considered to be subtropical with major storms usually consisting of one or more frontal systems that last from one to four days.

Winter Rainfall

Rainfall averages for the Los Angeles area, 14.9 inches, are not a good indicator of actual rainfall amounts. Over extended periods of time the area may receive marked less, such as the 2001-2202 rainy season which produced only 4.35 inches or markedly more; such as the 1883-1884 season which produced 38.2 inches. In fact the area has only been within 10% of its annual average in 15 of the last 125 years.

CSULB EMERGENCY OPERATIONS PLAN

Monsoons

Summer tropical storms or monsoons are another source of heavy rainfall to the campus. There have been a number of significant tropical storms striking the area in the past century. Monsoons normally coincide with strong El Niño years.

Geography and Geology

The CSU Long Beach is built on a low rolling hillside. The upper campus areas are less susceptible to flooding due to the location on the hillside. Lower campus locations are more likely to flood as they collect not only the rain that falls in that area but run-off from the upper campus area.

HAZARD IDENTIFICATION

There are two basic types of flooding that threaten the CSU Long Beach campus, riverine flooding and urban flooding. Riverine flooding occurs when flood-waters overflow the banks of rivers, stream, or channels. Flooding of this type is normally due to prolonged rainfall over wide areas due to large-scale weather systems. The CSU Long Beach has the potential to be affected by the San Gabriel River and Los Cerritos Channel, and possibly the Los Angeles River. Channel improvements have been completed in the last 50 years to improve water capacity and flow.

Urban flooding occurs where buildings, roadways, and parking lots have replaced the natural terrain. Rainfall collects and flows faster on impervious surfaces such as asphalt and concrete adding water into storm drain systems at a much faster rate. The CSU Long Beach is highly developed leaving very little open space to absorb rainfall. This is especially true of upper campus where open undeveloped green space is at a minimum.

VULNERABILITY ASSESSMENT

CSU Long Beach has several low lying areas that are subject to flooding. These areas include:

- Lower Campus to include the area north of Boulton Creek to Atherton Street and between Palo Verde Avenue and Whaley Park.
- Localized flooding may occur in basement portions of several buildings including SSPA, LA3 Phone Vault, Peterson Halls, Family and Consumer Science and the Main Library.
- Friendship Walk at the Union Stairs.
- City streets immediately surrounding the University.

CSULB EMERGENCY OPERATIONS PLAN

RISK ANALYSIS

Flooding on the CSU Long Beach campus has occurred in the past and will occur again in the future. Since much of the campus is built up there is little chance for water to be absorbed into the ground. Extent of damage and exact dollar amounts would be directly associated with the depth and amount of flood damage.

To mitigate damages it is in the best interest of the University to ensure that Bouton Creek drainage stays clear and free of debris which can restrict the flow of water or cause flooding. Further the University should work to maintain open and clear storm drains and drainage systems to help promote run-off.

TSUNAMI

INTRODUCTION

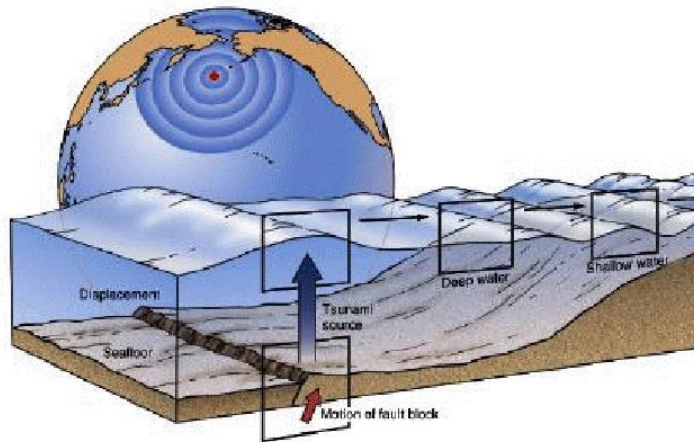
Tsunamis, or tidal waves as they are commonly known, are rare but potentially dangerous. There have been twenty-four tsunamis that have caused damage to the United States or its territories in the past 200 years. Since 1946 more than 350 people have been killed and significant property damage has occurred in Hawaii, Alaska, Washington, Oregon, and California as a result of tsunamis.

Tsunamis can travel upstream in coastal estuaries and rivers extending the damaging wave farther inland. Tsunamis can occur at any time of year and at any time of the day or night.

Tsunamis are large ocean waves that are generated by major earthquakes, undersea landslides, volcanic eruptions, or other similar catastrophes. Due to active tectonics in the area tsunamis do pose a threat to the California coastline. They are of greater concern in Northern California; however do pose a threat to Southern California as well.

TSUNAMI CHARACTERISTICS

Tsunami wave trains may travel completely unnoticed and reach speeds in excess of 500 mph in the open ocean. They can traverse the width of the Pacific Ocean in less than one day. Tsunamis travel much slower in shallow coastal waters however their wave heights grow dramatically.



Offshore topography determines the impact and size of tsunami waves. Bays, estuaries, undersea features, and beach slope all affect a tsunami. Tsunamis reaching shore cause a rise in water level usually measured in feet. In extreme cases water levels have risen more than 50 feet for tsunamis far from their origin and over 100 feet for tsunamis close to their epicenter.

The initial wave of a tsunami wave train may not be the largest or most destructive wave. Tsunamis generally consist of a series of waves called a tsunami wave train. These waves may be a few minutes apart or over an hour apart. Many people have been killed by tsunamis when they returned to an inundation area before the entire wave train had passed.

History of Tsunamis

The last large tsunami that caused wide-spread death and destruction throughout the Pacific was generated by an earthquake off the coast of Chile in 1960. Deaths and damage associated with that tsunami were reported in Chile, Hawaii, and Japan.

The Great Alaskan Earthquake of 1964 generated tsunami waves that killed 106 people in Alaska, Oregon, and California. Tidal surge associated with the tsunami caused flood damage to Huntington Harbor as a result of the earthquake.

History of Tsunamis in the Long Beach Area

According to the City of Long Beach Hazard Mitigation Plan tsunamis are considered highly unlikely to produce great damage or flooding due to the geographic and geological features of the coastal region around Long Beach. However, on March 22, 1960 a seismic-triggered ocean wave caused significant damage to the Long Beach harbor.

The following chart is a summary of reported tsunami events from 1930 until today.

Tsunami Events in California 1930 to 2004			
Date	Location	Max Run-up in ft	Cause
8/31/1930	Redondo Beach	20	5.2 Earthquake
8/31/1930	Santa Monica	20	5.2 Earthquake
8/31/1930	Venice	20	5.2 Earthquake
3/11/1933	La Jolla	0.3	6.3 Earthquake
3/11/1933	Long Beach	0.3	6.3 Earthquake
8/21/1934	Newport Beach	39.3	Unknown Event
2/9/1941	San Diego	Unknown	6.6 Earthquake
10/18/1989	Monterey	1.3	7.1 Earthquake
10/18/1989	Moss Landing	3.2	7.1 Earthquake
10/18/1989	Santa Cruz	0.3	7.1 Earthquake
4/25/1992	Arena Cove	0.3	7.1 Earthquake
4/25/1992	Monterey	0.3	7.1 Earthquake
9/1/1994	Crescent City	0.5	7.1 Earthquake
11/4/2000	Point Arguello	16.4	Unknown Event

History of Tsunami damage to CSU Long Beach

There have been no reported damages or losses suffered by the CSU Long Beach due to tsunami damage to date.

CSULB EMERGENCY OPERATIONS PLAN

HAZARD IDENTIFICATION

CSU Long Beach holdings on or near the coast could be impacted in the event of a tsunami. Further in certain circumstances a tsunami could travel up the Cerritos Channel and Bouton Creek causing flood damage along their banks.

VULNERABILITY ASSESSMENT

Under the above conditions it is possible that the eastern portion of lower campus, Parkside Residence Halls, as well as Parking Lots 14, 16, and 17 could be affected.

CSU Long Beach may also be damaged as result of a tsunami that affect the Haynes Power Station located less than one mile southeast of campus and directly on the San Gabriel River. In this scenario CSU Long Beach could suffer damage as the result of a toxic spill or release associated with damage to the plant.

RISK ANALYSIS

Given the location of CSU Long Beach campus, its distance from the coast, and the geography of the coastline it is not very likely that a tsunami would affect the campus. However given that tsunamis are able follow the course of rivers and channels inland it is possible some damage might be suffered. Extent of damage and exact dollar amounts would be directly associated with the depth and amount of flood damage.

To mitigate damages it is in the best interest of the University to ensure that Bouton Creek drainage stays clear and free of debris which can restrict the flow of water or cause flooding.

WINDSTORM

INTRODUCTION

Severe winds pose a threat to Southern California. They disrupt utilities, telecommunications, and transportation routes. High winds can cause damage to structures, utilities, and landscaping.

Santa Ana Winds

Santa Ana winds are a common occurrence in Southern California. These warm, dry winds blow offshore or in from the east or northeast.



Santa Ana winds normally occur between October and March. They form when a high pressure ridge forms over the Great Basin forcing cold air downward. As the cold air compresses it loses humidity and heats up. The winds pick up speed as they flow through the canyons and passes.

Santa Ana winds often blow with speeds of around 30 to 40 miles per hour. However it is possible for them to blow with exceptional speed with gusts of over 100 miles per hour possible.

Tornados

Although somewhat rare the Southern California area is susceptible to tornados as well. Tornados are a violently rotating column of air that extends from a thunderstorm to the ground. They are capable of great destruction. According to the Los Angeles CERT there are about 20 tornados reported yearly in the Los Angeles area (this figure includes waterspouts, a tornado that forms over water).

Tornados are created when winds associated with thunderstorms change directions and increase in speed causing an invisible horizontal spinning effect in the atmosphere. Rising air causes the spinning air to rotate to vertical. The storms become visible as dust and debris are sucked into the whirling column of air. Waterspouts are weak tornados that form over warm water; they may occasionally move inland becoming tornados.

Tornados are measured based on intensity and wind strength. The Fujita Tornado Damage Scale has been established to compare estimated wind velocity with corresponding damage estimates. The scale measures six classifications of tornado with increasing magnitudes from F0 to F6+.

Fujita Tornado Damage Scale		
SCALE	MPH	TYPICAL DAMAGE
F0	<73	Light Damage. Some damage to chimneys and TV antennas; break twigs off trees; pushes over shallow-rooted trees.
F1	73-112	Moderate Damage. Peels surfaces off roofs; windows broken; light trailer houses pushed over; some trees uprooted or snapped; moving automobiles pushed off the road. 74 mph is the beginning to hurricane wind speed.
F2	113-157	Considerable Damage. Roofs torn off frame houses leaving strong upright walls; weak buildings in rural areas demolished; trailer houses destroyed; large trees snapped or uprooted; railroad boxcars pushed over; light object missiles generated; cars blown off highway.
F3	158-206	Severe Damage. Roofs and some walls torn off frame houses; some rural buildings completely demolished; trains overturned; steel-framed hangar-warehouse-type structures torn; cars lifted off the ground; most trees in a forest uprooted, snapped, or leveled.
F4	207-260	Devastating Damage. Whole frame houses leveled, leaving piles of debris; steel structures badly damaged; trees debarked by small flying debris; cars and trains thrown some distances or rolled considerable distances; large missiles generated.
F5	261-318	Incredible Damage. Whole frame houses tossed off foundations; steel-reinforced structures badly damaged; automobile-sized missiles generated; trees debarked; incredible phenomena can occur.
F6+	318+	Inconceivable Damage. Should a tornado with the maximum wind speed in excess of F5 occur, the extent and types of damage may not be conceived. A number of missiles such as iceboxes, water heaters, storage tanks, automobiles, etc. will create serious secondary damage on structures.

Microbursts

Microbursts are strong downward winds that may often give the impression that a tornado has struck the area. However, unlike a tornado’s circular motion microbursts are a strong downward blast of air from the core of a thunderstorm. While damage from a tornado is usually spread out over a large area, damage associated with microburst’s are localized and relatively small in dimension. A microburst may have winds in excess of 170 mph confined to an area less than 2.5 miles in diameter.

History of Windstorm Events in the CSU Long Beach Area

Santa Ana Winds

In 2003 there were two deaths directly associated to Santa Ana winds. Both persons were killed when they were struck by flying debris. The winds have been responsible for the toppling of power poles, telephone lines, high profile construction equipment, high profile vehicles, and the fanning flames of numerous wildfires.

General Windstorm Damage

DATE	LOCATION	DAMAGE
10/30/1979	CSU Long Beach	Santa Ana winds with gusts to 50 mph knock over 65 trees on campus. Causing approx \$65,000 in damage.
12/1/1982	CSU Long Beach	Thunderstorm with wind gusts in excess of 80 mph uproot 100 trees and damage 3 cars.
10/14/1997	Orange County	Santa Ana winds gust at 87 mph
3/28/1998	Orange County	Two day (28 th -29 th) sustained wind storm with winds in excess of 35 mph and gusts to 70 mph.
12/6/1998	Los Alamitos	Thunderstorm with winds gusting to 70 mph
Source: http://www.wrh.noaa.gov/sgx/research/Guide/weatherhistory.pdf and Daily 49er Archives.		

Tornado Damage

DATE	LOCATION	DAMAGE
11/7/1966	Newport Beach	Property damage
1/31/1979	Santa Ana	Property damage and power outage
11/9/1982	Garden Grove	Property damage
3/16/1986	Anaheim	Property damage
2/7/1994	Newport Beach	Tornado traveled from Newport Beach to Tustin. Property damage
1/26/1998	Long Beach	F1 tornado sets down near Tulane Avenue and Spring Street. Travels in an easterly direction towards Studebaker. Travels on ground about 10 minutes and covers about 2 miles. Causes damage to area business and residences.
Source: http://www.wrh.noaa.gov/sgx/research/Guide/weatherhistory.pdf and Daily 49er Archives.		

CSULB EMERGENCY OPERATIONS PLAN

HAZARD IDENTIFICATION

Windstorms can range from short-burst high intensity microbursts, to tornados, to long duration Santa Ana wind conditions. Windstorms can cause minor or extensive damage to landscaping, roadways, and structures.

VULNERABILITY ASSESSMENT AND RISK ANALYSIS

The potential for damage from windstorm exists to landscaping, and parking lots. In the past, the University has suffered extensive damage to landscaping trees due to windstorms. Due to construction methods used for campus buildings, the risk of damage is much lower. However, a sufficient tornado or tornado like wind could cause damage to campus buildings as well. Further, windstorm felled trees have the potential of striking and damaging cars parked on the University exposing the University to liability for damages.

Supply of utility power to the CSU Long Beach comes mainly by way of underground high voltage so the threat of loss of power due to windstorms is somewhat reduced.

AUTHORITY TO ACT

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

EMERGENCY PROCLAMATIONS

Campus Emergency Proclamations

The CSU Long Beach President has the authority to declare a Campus Emergency under the provisions of this plan. The decision to declare such an emergency is based on his/her inherent authority to regulate campus facilities and grounds and to maintain order (California Administrative Code, Title 5, §41302 and §42402). A Campus Emergency Declaration will be made when, in the President's opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property which cannot be met by ordinary campus administrative procedures thus making implementation of the plan necessary.

Implementation of the Campus Plan activates the campus' role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions and allowing mutual aid to be given and/or received as necessary.

Local Emergency Proclamations

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

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

- Request the Governor proclaim a State of Emergency
- Create local ordinances and regulations to provide for life and property safety
- Request and supply mutual aid assistance to affected areas
- Request State assistance in response efforts
- Require jurisdiction employees to act as Emergency Services Workers
- Conduct emergency operations without facing liability for performance or failure to perform.

CSULB EMERGENCY OPERATIONS PLAN

State of Emergency

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

When the Governor declares a State of Emergency:

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

REFERENCES

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

- California Education Code §66600, §66606, and §89031 provides the Board of Trustees with the system-wide authority to govern The California State University as well as maintain all grounds and facilities.
- California Administrative Code, Title 5, §41302 and §42402 provides the authority for the campus President to regulate and maintain the grounds and facilities of his/her individual campus.
- California Administrative Code, Title 5, §41302 states “During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.”
- California Government Code, §8550-§8668 outlines the California Emergency Services Act
- California Government Code, §8680-§8692 outlines the California Natural Disaster Assistance Act

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

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Federal Disaster Relief Act of 1974
- Federal Civil Defense Act of 1950
- FEMA DAP-15 Debris Removal Guidelines

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

EMERGENCY MANAGEMENT CONCEPTS

PURPOSE OF THE EMERGENCY OPERATIONS PLAN

The CSU Long Beach Emergency Operations Plan is intended as a guide to disaster response for the University. The plan provides an overview of operational concepts and a detailed disaster management system in accordance with the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

The EOP directs response efforts when Standard Operating Procedures (SOPs) developed by university departments require the coordinated effort of such SOPs. Related SOPs are attached to this document as Annex Plans. Department specific plans and Standard Operating Procedures are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding department-level response.

The Emergency Operations Plan is designed to insure that disaster response and recovery efforts conducted by the CSU Long Beach remain in full compliance with local, state, and federal laws as outlined in the Authority section of this document.

ROLE OF DISASTER PREPAREDNESS

The key to effective disaster response is preparedness. The CSU Long Beach will as a part of its normal course of business plan for an effective disaster response. To this end emphasis will be placed on:

- Conducting comprehensive emergency operations planning
- Creating and training emergency response team personnel
- Providing the campus community with training on emergency response and disaster preparedness
- Obtaining adequate resources to respond to emergencies

In order to better plan an effective disaster response the CSU Long Beach will seek the input of the campus community in emergency preparedness. The Chief of University Police will be responsible for creating and chairing an Emergency Preparedness Steering Committee which will be made up of the members of the campus community. This committee will act as an advisory resource for on campus preparedness issues.

CSULB EMERGENCY OPERATIONS PLAN

CONCEPT OF RESPONSE OPERATIONS

Emergency response on the CSU Long Beach campus will involve the full spectrum of response levels. Level of response will be based on the nature of the emergency and needs of emergency responders. Emergencies on campus may be managed at the field level or may require an activation of part or all of the Emergency Operation Center staff. Response efforts may be handled by CSU Long Beach emergency response personnel and/or campus volunteer response teams. Or it may require an activation of contractual obligated private vendors or the Mutual Aid Agreement as detailed in SEMS.

Emergency incidents on the CSU Long Beach campus may, at times, be preceded by a warning period which will allow University emergency management personnel time to notify the campus community and implement measures designed to mitigate the effects of the incident to life and property. In other instances emergency incidents may occur with little or no warning requiring an immediate activation and commitment of University resources to an emergency response effort. The CSU Long Beach must be prepared to respond promptly and effectively to any foreseeable emergency.

CAMPUS INCIDENT COMMAND SYSTEM

The CSU Long Beach will utilize the Incident Command System (ICS) as detailed in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) when responding to emergencies. Each emergency incident will have one, and only one, Incident Commander. When, in response to an emergency, the EOC is staffed the EOC Director shall act as the Incident Commander for the overall response effort while Incident Command of individual field operations will be detailed to the University Police and/or other clearly identified campus personnel.

The CSU Long Beach will normally maintain Incident Command for all multi-agency response efforts occurring on University property. The University will transition Incident Command to an outside agencies under the provisions set forth in SEMS and NIMS and as detailed in the specific Event Checklists found in this manual (See Tabs A – U).

Emergency management and response on the CSU Long Beach campus will consist of three levels:

- Field Responders
- Emergency Operations Center
- Executive Policy Group

Field Responders

CSU Long Beach Field Responders are those personnel and resources who under command of the Incident Commander carry out the tactical missions and response activities directly associated with the incident or threat.

CSULB EMERGENCY OPERATIONS PLAN

Emergency Operations Center

The CSU Long Beach Emergency Operations Center (EOC) is staffed by selected members of the campus community. The EOC will be responsible for the overall response and recovery efforts of the University. The EOC is intended to provide a centralized location for University-wide strategic decisions, action planning, and resource allocation to support the overall emergency response effort.

Executive Policy Group

The CSU Long Beach Policy Group oversees emergency management on the CSU Long Beach campus. When necessary it provides an organizational review of response actions and acts as a legislative body to create University-wide executive level policy. The Policy Group may convene at the request of University Administration, the EOC Director, or a member of the Policy Group.

The CSU Long Beach Policy Group consists of:

- CSU Long Beach President
- CSU Long Beach Provost
- CSU Long Beach Vice President of Administration and Finance
- CSU Long Beach Vice President of Academic Affairs
- CSU Long Beach Vice President of Student Services
- CSU Long Beach Vice President of University Relations
- CSU Long Beach Chief Information Officer
- CSU Long Beach Assistant Vice President of Public Affairs
- CSU Long Beach University Chief of Police
- CSU Legal Counsel

The three management levels provide an effective means of establishing and carrying out disaster management on the CSU Long Beach campus. The system provides a university-wide method of providing logistical support to field responders while insuring accurate coordination of resources and mutual aid. The system is designed to allow the University to effectively manage emergency response on its campus while also coordinating response efforts with the City of Long Beach and Los Angeles County.

PHASES OF EMERGENCY MANAGEMENT

Generally emergency management activities may be classified into one of four areas.

- Preparedness
- Response
- Recovery
- Mitigation

CSULB EMERGENCY OPERATIONS PLAN

Preparedness: The preparedness phase involves activities taken to develop and increase operational readiness and capability as well as to establish response procedures in advance of an emergency. This includes disaster planning, training and exercises, preparedness education, and stockpiling of emergency supplies

Response: The response phase involves those actions necessary to save lives, treat the injured, see to immediate life needs, and restore/maintain the rule of law. The actions of this phase are carried out by field level responders from local government agencies (fire, police, EMS, public works) as well as trained volunteers (Search and Rescue, CERT, etc).

Recovery: The recovery phase is the effort to restore infrastructure and social and economic life to normal. Short term recovery can be typified as the return of life necessary systems (water, power, sewer) and the providing of human needs (food, clothing, shelter). Once this stability is attained then the community can begin looking at the long term goals of restoring economic activity, resuming the business of education, and restoring campus facilities.

Mitigation: Mitigation efforts occur both before and after a disaster. They are those sustained activities and measures aimed at eliminating or reducing long-term risk to life and property due to a disaster. Examples of mitigation include zoning and building codes, floodplain buyouts, and seismic retrofit. In hazard prone areas mitigation can provide a cost effective method of reducing disaster losses over the long term as well as breaking the cycle of rebuilding after every disaster.

AFTER ACTION REVIEW

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Incident Commander shall cause the preparation and publication of an After Action Report (AAR).

The AAR shall be written by the Operations Section Chief with the assistance of any other section of the Incident Command Group, as required. AAR documents shall be submitted within 30 days of termination of incident operations. The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.

Each original AAR shall be retained on file. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of the Incident Command Group, including the IC. The report will also be available to the Vice President of Administration and Finance.

ROLE OF STUDENT HEALTH SERVICES

During an emergency, Student Health Services will participate in response at a level that is proportionate with staffing and resource capabilities. It can be expected that in a large, critical incident, local hospitals and emergency response systems will be overwhelmed, and only patients with life-threatening conditions will be considered for transportation or admission. This may leave a significant number of ill or injured persons to be cared for by other entities, including Student Health Services.

In the event of a disaster, SHS staff should initially respond to protect their own safety and wellbeing by either evacuating or shelter-in-place until they receive an “all clear” message. The on-duty Incident Commander will make every attempt to contact SHS staff and determine its operational status as soon as possible following an incident.

Activation, Scheduling, and Patients

The decision to activate Student Health Services in response to an incident will be made based on information received from the field, UPD dispatch, EOC coordinator, or appropriate campus administrator. However, SHS has the authority and ability to self-activate following a large-scale, campus-wide incident where it is clear their response will be necessary. In this event, contact should be made to UPD or the EOC as soon as possible.

It will be at the discretion of the SHS Director to determine if clinical services will continue uninterrupted during the response or if non-emergency services will need to be suspended.

During an emergency, SHS will need to utilize current medical supply inventory to care for patients and submit requests for additional supplies through the EOC.

Student Health Services Training

Student Health Services employees who will be engaged in the treatment of patients during an emergency shall maintain current certification in CPR/First Aid/AED, which are all requirements of their medical certification and employment. In addition, SHS staff receive mandatory annual emergency preparedness training and participate in an annual emergency training exercise coordinated by the UPD Emergency Manager.

Additional information is available in the “**SHS Disaster Medical Plan**”*, which is considered an annex to the campus EOP.

*The SHS Disaster Medical Plan is maintained by Student Health Services and is reviewed and updated annually

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

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

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

SEMS LAWS

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

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

CSULB EMERGENCY OPERATIONS PLAN

Incident Command System (ICS)

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

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

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

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

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

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

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

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

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

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

Summary of SEMS Roles in ICS

Incident Command Post Procedures

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

CSULB EMERGENCY OPERATIONS PLAN

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

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

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

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

- access by responders
- safety from the incident site
- access to needed elements such as phone lines and lighting
- access to a primary and secondary exit

Personnel gathered at the Incident Command Post may include:

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

CSULB EMERGENCY OPERATIONS PLAN

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

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

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

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

CSULB EMERGENCY OPERATIONS PLAN

Campus Resource List:

Every effort must be made to exhaust available campus resources before requesting outside aid.

In accordance with Chancellor's Office [Executive Order 1056](#), the campus maintains a Master Resource List for materials that may be needed in an emergency situation. This master list is comprised of physical resources from the following campus departments:

- University Police/Mobile Command Vehicle
- University Police/EOC
- Physical Planning and Facilities Management
- Student Health Services
- Environmental Health and Safety
- Housing and Residential Life
- 49er Shops

This master resource list includes physical materials needed for the following emergency response operations:

- Incident Command Post Operations
- Fixed or mobile Emergency Operations Center
- Temporary evacuation shelter
- Emergency medical response and triage
- Emergency backup power
- Small-scale hazardous material cleanup

This list is an internal document and is maintained by the University Police Department Emergency Manager with **annual** review and revisions submitted by the departments listed above.

Mutual Aid System

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

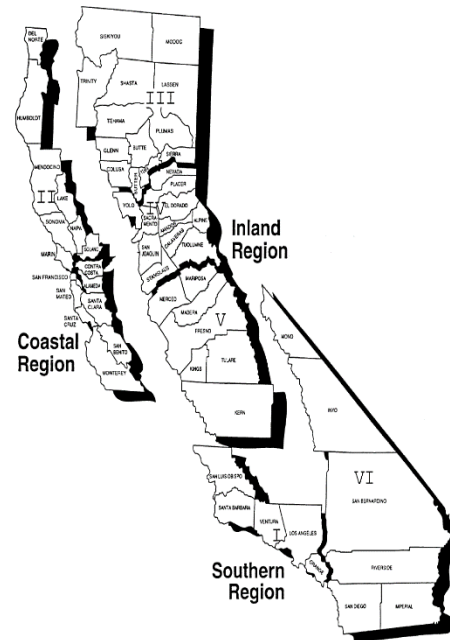
The basis for this system is the Master Mutual Aid Agreement portion of the California Emergency Act. The agreement was developed in 1950 and has been adopted by all incorporated cities and counties in the state. It creates a formal structure wherein a jurisdiction retains control over its own resources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

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

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

Through this system the state Office of Emergency Services (OES) receives a constant flow of information on all aspect of emergency operations within the state



Under the Mutual Aid Agreement the CSU Long Beach is responsible for:

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

CSULB EMERGENCY OPERATIONS PLAN

Under the Mutual Aid Agreement the City of Long Beach is responsible for:

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

Under the Mutual Aid Agreement the Operational Area (County of Los Angeles) is responsible for:

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

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

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

CSULB EMERGENCY OPERATIONS PLAN

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

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

Organizational Structure

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

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

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

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

CSULB EMERGENCY OPERATIONS PLAN

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

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

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

Multi/Inter-Agency Coordination

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

Inter-Jurisdiction and Inter-Agency Communications

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

WebEOC

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

Operational Area Satellite Information System (OASIS)

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

Response Information Management System (RIMS)

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

Emergency Management Information System (EMIS)

EMIS is a Los Angeles County Operational Area computer system that is similar in nature to RIMS. The system is designed to allow cities and special districts within Los Angeles County to interact with the Operational Area EOC by computer. This system allows for status updates and resource and mutual aid requests from within the Operational Area.

Federal Alerting and Warning Systems (EAS)

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

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

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

Federal and national programming are routed over established network facilities. State programming is routed over the state's CLERS VHF/UHF radio relay stations. The CSU Long Beach can activate the EAS through the Los Angeles County Office of Emergency Services, who will make contact with the appropriate radio link.

NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS Compliance

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

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

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

NIMS Concepts and Principles

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

NIMS Components

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

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

Command and Management

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

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

Lastly NIMS uses the Public Information System to identify the processes, procedures, and systems for communicating timely and accurate information to the public during emergencies. More information regarding the role of Public Information may be found in Volume 2 – EOC Operations, Public Information Officer Section of this plan.

Preparedness

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

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

Resource Management

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

Communications and Information Management

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

CSULB EMERGENCY OPERATIONS PLAN

Supporting Technologies

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

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

Ongoing Management and Maintenance

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

NIMS Education

More information on the National Incident Management System as well as computerized and self-paced learning may be found on the FEMA Emergency Management Institute NIMS website: <http://training.fema.gov/EMIWeb/IS/is700.asp>.

DISASTER RECOVERY

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

DISASTER ASSISTANCE PROGRAMS

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

- **Individual Assistance Programs**
Individuals who have suffered loss due to a declared disaster may receive loans or grants to cover the loss or real and personal property as well as dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance.
- **Business Assistance Programs**
The United States Small Business Administration provides loans and/or loan guarantees to business who suffer physical and/or economic loss as a direct result of a declared disaster.
- **Agriculture Assistance Programs**
The United State Department of Agriculture provides assistance programs to farmers or ranchers who suffer physical or economic loss as a direct result of a declared disaster.
- **Government Assistance Programs**
State and Federal Programs provide funds or grant monies directly to local government and certain non-profit agencies to repair, reconstruct, and mitigate the effects of a declared disaster.

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

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

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

CSULB EMERGENCY OPERATIONS PLAN

- **State Emergency Proclamation**

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

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

- **Presidential Declaration**

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

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

Federal Public Assistance Program

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

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

CSULB EMERGENCY OPERATIONS PLAN

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

Eligible Work Projects

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

Allowable Work Project Categories

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

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

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

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

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

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

Eligible Project Costs

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

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

CSULB EMERGENCY OPERATIONS PLAN

Eligible Wage Costs

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

Eligible Equipment Costs

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

Administrative Allowances

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

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

Applying for Assistance

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

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

CSULB EMERGENCY OPERATIONS PLAN

The application process normally follows the following guidelines

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

Damage Survey Reports (DSR)

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

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

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

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

Project Funding

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

CSULB EMERGENCY OPERATIONS PLAN

Final Claim and Records Retention

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

State Natural Disaster Assistance Act (NDAA) Program

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

Eligible Project Work

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

Allowable Work Project Categories

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

CSULB EMERGENCY OPERATIONS PLAN

Eligible Project Costs

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

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

Eligible Wage Costs

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

Eligible Equipment Costs

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

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

NDAA Application Process

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

CSULB EMERGENCY OPERATIONS PLAN

Damage Survey Reports (DSR)

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

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

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

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

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

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

Project Funding

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

CSULB EMERGENCY OPERATIONS PLAN

Deadlines

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

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

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

Final Claim and Record Retention

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

Hazard Mitigation Grant Program (HMGP)

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

Eligible Projects

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

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

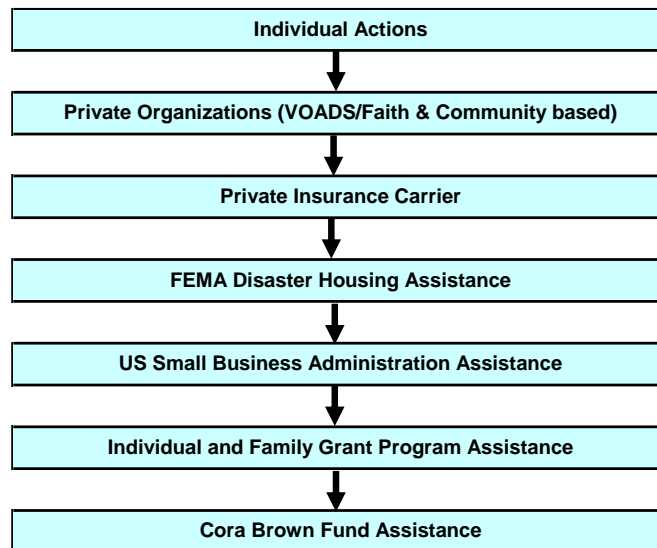
Project Funding

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

Individual Assistance Programs

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

Individual disaster recovery usually will follow the following progressive chart:



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

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

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

CSULB EMERGENCY OPERATIONS PLAN

- **State Department of Consumer Affairs**
The California Department of Consumer Affairs offers information, investigates claims of price gouging and provides a toll-free phone number for consumers to check on contractor licenses.
- **State Department of Insurance**
The California Department of Insurance provides individual assistance in obtaining policy information and provides assistance in the filing of insurance claims.
- **Department of Veterans Affairs**
The California Department of Veterans Affairs provides damage appraisal services and claim settlement services for VA insured homes and assists in veterans filing for survivor benefits.
- **Disaster Unemployment**
The state program provides a weekly subsistence grant to those individuals who have become unemployed due to a major disaster or emergency. Applicants to this grant must have exhausted all other forms of benefits for which they are eligible.
- **Franchise Tax Board**
Following a Governor's State of Emergency Declaration the California Legislature authorizes the Franchise Tax Board to accept casualty loss deductions from all California Tax Returns filed by those affected by the disaster or emergency.
- **Internal Revenue Service Tax Relief**
Following a declared disaster the IRS provides extensions to the current year's tax return, allows affected individuals to deduct losses due to the disaster, and allows for the amendment of previous years tax returns to reflect the loss back three years.
- **Individual and Family Grant Program**
This program awards grants to individuals or families for disaster related costs associated with relocation, storage, medical costs, and essential personal costs. Eligibility for the grant is based on the level of need and the exhaustion of other FEMA and Small Business Administration funds.
- **Mennonite Disaster Service**
The Mennonites provide assistance in the form of repair to private residences and community facilities and evacuation assistance. They also provide cleanup and repair services to the elderly, disabled, and underinsured.
- **Salvation Army**
The Salvation Army provides mobile feeding kitchens, emergency shelter operations, clothing and supply distribution, language interpretation services, and assistance in locating missing persons.

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

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

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

CSU LONG BEACH EMERGENCY OPERATION CENTER

CONCEPT OF OPERATION

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

When activated the CSU Long Beach EOC will:

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

EOC ACTIVATION

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

CSULB EMERGENCY OPERATIONS PLAN

Operational Assumptions

When activated the CSU Long Beach Emergency Operations Center will operate under the following policies and assumptions:

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

Reasons for CSU Long Beach EOC Activation

The CSU Long Beach EOC should be activated to:

- Manage the response to a state of emergency or disaster in which CSU Long Beach resources are not adequate and mutual aid is likely to be needed.
- Manage a major emergency or disaster where resources for the entire area are overwhelmed and extensive assistance from outside the area will be needed.
- Manage multiple simultaneous incidents where separate Incident Command Systems have been established and additional resources are expected to be needed.
- To provide support to field Incident Command Systems working on the CSU Long Beach.
- To coordinate response and mutual aid requests from the County of Los Angeles and City of Long Beach.

CSULB EMERGENCY OPERATIONS PLAN

When to Activate

The CSU Long Beach will consider activation of its EOC under the following emergency conditions:

- Significant event(s) that occur causing damage to the CSU Long Beach or the area immediate around the University.
- An emergency situation has occurred, or may occur, that is likely to require a large commitment of University resources and/or manpower for an extended period of time.
- In response to a locally declared state of emergency.
- The City of Long Beach or County of Los Angeles EOC's are activated and request an activation to support their operations
- Requests for major Mutual Aid are expected.

When NOT to Activate

Activation of the CSU Long Beach EOC will NOT normally be considered for those events that can be managed at the field level with existing operational limits, plans, and resources.

Authority to Activate

The following people have the authority to order an activation of the CSU Long Beach EOC. In order they are:

1. CSU Long Beach President
2. Vice President for Administration and Finance
3. Chief of University Police
4. Associate Vice President, Physical Planning and Facilities Management
5. Assistant Vice President Public Affairs

Alerting

The University Police Department, namely the Emergency Manager, is responsible for coordinating the alerting of campus emergency responders. In the event of a disaster that disables the campus phone system and other communication channels all designated EOC staff have been instructed to report to the EOC if it is safe for them to do so.

Level of Activation - Staffing

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

CSULB EMERGENCY OPERATIONS PLAN

EOC Activation Levels

CSU LONG BEACH

Emergency Operations Plan

		Levels of Emergency	
EOC	Level	Definition	Action
ON-STANDBY	5	<ul style="list-style-type: none"> Emergency incident that the lead responding department's Standard Operating Procedures can handle and will be resolved within one operational period. While there may be some damage and/or interruption, the conditions are localized and the BOC does not need to be activated. 	<ul style="list-style-type: none"> The onsite lead dept./unit handles the situation following the lead unit's Standard Operating Procedures. The lead unit responding to an incident designates an Incident Commander (IC). If a situation requires additional resources, the IC contacts the CCT (Crisis Communications Team) to help monitor the situation and to provide additional guidance. The IC may choose to open a CP. (Command Post) If the incident has the potential to grow, the IC will notify the CCT. The EOC is placed on stand-by mode and Web EOC may be activated for communication, coordination and documentation.
	4	<ul style="list-style-type: none"> Several resources are required to mitigate the incident. Incident limited to one operational period. 	<ul style="list-style-type: none"> EOC Command and general staff functions activated only if needed.
PARTIAL/FULL ACTIVATION	3	<ul style="list-style-type: none"> The emergency incident is severe and causes damage and/or interruption to the CSU Long Beach's operations. Coordination of resources and campus services is needed to respond effectively. CSU Long Beach may be the only affected entity in the area. Incident may extend into multiple operational periods. 	<ul style="list-style-type: none"> The IC contacts the CCT for the determination of whether to activate the BOC and the Policy Group. EOC staff set up the EOC and calls on support staff for assistance. If activated, Policy Group representatives convene in BH-302. IC in communication with the AA (Agency Administrator) and BMC (Emergency Preparedness Coordinator) determines necessary staff to report to the CP and/or EOC. Some operations and classes may be suspended. Unified command with City of Long Beach Police & Fire personnel may be implemented. A written IAP (Incident Action Plan) is typically developed.
	2	<ul style="list-style-type: none"> Incident extends beyond the University's capabilities. Incident extends into multiple operational periods. 	<ul style="list-style-type: none"> CCT and Policy Group are fully activated. A written IAP is developed. The EOP and BOC are fully activated. Normal university operations are suspended. Staff vacations and planned leaves are terminated. The BOC coordinates efforts with the City, County, or State as needed. Unified Command is typically used to manage incident response. CSULB Liaison Officer may be sent to the City or County EOC.
FULL ACTIVATION	1	<ul style="list-style-type: none"> The emergency situation is a disaster condition regionally or statewide and CSULB must fully activate the BOC to address an immediate emergency response. Emergency conditions are widespread and CSULB must be self-sufficient for a period of up to 72 hours. CSULB may request mutual assistance from local CSU's LBPD, LBFD, the city of LB, and/or State agencies. 	<ul style="list-style-type: none"> Unified Command will be used to manage incident response. CSULB Liaison Officer may be sent to the City or County EOC.

Updated SEPT 2013

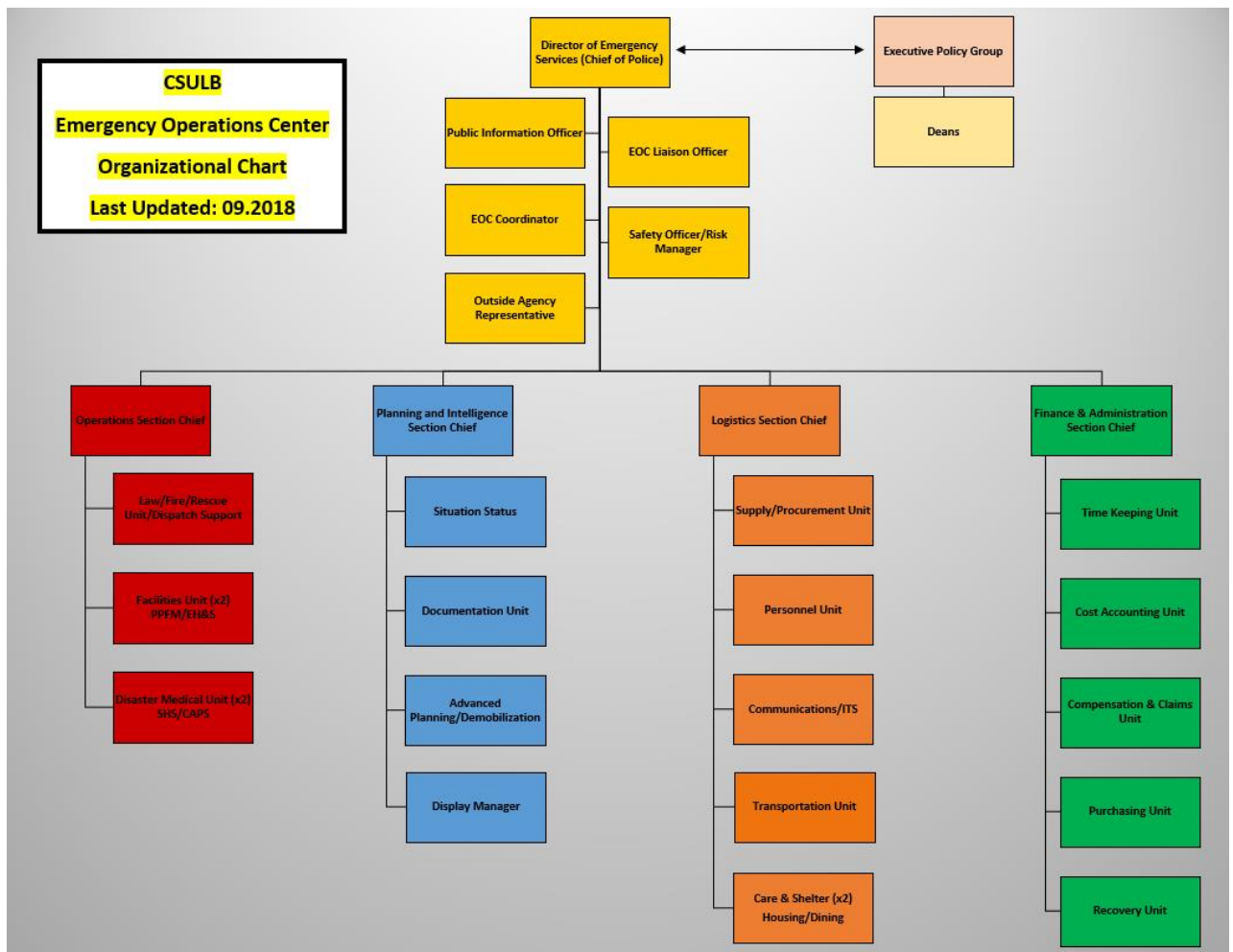
CSULB EMERGENCY OPERATIONS PLAN

EOC Organization

The CSU Long Beach EOC operations are modeled to be compliant with the Standardized Emergency Management System and National Incident Management System. The basic EOC organizational structure will consist of:

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

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



CSU Long Beach EOC Organizational Chart

CSULB EMERGENCY OPERATIONS PLAN

Policy Group

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

- CSU Long Beach President
- CSU Long Beach Provost
- CSU Long Beach Vice President of Administration and Finance
- CSU Long Beach Vice President of Academic Affairs
- CSU Long Beach Vice President of Student Services
- CSU Long Beach Vice President of University Relations
- CSU Long Beach Chief Information Officer
- CSU Long Beach Assistant Vice President of Public Affairs
- CSU Long Beach University Chief of Police
- CSU Legal Counsel

Management Section

The EOC Management Section is led by the Director of Emergency Services who is responsible for overall management of disaster response efforts on campus. The Management Section provides the EOC organization with its goals and objectives for operation, emergency policies, public information, and coordination of mutual aid and/or outside agency involvement on the CSU Long Beach campus. The CSU Long Beach EOC Management Section may consist of any or all of the following positions:

- Director of Emergency ServicesChief of University Police
- Public Information Officer.....AVP for Strategic Communications
- Emergency Operations Center Coordinator...Emergency Manager
- Outside Agency Liaison OfficerChief of Police
- Safety Officer.....Director PPFM
- Outside Agency RepresentativesVaries by Agency

Operations Section

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

- Operations Section ChiefCaptain University Police
- Law Enforcement/Fire/Rescue UnitUPD Designee
- Facilities Unit.....Director EH&S
- Disaster Medical UnitDirector Student Health Center
- Care and Shelter..... Director Housing & Residential Life
- Dining/Mass Feeding.....49er Shops Designee

CSULB EMERGENCY OPERATIONS PLAN

Logistics Section

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

- Logistics Section ChiefDirector of Procurement
- Personnel Unit.....Director Staff HR
- Supply UnitProcurement Specialist
- Communications/ITSDirector-level, ITS Designee
- Transportation Unit.....Director Parking & Transportation

Planning and Intelligence Section

The EOC Planning and Intelligence Sections are led by the Planning and Intelligence Section Chief who is responsible for the collection, analysis, dissemination, documentation and display of information within the EOC. The Planning and Intelligence Section is also responsible for the coordinating the development and distributing of the Incident Action Plan during extended EOC operations. The CSU Long Beach EOC Planning and Intelligence Section may consist of any or all of the following positions:

- Planning and Intelligence Section Chief.....Director of Physical Planning
- Documentation/Display UnitUPD Communications Lead
- Situation Analysis Unit.....Risk Analyst
- (Academic Recovery Unit.....Academic Affairs Designee)
- Advanced Planning/Demobilization.....Planning Chief or Designee

Finance and Administration Section

The EOC Finance and Administration Section is led by the Finance and Administration Section Chief who is responsible for maintaining a record of financial expenditures, tracking personnel and equipment time and costs, providing payment for resources, managing claims, and coordinating disaster recovery with the State of California and FEMA. The CSU Long Beach EOC Finance and Administration Section may consist of any or all of the following positions:

- Finance and Administration Section Chief....AVP of Financial Management
- Cost UnitAccounts Payable Manager
- Purchasing Unit.....University Controller
- Timekeeping UnitUPD Designee
- Recovery UnitUniversity Controller Designee

Emergency Operations Center Set-up Procedures

EOC Location

The CSU Long Beach Emergency Operations Center is located in the northeast portion of The Horn Center, Room 114.

EOC Set-up

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

EOC Staffing

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

EOC Briefings

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

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

EOC Maintenance

The University Police are responsible for the operational readiness and maintenance of the CSU Long Beach EOC. The EOC Manager will maintain the food supplies as per supply expiration recommendations.

CSULB EMERGENCY OPERATIONS PLAN

EOC Training

All campus personnel designated as EOC responders must receive **initial** training on:

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

In addition, **annual refresher trainings** (classroom or web-based) must be attended by all primary EOC personnel and should be attended by all secondary and tertiary personnel as well. Refresher trainings will be held, on average, a minimum of 4x per calendar year. If EOC personnel are not able to attend an in-person training at any time during the year, they have the option to review a presentation remotely and submit a completion certificate to the campus Emergency Manager.

A real world EOC activation will meet the requirement of an annual refresher training.

The Emergency Manager will review all sign-in sheets and submitted completion certificates and update the EOC roster accordingly. The Emergency Manager is responsible for tracking which individuals have yet to complete a refresher training that year. These individuals will receive an email invitation to each scheduled training as well as instructions to complete the training remotely if they prefer. EOC personnel will continue to receive these emails on a bi-monthly basis until they attend or complete a refresher training.

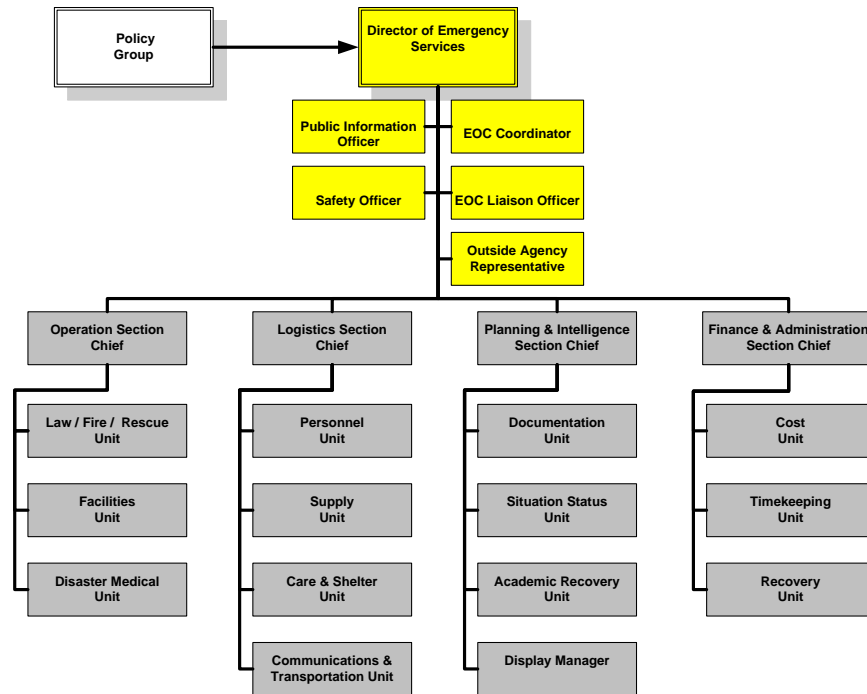
Documentation of any FEMA ICS or other formal relevant training will be sent to and maintained by the Emergency Manager.

All trainings will be documented on the campus master EOC roster which will be provided to System-wide Risk Management on an annual basis.

EOC Activation Checklist

TASK	RESPONSIBLE PERSON
<input type="checkbox"/> Determine whether to Activate EOC	Director of Emergency Services/Policy Group
<input type="checkbox"/> Determine staffing level	Director of Emergency Services/Policy Group
<input type="checkbox"/> Advise EOC staff of activation and need to report	Logistic Section Chief
<input type="checkbox"/> Create Incident Action Plan and establish initial Operational Period	Management and Command Staff
<input type="checkbox"/> Set-up EOC tables according to attached diagram	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Set-up EOC phones according to attached diagram	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Set-up EOC computers according to positions	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Distribute EOC vests	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Test phone, fax, and computer connections	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Establish WebEOC Incident Name	System Administrator
<input type="checkbox"/> Distribute EOC positions guides	Emergency Services Coordinator/University Police/Those Present
<input type="checkbox"/> Advise City of Long Beach and County of Los Angeles of activation	University Police
<input type="checkbox"/> Brief EOC staff on situation	Director of Emergency Services
<input type="checkbox"/> Obtain any specialized materials, maps, or equipment necessary	Individual Units
<input type="checkbox"/> Inspect emergency power generator and fuel supply	Facilities Unit

EOC MANAGEMENT SECTION



Overview of the Section

The Management Section is responsible for the overall management of emergency operations on the CSU Long Beach campus. The section is headed by the Director of Emergency Services whose primary role is to coordinate and manage EOC operations. In addition to the Director the Management Section may be staffed by any or all of the following

- Public Information Officer
- Liaison Officer
- Emergency Operations Center Coordinator
- Safety Officer
- Outside Agency Representatives

Role of the Director of Emergency Services

The Director of Emergency Services' primary role is to manage and coordinate EOC operations as well as overall response efforts on the CSU Long Beach campus.

Role of the Public Information Officer

The Public Information Officer (PIO) coordinates with the Director of Emergency Services on the release of all information regarding CSU Long Beach response efforts to the media and general public.

CSULB EMERGENCY OPERATIONS PLAN

Role of the Liaison Officer

The Liaison Officer coordinates with representatives from outside agencies in the CSU Long Beach EOC. Outside agencies may include members from other police departments, fire departments, medical services, volunteer agencies, public utilities, or state/local/federal officials invited into the CSU Long Beach EOC to aid in disaster response.

Role of the Emergency Operations Center Coordinator

The EOC Coordinator facilitates the overall operation of the CSU Long Beach EOC by coordinating with other emergency management agencies and planning levels.

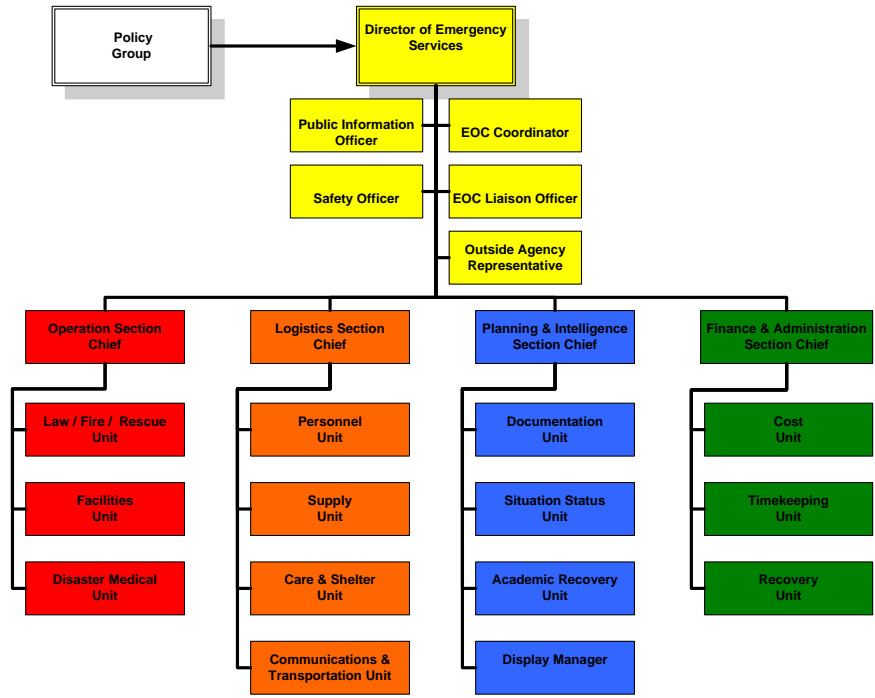
Role of the Safety Officer

The Safety Officer is responsible for monitoring emergency operations center operations and Incident Action Plans assessing hazardous and/or unsafe situations as well as developing measures to insure personnel safety.

Role of the Executive Policy Group

The Policy Group provides institutional oversight and policy direction for emergency operations on the CSU Long Beach campus.

DIRECTOR OF EMERGENCY SERVICES



- PRIMARY** Chief of University Police
- 1ST ALTERNATE** University Police Field Services Division Commander
- 2ND ALTERNATE** University Police Support Services Division Commander
- REPORTS TO** CSU Long Beach President
- SUPERVISES**
 - Public Information Officer
 - EOC Coordinator
 - Liaison Officer
 - Safety Officer
 - Outside Agency Representatives
 - Operations Section Chief
 - Logistics Section Chief
 - Planning and Intelligence Section Chief
 - Finance and Administration Section Chief
- WORK STATION** EOC Management Section

CSULB EMERGENCY OPERATIONS PLAN

Responsibilities

The Director of Emergency Services is primarily responsible for the overall management and coordination of emergency operations on the CSU Long Beach campus. This includes:

- Deciding whether to activate the CSU Long Beach EOC
- Establishing appropriate staffing levels for EOC operation and monitoring organizational effectiveness ensuring modifications to staffing are made as required.
- In conjunction with the General Staff (Sections Chiefs) establish Operational Periods and overall incident priorities.
- Monitor EOC activity to ensure operational functions are being met in the established time period.
- Coordinate with the Public Information Officer, authorizing the release of all information regarding emergency response efforts on the CSU Long Beach campus.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECK LIST

- Check-in with the Personnel Unit
- Identify yourself as the Director of Emergency Services by putting on the EOC vest and placing your name on the Organization Chart
- Acquire any needed work materials and set up your work station.
- Obtain a briefing from available sources (Off-going Director, General Staff, Incident Commanders, Operations, law enforcement/fire personnel, etc) on the incident and assess the situation.
- Open and use WebEOC to enter and review information in the EOC. In particular utilize:
 - Master Events Log
 - Action Plan
 - Action Plan Worksheet
 - Situation Status Report
 - Logistics Equipment Request Form
 - Equipment Order Status
 - Facility Status Log
 - Roadway Status Log
- Establish response priorities and goals.
- Clarify issues of assignment and authority
- Determine staffing needs
- Respond aggressively to the emergency, but remain conscious of safety in all actions.
- Anticipate potential changes to the incident response and develop options for responding to new needs for resources and personnel.
- Stay informed on the incident

GENERAL OPERATIONAL DUTIES

- Determine level of EOC activation necessary. Assign Section Chiefs (General Staff) to manage and ensure staffing of their sections as required:
 - Operations Section Chief
 - Logistics Section Chief
 - Planning and Intelligence Section Chief
 - Finance and Administration Section Chief

- Determine level of EOC Management Section activation necessary. Assign Command Staff positions and ensure they are filled:
 - Public Information Officer
 - Liaison Officer
 - Emergency Operations Center Coordinator
 - Safety Officer

- Schedule the initial Action Planning meeting

- Brief Command and General Staff on incident and current activity.

- Hold the initial Action Planning meeting which is attended by:
 - Command Staff members
 - General Staff members

- Work with staff to create EOC Action Plan which:
 - Identifies organizational goals and objectives
 - Identifies Operational Period
 - Outlines Unit assignments
 - Defines basic organizational structure of EOC

- Approve and authorize implementation of EOC Action Plan

- Approve requests for mutual aid resources

- Coordinate with the Public Information Officer to authorize the release of public information to the media, University personnel, students, and parents of students.

- Monitor General and Command Staff activities to ensure all appropriate actions are being taken

- Complete Situation Status Report and brief on-coming Director of Emergency Services and end of shift.

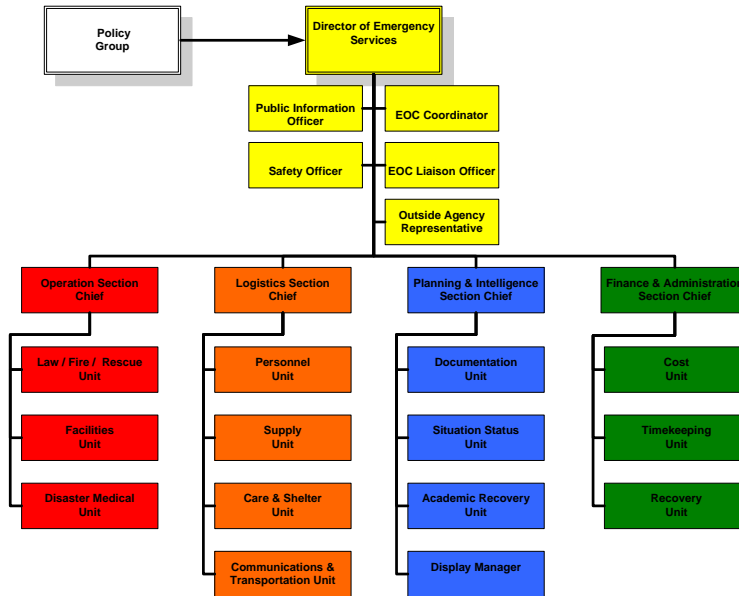
DEMOBILIZATION - SECTIONS

- Authorize the demobilization of EOC Sections and Units when they are no longer needed

DEMOBILIZATION – ENTIRE EOC

- Demobilize according to plan created with General and Command Staffs
- Notify the City of Long Beach, the County of Los Angeles EOCs as well as any assisting agencies/organizations of the planned demobilization of the EOC.
- Ensure that any unfinished actions will be completed after demobilization
- Issue a proclamation of termination of emergency response efforts and transition to recovery operations on CSU Long Beach campus
- Demobilize all EOC Sections and Units in accordance with Demobilization Plan and at appointed time.
- Direct staff to complete and turn in the After Action Report to the Planning and Intelligence Section Chief.
- Complete and file all paperwork and reports
- Deactivate position, closing out logs. Return equipment to its original location.

PUBLIC INFORMATION OFFICER



PRIMARY	Associate Vice President for Strategic Communications
1ST ALTERNATE	Public Information Specialist I
2ND ALTERNATE	Public Information Specialist II
REPORTS TO	Director of Emergency Services
SUPERVISES	Public Information Unit
WORK STATION	EOC Management Section

Responsibilities

The Public Information Officer (PIO) is responsible for the creation and release of all public and media information regarding incidents on the CSU Long Beach campus. The PIO's duties include:

- Serve as dissemination point for all information releases to media, general public, students, staff, and faculty.
- Coordinate official information releases with the Director of Emergency Services
- Hold periodic briefings press briefings
- Coordinate establishment of a Joint Information Center for emergencies that require multiple agency response or emergencies that involve multiple jurisdictions.
- Coordinate VIP and media visits to the EOC

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the PIO Vest to identify yourself as the Public Information Officer
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

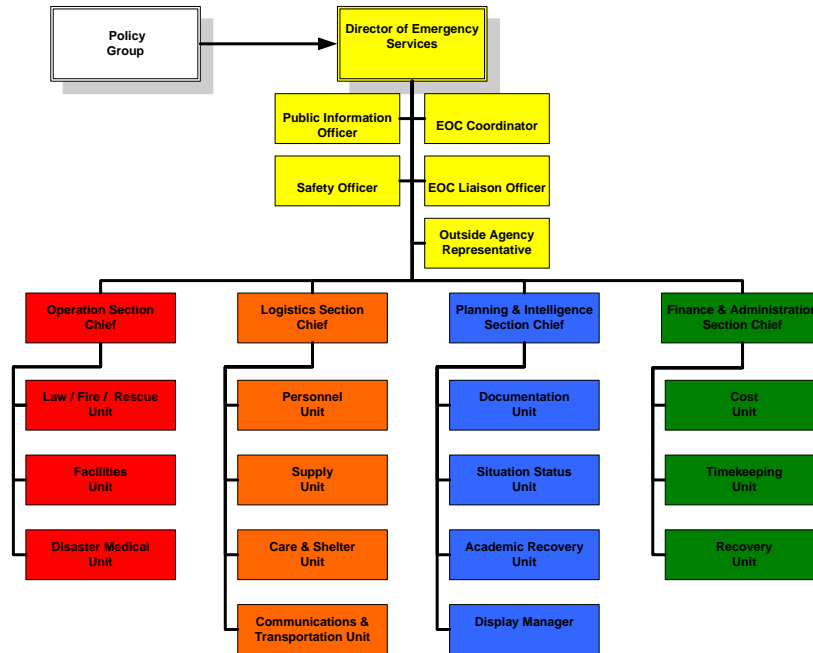
GENERAL OPERATIONAL DUTIES

- Coordinate with the Director of Emergency Services on the release of public information and media releases.
- Monitor the media for reports regarding the campus situation. Advise the Director of Emergency Services of any critical comments or unfavorable media comments.
- Recommend and implement procedures to improve media relations.
- Coordinate with the Situation Status Unit to obtain and/or verify recent developments.
- Establish location(s) for media briefings and distribution of hand-out information.
- Establish and publish a media briefing schedule.
- Provide media representatives with points of contact within the CSU Long Beach for follow-up information and questions.
- Consider establishment of a Joint Information Center whenever more than one agency or jurisdiction are involved in disaster operations.
- Participate in Joint Information Centers established by the City of Long Beach and/or County of Los Angeles when involved in disaster operations that extend beyond the campus boundaries.
- As needed, prepare briefings for the Policy Group as well as the CSU Chancellors Office.
- Ensure a rumor control function is established and actively work to dispel any rumors or false statements.
- Ensure that file copies of all information released are maintained.
- Provide advance copies of all media releases to the Director of Emergency Services
- Coordinate any media and VIP tours of the EOC during operations.
- Provide detailed briefings at shift change, noting any in-progress work or follow-up needs.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate the PIO position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Personnel Unit or Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

LIAISON OFFICER



PRIMARY	Chief of University Police
1ST ALTERNATE	Captain, University Police
2ND ALTERNATE	
REPORTS TO	Director of Emergency Services
SUPERVISES	Outside Agency Representatives
WORK STATION	EOC Management Section

Responsibilities

The Liaison Officer is the point of contact for any assisting or cooperating Outside Agency Representatives into the CSU Long Beach EOC. This includes agency representatives from the City of Long Beach, County of Los Angeles, State and Federal Government, and private volunteer agencies. The goal of this coordination is to facilitate the decision-making process and promote the sharing of information.

The Liaison Officers duties include:

- Coordinating Outside Agency involvement within the CSU Long Beach EOC
- Coordinating the request for CSU Long Beach involvement in EOC's outside the campus.
- Interact with the CSU Long Beach EOC Sections and Units to obtain necessary information and ensure a proper flow of information.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the Liaison Officer Vest to identify yourself as the Liaison Officer
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

GENERAL OPERATING DUTIES

- Determine if outside agencies will be involved in the response effort. Likely involved agencies include:
 - Long Beach Fire Department
 - Long Beach Police Department
 - Long Beach Public Works Department
 - City of Long Beach government
 - County of Los Angeles Fire Department
 - Los Angeles County Sheriffs Office
 - County of Los Angeles government
 - State Office of Emergency Services
 - State government/agencies
 - Federal government/agencies
 - American Red Cross and/or other Volunteer Organizations
 - Private sector organizations

- Serve as the point of contact for Outside Agency Representatives working in the CSU Long Beach EOC. Ensure Outside Agency Representatives:
 - Check-in with the Timekeeping Unit
 - Receive a full briefing
 - Know their assigned work location and job function
 - Have received the Outside Agency Representative Checklist

- Brief the Director of Emergency Services on outside agency involvement in the CSU Long Beach EOC.

- Brief Outside Agency Representatives as they report to the CSU Long Beach EOC.

- Coordinate with Outside Agency Representatives to determine the level of activation of agency facilities as well as any intelligence reports or situational information that may be of relevance to the CSU Long Beach EOC staff.

- Communicate the involvement of Outside Agency Representatives to the CSU Long Beach EOC staff. Advise Units of:
 - Representative Name
 - Representative Agency
 - Location within the EOC
 - EOC phone number

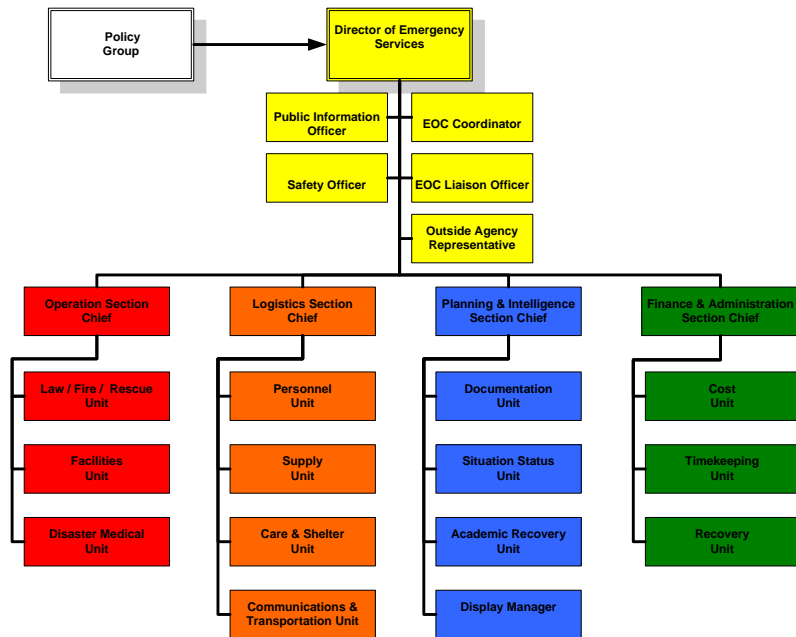
- Monitor EOC operations to identify possible inter-agency problems. Work to solve any issues that arise.

- Respond to EOC staff and Outside Agency Representative requests for information.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate the Liaison Officer position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Personnel Unit or Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

OUTSIDE AGENCY REPRESENTATIVE



PRIMARY	Representatives of governmental agencies from the City of Long Beach, County of Los Angeles, State of California, Federal Government, Volunteer Agencies, and/or Private Agencies requested to respond to the CSU Long Beach for disaster response assistance
1ST ALTERNATE	None
2ND ALTERNATE	None
REPORTS TO	Liaison Officer
SUPERVISES	None
WORK STATION	As assigned

Responsibilities

Outside Agency Representatives are those persons assigned to the CSU Long Beach EOC from assisting agencies who are delegated the full authority to make decisions on all matters of agency participation in the incident. Outside Agency Representatives act as liaisons between the CSU Long Beach and the assisting agency and facilitate requests for information and assistance to or from their home agency.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the Agency Representative Vest to identify yourself as an Outside Agency Representative.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

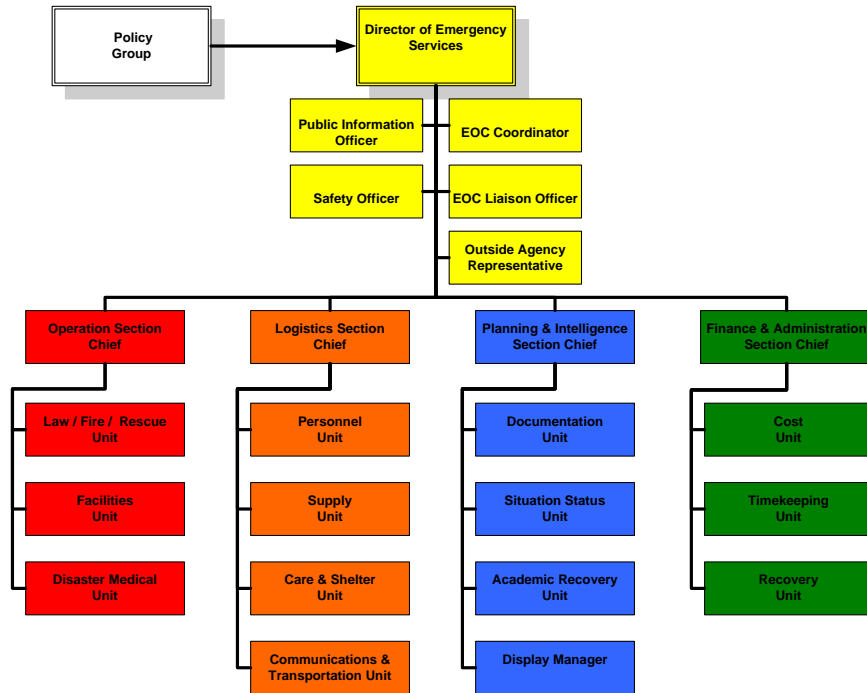
GENERAL OPERATING DUTIES

- Facilitate requests for assistance or information from your agency.
- Maintain contact with your agency staying updated on current operational resources and activities of your home agency.
- Provide updates on agency capabilities to the Planning and Intelligence Section
- Represent your home agency at EOC planning meetings, providing a summary of agency activities and capabilities. Providing input on your agencies priorities and resources.
- Report to your home agency on schedule keeping your home agency updated on CSU Long Beach emergency operations, priorities, and actions.
- Coordinate requests for information from your home agency and the appropriate EOC Unit.
- Account for all home agency personnel and equipment prior to your departure.
- Coordinate the demobilization of home agency personnel and equipment.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Liaison Officer.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Liaison Officer.
- Be prepared to provide input to the After Action Report.

EMERGENCY OPERATIONS CENTER COORDINATOR



PRIMARY	Emergency Preparedness Manager
1ST ALTERNATE	Sergeant, University Police
2ND ALTERNATE	None
REPORTS TO	Director of Emergency Services
SUPERVISES	None
WORK STATION	EOC Management Section

Responsibilities

The Emergency Operations Center Coordinator is responsible for the overall functioning of the CSU Long Beach EOC, coordinating with other levels of emergency management and planning both inside and outside the CSU Long Beach EOC. The EOC coordinator serves as an advisor to the Director of Emergency Services providing information and guidance related to emergency operations and compliance with emergency plans, procedures, practices, and laws.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the EOC Coordinator Vest to identify yourself as Emergency Operations Center Coordinator
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

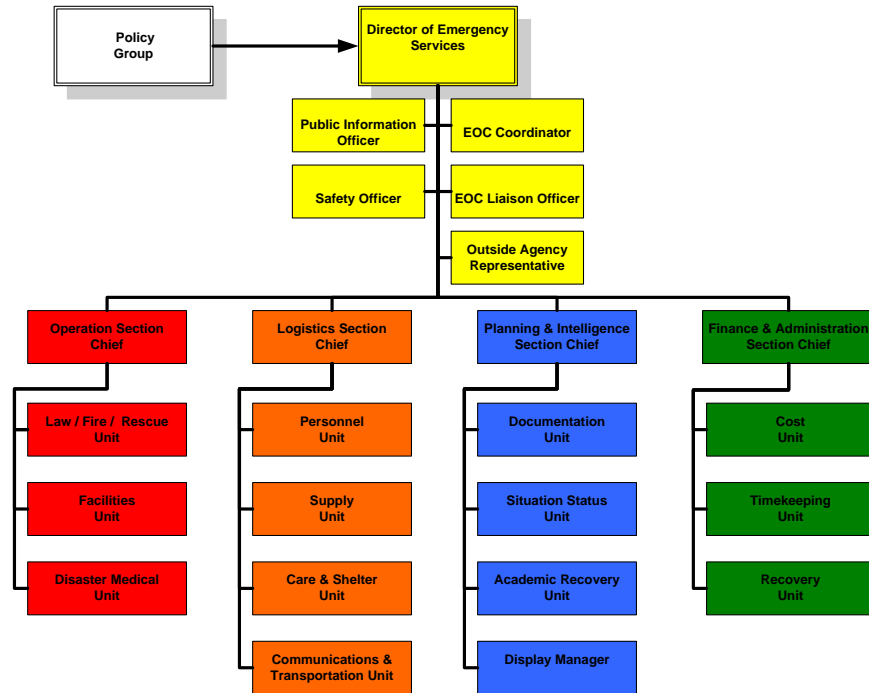
GENERAL OPERATING DUTIES

- Assist in the development, implementation, and updating of overall strategic objectives and the EOC Action Plan.
- Assist in the distribution and execution of the CSU Long Beach EOC Action Plan.
- Coordinate information and notification of actions to the City of Long Beach EOC and/or County of Los Angeles EOC where appropriate.
- Establish and maintain open communications with appropriate emergency response agencies.
- Provide information and advice to the Director of Emergency Operations, General Staff members, and Command Staff members in regards to emergency operations and compliance with emergency plans, procedures, practices, and laws.
- Coordinate efficient EOC operations by assisting any Section or Unit with functional issues encountered.
- Monitor EOC staff for signs of incident stress, fatigue, or under-performance. Advise the Director of Emergency Services of these conditions and suggest alternatives.
- Monitor EOC performance and advise the Director of Emergency Services of any issues, the need to delegate responsibilities, the need to establish authority, and/or shift change issues.
- Facilitate Action Planning sessions and/or EOC Command Staff meetings.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

SAFETY OFFICER



PRIMARY	Associate Vice President of Physical Planning and Facilities Maintenance
1ST ALTERNATE	Director of Risk Management
2ND ALTERNATE	
REPORTS TO	Director of Emergency Services
SUPERVISES	None
WORK STATION	EOC Management Section

Responsibilities

The Safety Officer is responsible for monitoring and assessing working conditions with the CSU Long Beach EOC, support facilities, and Action Plans to help assure personnel safety. The Safety Officer has the authority to stop any unsafe working practice.

Additionally the Safety Officer is responsible for coordinating safe response efforts regarding hazardous materials spills or releases on the CSU Long Beach campus. During hazardous materials operations the Safety Officer coordinates with the on scene Incident Commander to ensure a safe working environment. Response to Hazardous Materials Incidents on the CSU Long Beach campus is governed by the CSU Long Beach HazMat Contingency Plan.

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the Safety Officer Vest to identify yourself as the Safety Officer
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

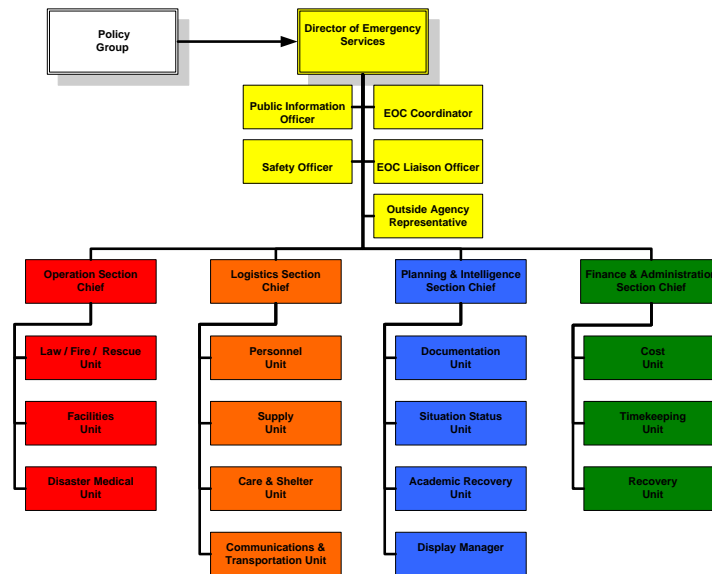
GENERAL OPERATING DUTIES

- Work closely with EOC staff to ensure a safe working environment.
- Identify, stop, and correct any potentially unsafe condition.
- Assist in the preparation of the EOC Action Plan by providing input into priorities and overall objectives. Prepare the EOC Action Plan Safety Message.
- Investigate all accidents that occur within the EOC and/or any support facility.
- Coordinate with on-scene Incident Commanders to ensure a safe working environment.
- Work closely with the Operations Section to determine the need for a Hazardous Materials response effort.
- If a HazMat incident has occurred work with responders to determine if it is beyond the ability of the CSU Long Beach to safely manage, requesting mutual aid for those incidents beyond operational capability.
- During HazMat incident operations coordinate with the Law Fire Rescue Unit as well as the on-scene Incident Commander to coordinate warning, evacuation, and isolation of the spill. Ensure that information such as casualties, damage observations, evacuation orders, and chemical exposures are logged.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

POLICY GROUP



PRIMARY	University President, Vice Presidents, Associate Vice Presidents, University Chief of Police, Public Information Officer, Legal Counsel, Provost
1ST ALTERNATE	N/A
REPORTS TO	CSU Chancellor
SUPERVISES	Director of Emergency Services
WORK STATION	As appropriate

Responsibilities

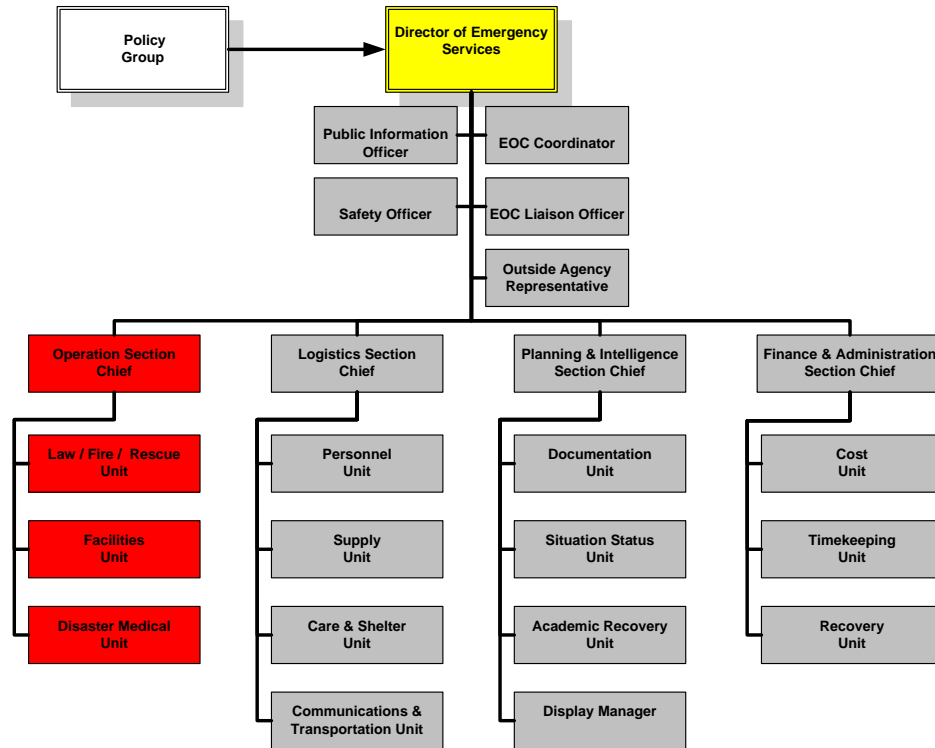
The CSU Long Beach Emergency Operations Policy Group is responsible for oversight and policy direction in regards to emergency operations undertaken on the CSU Long Beach campus. Specifically the Policy Group:

- Establishes executive level policies for the management of emergency operations on the CSU Long Beach campus.
- Creates emergency mandates and executive orders to assist in emergency response operations.
- Ensures the Director of Emergency Services has clear direction and authority to act.
- Supports multi-agency disaster response efforts on the CSU Long Beach campus.

GENERAL OPERATING DUTIES

- Establish contact with the CSU Long Beach Director of Emergency Services and obtain a situation briefing.
- Consult with the Director of Emergency Services, reviewing and approving emergency response policies.
- Coordinate with the Director of Emergency Services to create and enact emergency campus policy, mandates, or procedures as incident needs dictate.
- Coordinate with the Director of Emergency Services regarding the release of sensitive statements or information regarding the CSU Long Beach campus or incident response.
- Refer requests for information to the Public Information Officer.
- Coordinate with the Director of Emergency Services to ensure a flow of information to the CSU Chancellor's Office regarding incident operations, operational capabilities, and resource availability.

EOC OPERATIONS SECTION



Overview of Operations Section

The Operations Section is responsible for managing all tactical operations undertaken in response to disaster operations on the CSU Long Beach campus. The Operations Section, when staffed, is led by the Operations Section Chief. In addition to the Operations Section Chief the section may be staffed by any or all of the following Units:

- Law/Fire/Rescue Unit
- Facilities Unit
- Disaster Medical Unit

Role of the Operations Section Chief

The Operations Section Chief is responsible for the overall management of the Operations Section as well as coordination of overall tactical response efforts. The Operations Section Chief staffs the Operations Section in accordance with the EOC Action Plan. The Operations Section Chief also authorizes the request or release of incident resources, predicts resource needs, prepares alternative strategies for managing the response, and provides input into the Action Planning process.

CSULB EMERGENCY OPERATIONS PLAN

Law/Fire/Rescue Unit

The Law/Fire/Rescue Unit is responsible for coordinating the response of Law Enforcement, Fire, and Rescue assets on the CSU Long Beach campus. The Unit also coordinates:

- Evacuations,
- Enforcement of closures and emergency measures,
- Establishment of traffic routes,
- Establishment of site security to limit access to damaged areas,
- Mutual aid resources
- Campus search and rescue operations
- Fire/rescue operations with assisting fire agencies
- Response to hazardous materials incidents with the Safety Officer
- Interoperable communications

Facilities Unit

The Facilities Unit is responsible for maintaining, repairing, and restoring CSU Long Beach facilities, utilities, and services. The Unit also coordinates:

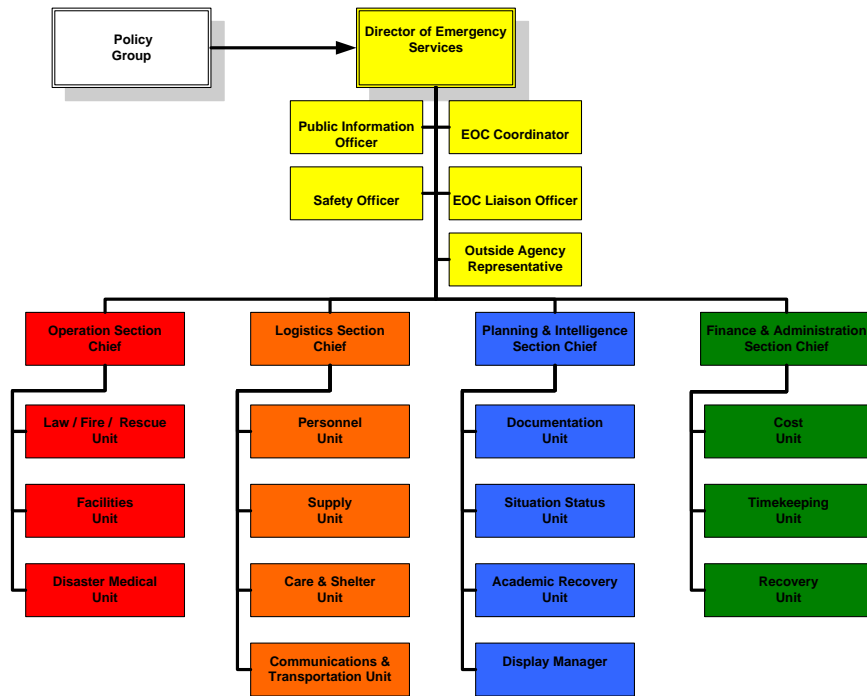
- The use of heavy equipment owned by the University
- The inspection of facilities for habitability

Disaster Medical Unit

The Disaster Medical Unit is responsible for establishing and providing emergency and supplemental first aid and medical support to the CSU Long Beach community. This includes:

- Establishment of triage locations
- Coordination of response efforts with the City of Long Beach and/or County of Los Angeles Emergency Medical Services and Public Health Departments.

OPERATIONS SECTION CHIEF



PRIMARY Captain, University Police

1ST ALTERNATE Sergeant, University Police

2ND ALTERNATE

REPORTS TO Director of Emergency Services

SUPERVISES Law/Fire/Rescue Unit
Facilities Unit
Disaster Medical Unit

WORK STATION EOC Operations Section

Responsibilities

The Operations Section Chief is responsible for the coordination and management of all tactical operations undertaken in response to emergency response efforts. The Operations Section Chief activates and supervises the EOC Operations Section as directed by the EOC Action Plan. The Operations Section Chief is responsible for requesting and allocating on-hand resources to meet response needs and to making and communicating emergency changes to the EOC Action Plan.

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Operations Section Chief.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

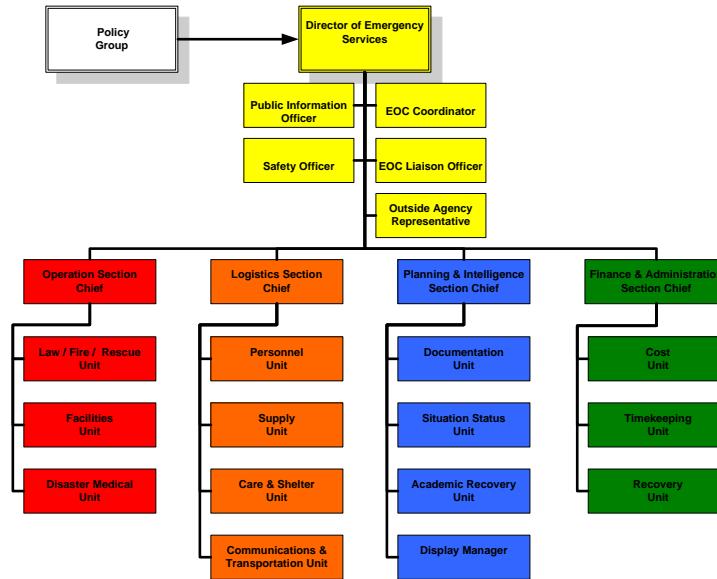
GENERAL OPERATING DUTIES

- Update Director of Emergency Services on tactical operations.
- Activate, staff, and supervise the EOC Operations Section to the level necessary to carryout disaster management operations. Operations Sections include:
 - Law/Fire/Rescue Unit
 - Facilities Unit
 - Disaster Medical Unit
- Ensure Operations Section staff properly set up work station, obtain necessary supplies, log on to WebEOC, and aggressively manage incident operations.
- Determine how the Operations Section will support emergency response operations based on the priorities and objectives detailed in the EOC Action Plan.
- Establish communication with field level Incident Commanders and coordinate actions.
- Oversee the development of the Operations Section portion of the EOC Action Plan
- Coordinate the completion of a Preliminary Damage Assessment Survey (windshield survey).
- Prepare objectives for Operations Section and assign tasks to activated Units to meet goals and objectives.
- As a member of the General Staff meet with Command Staff, Director of Emergency Services and other members of the General Staff to coordinate response efforts, formulate Action Plans, assess operational success, and modify current actions.
- Keep EOC staff members notified of current information and response efforts by actively entering updates into the WebEOC system.
- Request additional resources when needed
- Coordinate use of mutual aid resources from assisting agencies
- Effectively manage the release of resources.
- Participate in the Demobilization Planning process

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

LAW/FIRE/RESCUE UNIT



PRIMARY	University Police Designee
1ST ALTERNATE	University Police Designee
2ND ALTERNATE	
REPORTS TO	Operations Section Chief
SUPERVISES	Law/Fire/Rescue Unit
WORK STATION	EOC Operations Section

Responsibilities

The Law/Fire/Rescue Unit provides coordination of field activities in the areas of:

- Law Enforcement
- Traffic Control
- Light search and rescue operations
- Evacuation procedures

In addition the Unit is responsible for:

- Alert and warning systems
- Liaison with Fire/Rescue operations from city and county agencies
- Coordinating facility security
- Coordinating access control to damaged facilities
- Requesting and coordinating Mutual Aid resources
- Interoperable communications equipment

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Law/Fire/Rescue Unit Leader.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

GENERAL OPERATING DUTIES

- Coordinate and manage overall law enforcement activities associated with disaster response on CSU Long Beach campus.
- Work with Fire Department officials to coordinate and manage overall fire activities associated with disaster response on CSU Long Beach campus.
- Coordinate with appropriate organizations to manage overall rescue activities associated with disaster response on CSU Long Beach campus.
- Coordinate with appropriate city, county, state, and/or federal mutual aid assets sent to the CSU Long Beach for disaster response
- Coordinate evacuation of campus facilities.
- Assist in the coordination of security for:
 - Emergency Operations Center
 - Incident Command Posts
 - Staging Areas
 - Incident Base
 - Care and Shelter areas
 - Triage Areas
 - Closed facilities
- Maintain an accurate record of all activities in WebEOC.
- Provide overall summary of activities underway as requested by Operations Section Chief or Management Section.
- Coordinate the collection of information from Field Responders. Key information to collect includes:
 - Roadway status
 - Facility status
 - Injured
 - Casualties
 - Reports of trapped persons
 - Hazardous areas
 - Hazardous Materials
 - Evacuation status
 - Resource needs
- Keep the Operations Section Chief apprised of Unit activities and status as well as any problem areas in need of solutions.

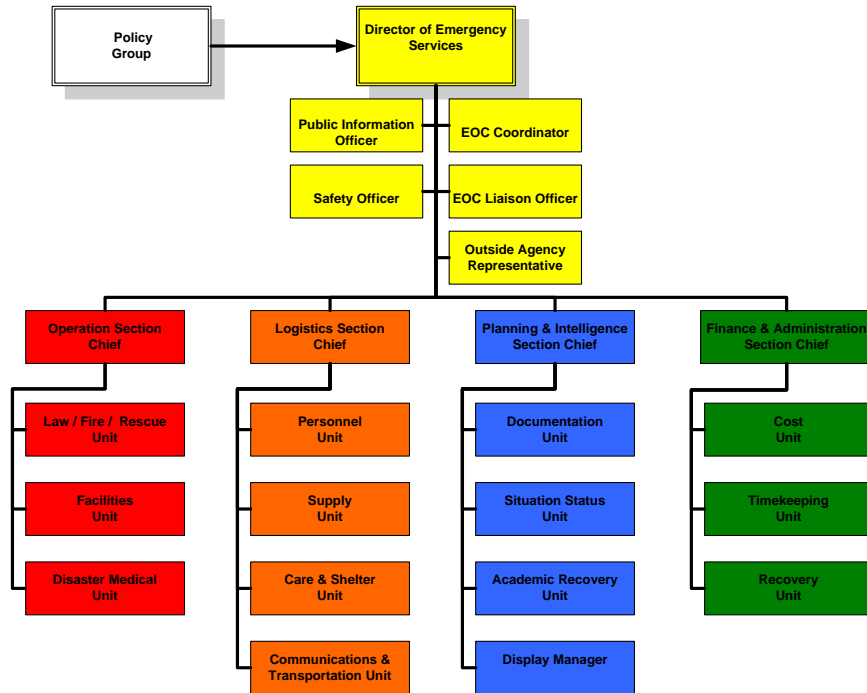
CSULB EMERGENCY OPERATIONS PLAN

- Anticipate potential problems or situations, such as aftershocks, that may result in a change in plans or procedures. Develop options for such changes.
- Work with the University Police to coordinate communications among responders.
- Coordinate with the Public Information Officer for information releases regarding on-going operations.
- Perform tasks assigned by the Operations Section Chief.
- Complete the Law/Fire/Rescue portions of the Situation Status Report
- Provide input to the Operations Section Chief on expected Unit goals and objectives, expected resource needs, and expected status for the next Operational Period for the EOC Action Plan
- Release unneeded resources as soon as possible in accordance with the Demobilization Plan.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

FACILITIES UNIT



PRIMARY	Director Facilities Management
1ST ALTERNATE	Director Environmental Health and Safety
REPORTS TO	Operations Section Chief
SUPERVISES	Facilities Unit
WORK STATION	EOC Operations Section

Responsibilities

The Facilities Unit is responsible for maintaining, repairing, and restoring CSU Long Beach facilities, utilities, and services. The Unit is responsible for:

- The use of heavy equipment owned by the University
- The inspection of facilities for habitability
- Coordination of utility services
- Assistance in the damage assessment and response efforts

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Facilities Unit Leader.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

GENERAL OPERATIONAL DUTIES

- Coordinate the assessment of damage to CSU Long Beach facilities
- Coordinate any long term closure of CSU Long Beach facilities due to damage.
- Provide engineering services and expertise on building construction.
- Liaison with utility providers to the CSU Long Beach campus.
- Coordinate with the City of Long Beach, County of Los Angeles, State of California, and/or Federal Government for the purpose of damage surveys.
- Assist in the coordination of overall rescue activities associated with disaster response on CSU Long Beach campus.
- Coordinate with appropriate city, county, state, and/or federal mutual aid assets sent to the CSU Long Beach for disaster response
- Coordinate with appropriate utility company assets sent to the CSU Long Beach for disaster response
- Coordinate with the Care and Shelter Unit to identify and open appropriate shelter locations on the CSU Long Beach campus.
- Maintain an accurate record of all activities in WebEOC.
- Provide overall summary of activities underway as requested by Operations Section Chief or Management Section.
- Coordinate the collection of information from Field Responders. Key information to collect includes:
 - Roadway status
 - Facility status
 - Injured
 - Casualties
 - Reports of trapped persons
 - Hazardous areas
 - Hazardous Materials
 - Evacuation status
 - Resource needs
- Keep the Operations Section Chief apprised of Unit activities and status as well as any problem areas in need of solutions.

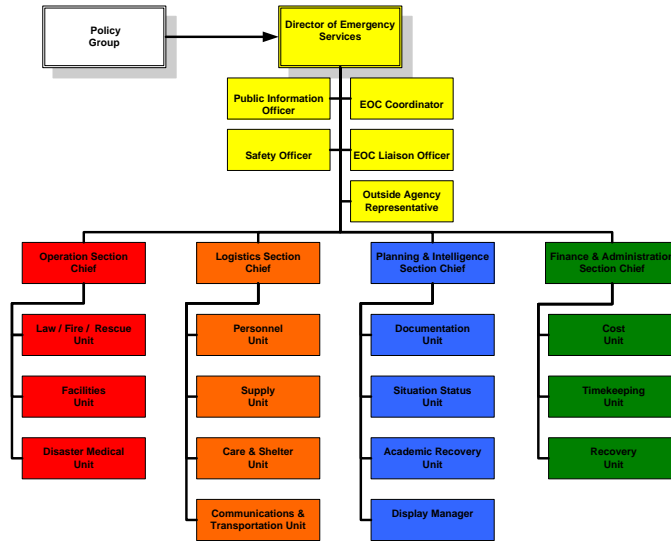
CSULB EMERGENCY OPERATIONS PLAN

- Anticipate potential problems or situations, such as aftershocks, that may result in a change in plans or procedures. Develop options for such changes.
- Work with the University Police to coordinate communications among responders.
- Coordinate with the Public Information Officer for information releases regarding on-going operations.
- Perform tasks assigned by the Operations Section Chief.
- Complete the Facilities portions of the Situation Status Report
- Provide input to the Operations Section Chief on expected Unit goals and objectives, expected resource needs, and expected status for the next Operational Period for the EOC Action Plan
- Release unneeded resources as soon as possible in accordance with the Demobilization Plan.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

DISASTER MEDICAL UNIT



PRIMARY	Director of Student Health Center/Chief of Medical Staff
1ST ALTERNATE	Student Health Center Designee
2ND ALTERNATE	Student Health Center Designee
REPORTS TO	Operations Section Chief
SUPERVISES	Disaster Medical Unit
WORK STATION	EOC Operations Section

Responsibilities

The Disaster Medical Unit is responsible for coordinating triage teams, disaster medical teams, and disaster first aid services on the CSU Long Beach campus. In addition the Disaster Medical Unit is responsible for:

- Ensuring that all available disaster medical resources are identified and mobilized, as needed, for disaster response operations.
- Coordinating with the Counseling and Psychological Services and Volunteer Crisis Resource Team to provide crisis intervention during disasters to the CSU Long Beach community.
- Coordinating the transportation of injured victims to appropriate medical facilities.
- Coordinating City of Long Beach and/or County of Los Angeles Emergency Medical Services and Public Health Services mutual aid response to the CSU Long Beach campus.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Disaster Medical Unit Leader.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

GENERAL OPERATING DUTIES

- Work with other members of the Operations Section to determine the extent of Disaster Medical assistance needed.
- Work with field responders to determine the number and extent of injured requiring first aid.
- Identify locations for triage teams. Coordinate the establishment and operation of triage locations.
- Establish and maintain a patient tracking system.
- Coordinate the establishment and operation of a transportation system for injured to appropriate medical attention.
- Coordinate with the Care and Shelter Unit to establish first aid facilities at shelter locations.
- Coordinate with the CSU Long Beach Volunteer Crisis Resource Team, the Counseling and Psychological Services Office, the City of Long Beach, and/or the County of Los Angeles to arrange for and provide critical incident stress counseling support to disaster victims and responders.
- Maintain an accurate record of all activities in WebEOC.
- Provide overall summary of activities underway as requested by Operations Section Chief or Management Section.
- Coordinate the collection of information from Field Responders. Key information to collect includes:
 - Roadway status
 - Facility status
 - Injured
 - Casualties
 - Reports of trapped persons
 - Hazardous areas
 - Hazardous Materials
 - Evacuation status
 - Resource needs
- Keep the Operations Section Chief apprised of Unit activities and status as well as any problem areas in need of solutions.
- Anticipate potential problems or situations, such as aftershocks, that may result in a change in plans or procedures. Develop options for such changes.

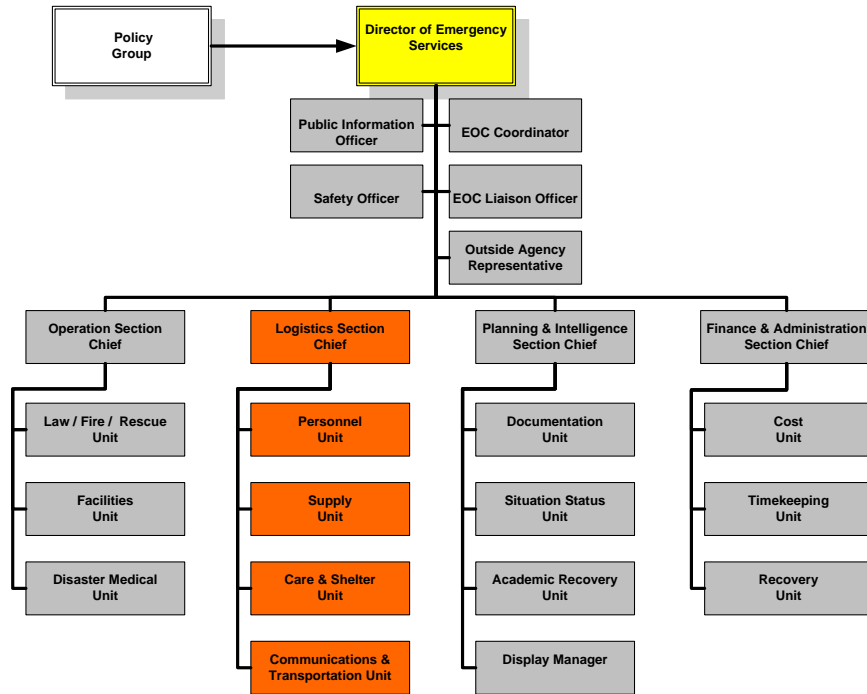
CSULB EMERGENCY OPERATIONS PLAN

- Work with the University Police to coordinate communications among responders.
- Coordinate with the Public Information Officer for information releases regarding on-going operations.
- Perform tasks assigned by the Operations Section Chief.
- Provide input to the Operations Section Chief for completion of the Operations Section portion of the Situation Status Report
- Provide input to the Operations Section Chief on expected Unit goals and objectives, expected resource needs, and expected status for the next Operational Period for the EOC Action Plan
- Release unneeded resources as soon as possible in accordance with the Demobilization Plan.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

LOGISTICS SECTION



Overview of Logistics Section

The Logistics Section is responsible for managing resource acquisition and allocation undertaken in response to disaster operations on the CSU Long Beach campus. Resources used in disaster operations may take the form of personnel, supplies, equipment, transportation, and facilities. In addition the Logistics Section will be responsible for the establishment and management of incident Care and Shelter operations as well as mass feeding operations to meet the needs of disaster responders. Methods used to obtain resources for disaster response will be the same as those used in routine operations unless specifically authorized by the Director of Emergency Services or mandated by the University President.

The Logistics Section, when staffed, is led by the Logistics Section Chief. In addition to the Logistics Section Chief the section may be staffed by any or all of the following Units:

- Personnel Unit
- Supply Unit
- Care and Shelter Unit
- Communication and Transportation Unit

CSULB EMERGENCY OPERATIONS PLAN

Role of the Logistics Section Chief

The Operations Section Chief is responsible for the overall management of Logistics Section as well as the coordination of resource acquisition; tracking, allocation, and demobilization. The Logistics Section Chief needs to maintain a comprehensive understanding of the incident in order to predict probable resource needs and prepare alternatives for acquisition of resources... The Logistics Section Chief staffs the Logistics Section in accordance with the EOC Action Plan.

Role of the Personnel Unit

The Personnel Unit is responsible for the acquisition and coordination of all non-fire and non-police resources and mutual aid assets. By prior agreement, and in keeping with California emergency practices, the coordination of Police and Fire Mutual Aid will be the responsibility of the University Police. The Personnel Unit will process all requests for field responder as well as provide EOC staffing except as noted above.

Role of the Supply Unit

The Supply Unit is responsible for the ordering, receiving, storing, tracking, and allocation of equipment, supplies and transportation used in connection with disaster operations on the CSU Long Beach campus.

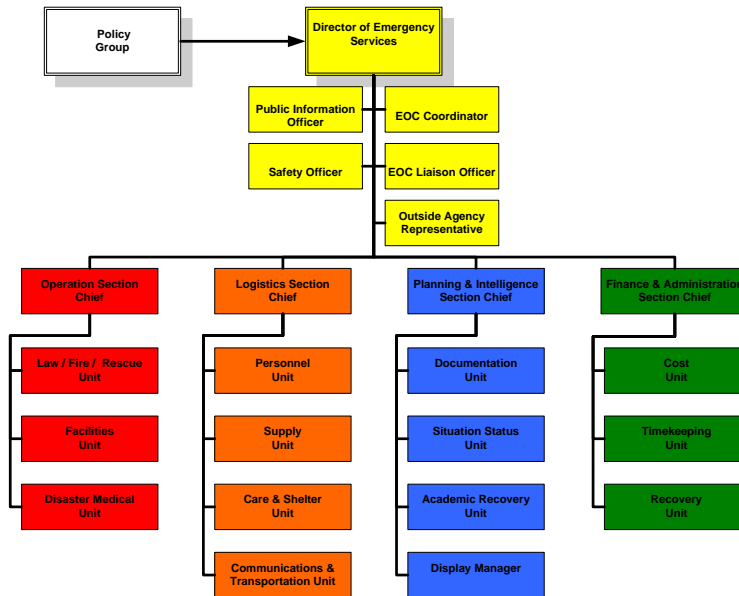
Role of the Care and Shelter Unit

The Care and Shelter Unit is responsible for the establishment and operation of care and shelter facilities to meet the immediate needs of disaster victims and disaster workers and their dependents. The Care and Shelter Unit will coordinate its activities with the City of Long Beach, the County of Los Angeles, and the American Red Cross to provide assistance to the region as required by Federal Law.

Role of the Communications and Transportation Unit

The Communications & Transportation Unit is responsible for developing and implementing disaster communications and transportation plans and allocating transportation and communications resources for use in CSU Long Beach disaster response efforts.

LOGISTICS SECTION CHIEF



PRIMARY Director of Procurement Services

1ST ALTERNATE Associate Director of Facilities Management

2ND ALTERNATE Facilities Management Designee

REPORTS TO Director of Emergency Services

SUPERVISES Personnel Unit
Supply/Procurement Unit
Care and Shelter Unit
Communications/ITS
Transportation Unit

WORK STATION EOC Logistics Section

Responsibilities

The Logistics Section Chief is responsible for the coordination and management of logistical operations undertaken in response to emergency response efforts. The Logistics Section Chief activates and supervises the EOC Logistics Section as directed by the EOC Action Plan. The Logistics Section Chief is responsible for the acquisition of resources, arrangement of support services, and creation of care and shelter operations, providing communications services, and tracking resources. In addition the Logistics Section Chief needs to closely coordinate with the Operations Section Chief to establish priorities for resource allocation, determine anticipated resource needs, and modify current section operations to meet incident needs.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Logistics Section Chief.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

General Operating Duties

- Update Director of Emergency Services on logistical operations.
- Activate, staff, and supervise the EOC Logistics Section to the level necessary to carryout disaster management operations. Logistics Section Units include:
 - Personnel Unit
 - Supply Unit
 - Care and Shelter Unit
 - Communication and Transportation Unit
- Ensure Logistics Section staff properly set up work station, obtain necessary supplies, log on to WebEOC, and aggressively manage incident logistical operations.
- Determine how Logistics Section will support emergency response operations based on priorities and objectives detailed in the EOC Action Plan.
- Coordinate with the Finance Section Chief to determine purchasing authority and spending limits.
- Coordinate the processing of requests for resources
- Prepare objectives for Logistics Section and assign tasks to activated Units to meet goals and objectives.
- As a member of the General Staff meet with Command Staff, Director of Emergency Services and other members of the General Staff to coordinate response efforts, formulate Action Plans, assess operational success, and modify current actions.
- Keep EOC staff members notified of current information and response efforts by actively entering updates into the WebEOC system.
- Ensure that Logistics Section Units closely coordinate with the Cost Unit and/or Finance Section in order to maintain a record of liabilities
- Ensure that documents required for recording the allocation and tracking of resources are accurate and complete
- Ensure that Logistic Section Unit closely coordinate with the Operations Section to confirm and prioritize requests from the EOC and the field for resources

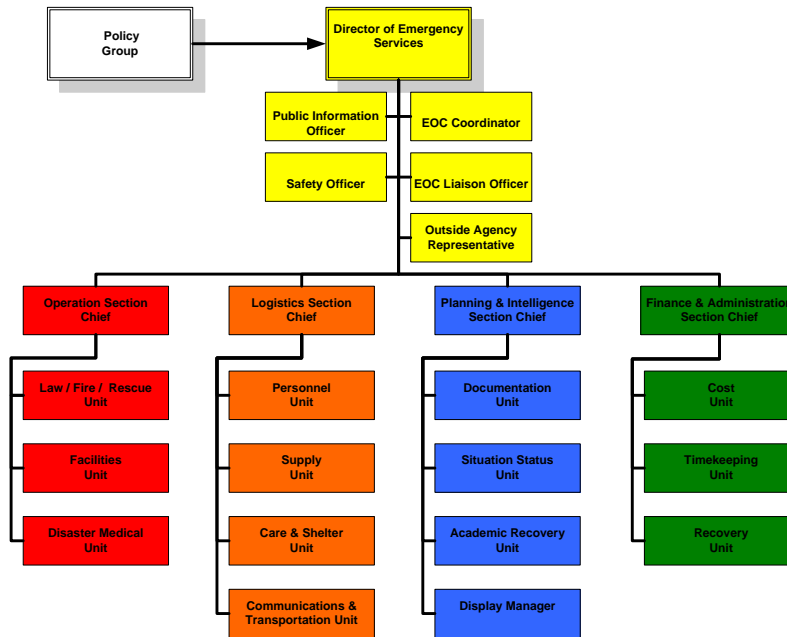
CSULB EMERGENCY OPERATIONS PLAN

- Whenever possible try to determine whether University resources may be used to meet a logistical need prior to authorizing the use of non-University resources.
- Participate in the Demobilization Planning process
- Demobilize resources according to the plan.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

PERSONNEL UNIT



PRIMARY	Director of Staff HR
1ST ALTERNATE	HR Designee
2ND ALTERNATE	VACANT
REPORTS TO	Logistics Section Chief
SUPERVISES	Personnel Unit
WORK STATION	EOC Logistics Section

Responsibilities

The Personnel Unit obtains, coordinates and allocates all non-fire and non-police mutual aid personnel, University personnel, and campus volunteers to support requests for assistance from both field responders and the EOC. In addition the Personnel Unit is responsible for:

- Coordinating all requests for support personnel both in the EOC and in the field
- Identifying possible sources of personnel support and requesting assistance as needed.
- Assigning personnel to the EOC as needed
- Coordinating the use of volunteers on the CSU Long Beach campus.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Personnel Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

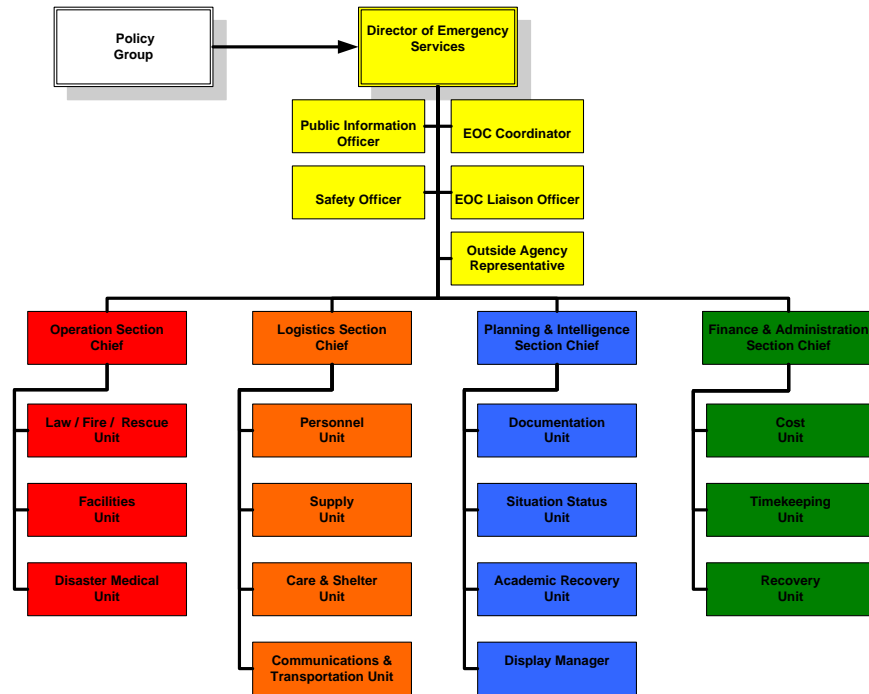
General Operating Duties

- Develop and maintain a system for tracking the use of volunteers in disaster operations on the CSU Long Beach campus
- Develop and maintain a system for tracking the use of University employees in disaster operations on the CSU Long Beach campus
- Identify, fill, and maintain EOC positions activated in accordance with the EOC Action Plan
- Develop and maintain a second shift for responders and EOC personnel in accordance with the EOC Action Plan.
- Receive and process incoming requests for personnel support.
 - Identify number of personnel involved
 - Identify number of personnel requested
 - Identify and note personnel with specialized training or qualifications
 - Identify locations where personnel are being requested
- Maintain the EOC Organization Chart
- Communicate and coordinate with outside organizations and jurisdictions who have personnel resources able to assist the response effort.
- Coordinate with the Disaster Medical Unit to identify need, usage, and role of volunteer medical providers (i.e. doctors, nurses, EMTs, paramedics, nursing students, and first aid trained personnel) in the response organization.
- Obtain and coordinate technical experts to provide resources, knowledge, and skills beyond to scope to the University's capability. This may include, but is not limited to:
 - Hazardous Materials Operations
 - Mass Sheltering Operations
 - Mass Casualty Operations
 - Geotechnical Information
 - Structural Analysis
 - Environmental Impact Reports
 - Damage Survey Reports

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

SUPPLY UNIT



PRIMARY	Procurement Specialist
1ST ALTERNATE	Purchasing Designee
2ND ALTERNATE	VACANT
REPORTS TO	Logistics Section Chief
SUPERVISES	Supply Unit
WORK STATION	EOC Logistics Section

Responsibilities

The Supply Unit is responsible for overseeing the ordering and allocation of all non-personnel related supplies, equipment, and materials needed for adequately respond to an incident. In addition the Supply Unit is responsible for:

- Maintaining an inventory of equipment
- Coordinating the delivery of equipment
- Coordinating with the Finance Section on procurement methods
- Receiving, storing, and allocating supplies for incident response
- The servicing of all non-expendable equipment

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Supply Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

General Operating Duties

- Determine if requested supplies are available from within University inventory prior and arrange for deployment.
- Determine if requested supplies are available through mutual aid, sister CSU campuses, from the City of Long Beach or the County of Los Angeles, or other sources, and arrange for delivery.
- Procure supplies from outside vendors for those requests that cannot be filled by equipment stocks of the University or through mutual aid and arrange for delivery.
- Coordinate with the Finance and Administration Section to determine spending limits, designated vendors, and established emergency purchase orders.
- Whenever possible contact the requesting party personally to clarify issues on type and amount of supplies or any other questions.
- Determine unit costs of supplies from vendors and their accepted form of payment. Whenever possible utilize a purchase order agreement for all equipment.
- Notify Logistics Section Chief and Finance and Administration Section Chief when requested supplies exceed pre-set spending limits.
- Notify Logistics Section Chief when resources requested cannot be found in sufficient quantity locally. If possible suggest alternative strategies for obtaining needed resources.
- Coordinate with requesting Units on the proper usage of the Logistics Equipment Request Form.
- Maintain information regarding purchases by completing Part 2 of the Logistics Equipment Request.
- Update EOC positions requesting supplies by use of the Equipment Order Status Board.
- Coordinate with the Care and Shelter Unit and the American Red Cross on obtaining food and potable water for mass care and/or mass feeding centers.
- Coordinate with the Operations Section, the Care and Shelter Unit, and the American Red Cross on obtaining food and water for feeding operations for emergency responders.

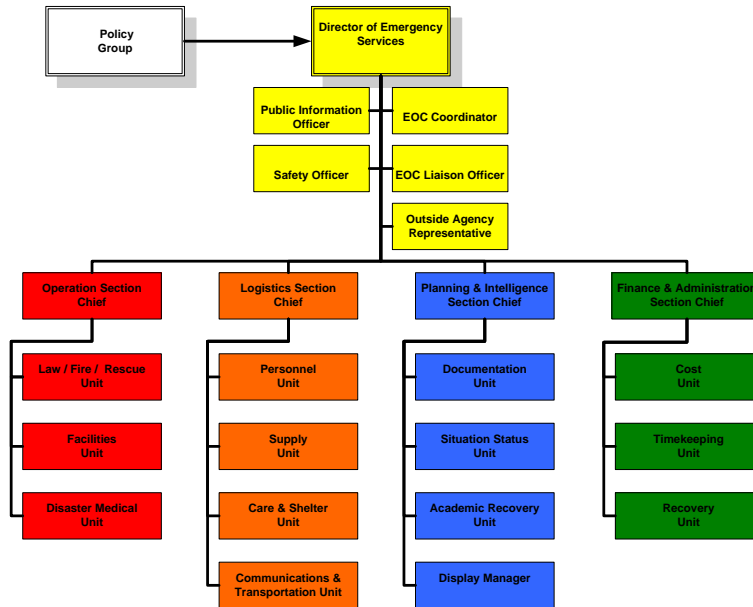
CSULB EMERGENCY OPERATIONS PLAN

- Maintain accurate records of disaster-related expenditures for supplies.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

COMMUNICATIONS/ITS UNIT



- PRIMARY** Director ITS
- 1ST ALTERNATE** Director Telecom Security
- 2ND ALTERNATE** ITS Designee
- REPORTS TO** Logistics Section Chief
- SUPERVISES** Communications Unit
- WORK STATION** EOC Logistics Section

Responsibilities

The Communications Unit is responsible for developing and implementing disaster communications plans and allocating transportation and communications resources for use in the CSU Long Beach disaster response effort.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Communication/ITS Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
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 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

General Operating Duties

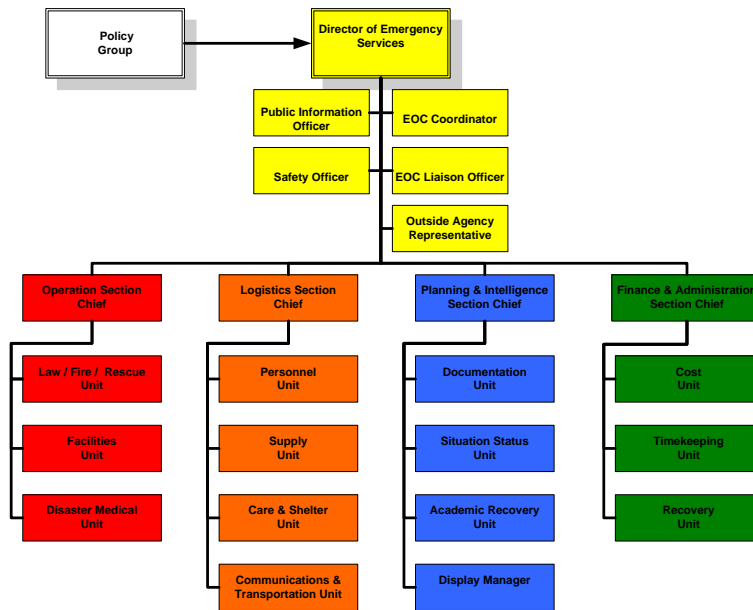
- Advise the Logistics Chief on current communications capabilities.
- Assess the need for and provide options for gathering and using alternate methods of communication.
- Continually monitor operational effectiveness of disaster communications systems; obtain, distribute, and account for additional equipment as required.
- As needed provide detailed information on:
 - Adequacy of current communications systems
 - Limitations of current communications systems
 - Amount and type of available equipment
 - Anticipated problems or expected needs from communications equipment
- Establish and support a communication system to support disaster response efforts.
- Coordinate communication needs and abilities with the City of Long Beach and County of Los Angeles
- Coordinate with the Operations Section Chief to determine expected communication needs.
- Prepare the Communications portions of the Situation Status report; providing the necessary information to the Logistics Section Chief prior to the next Action Planning meeting.

CSULB EMERGENCY OPERATIONS PLAN

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

TRANSPORTATION UNIT



PRIMARY	Director Parking and Transportation Services
1ST ALTERNATE	PTS Designee
2ND ALTERNATE	
REPORTS TO	Logistics Section Chief
SUPERVISES	Transportation Unit
WORK STATION	EOC Logistics Section

Responsibilities

The Transportation Unit is responsible for developing and implementing disaster transportation plans and allocating transportation resources for use in the CSU Long Beach disaster response effort.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Transportation Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
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General Operating Duties

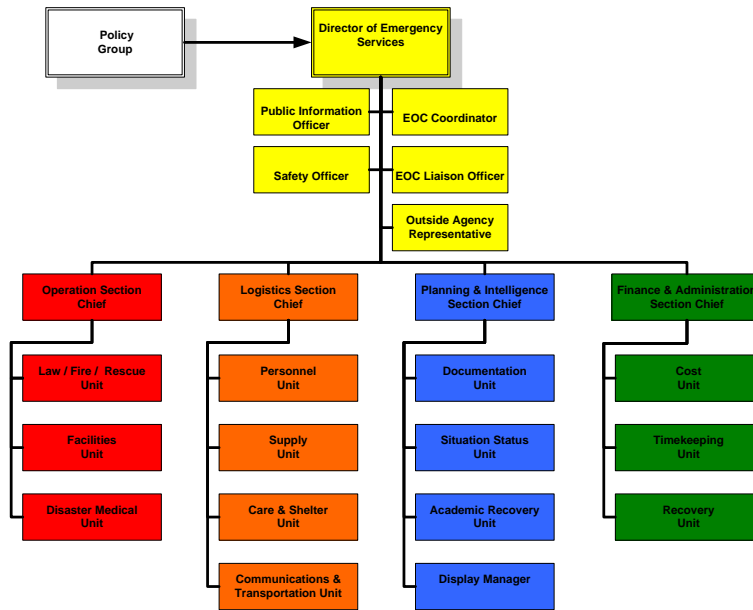
- Advise the Logistics Chief on current transportation capabilities.
- Assess the need for and provide options for gathering and using alternate methods of transportation.
- Continually monitor operational effectiveness of disaster transportation systems; obtain, distribute, and account for additional resources as required.
- As needed provide detailed information on:
 - Adequacy of current transportation systems
 - Limitations of current transportation systems
 - Amount and type of available resources
 - Anticipated problems or expected needs from transportation resources
- Establish and support a transportation system to support disaster response efforts.
- Coordinate transportation needs and abilities with the City of Long Beach and County of Los Angeles
- Coordinate with the Operations Section Chief to determine expected transportation needs.
- Prepare the Transportation portions of the Situation Status report; providing the necessary information to the Logistics Section Chief prior to the next Action Planning meeting.

CSULB EMERGENCY OPERATIONS PLAN

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

CARE AND SHELTER UNIT



- PRIMARY** Director of Housing and Residential Life
- 1ST ALTERNATE** Assistant Director of Housing and Residential Life
- 2ND ALTERNATE** 49er Shops Designee
- REPORTS TO** Logistics Section Chief
- SUPERVISES** Care and Shelter Unit
- WORK STATION** EOC Logistics Section

Responsibilities

The Care and Shelter Unit is responsible for establishing, operating, and maintaining care and shelter operations to provide for the basic needs of students, staff, faculty, EOC responders, Field Responders, Volunteer Responders and their dependents in time of great emergency. Further the Care and Shelter Unit will:

- Coordinate operations with the American Red Cross
- In accordance with Federal Law, in the event a region-wide disaster resulting mass sheltering operation the Care and Shelter Unit will coordinate with the City of Long Beach, the County of Los Angeles, and the American Red Cross to establish any needed mass care facilities on the CSU Long Beach campus.
- Work with volunteer organizations that provide victim services

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Care and Shelter Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

General Operating Duties

- Coordinate with the Operations Section to determine the need for establishing an evacuation area or mass care shelter on campus.
- Provide care and shelter for victims to include:
 - Food
 - Water
 - Shelter
- If sheltering operation are beyond the ability of the CSU Long Beach to manage, coordinate with the City of Long Beach, the County of Los Angeles, and/or the American Red Cross to obtain assistance and/or a liaison for the CSU Long Beach EOC
- Ensure that any facility used for sheltering operations has been inspected and deemed safe for occupancy by certified inspectors prior to use
- Ensure that all shelter locations are staffed by shelter management teams and that all shelters meet all health and safety laws and are ADA compliant.
- Coordinate with the Personnel Unit, the City of Long Beach, and/or the County of Los Angeles for staffing of shelter sites.
- Ensure that shelters address the basic needs of feeding, sheltering, and sanitation of evacuees.
- Coordinate with the City of Long Beach and/or County of Los Angeles for the care of shelterree's animals.

NOTE: EXCEPT as required by ADA laws, shelterree's animals will NOT be allowed inside any CSU Long Beach maintained shelter.

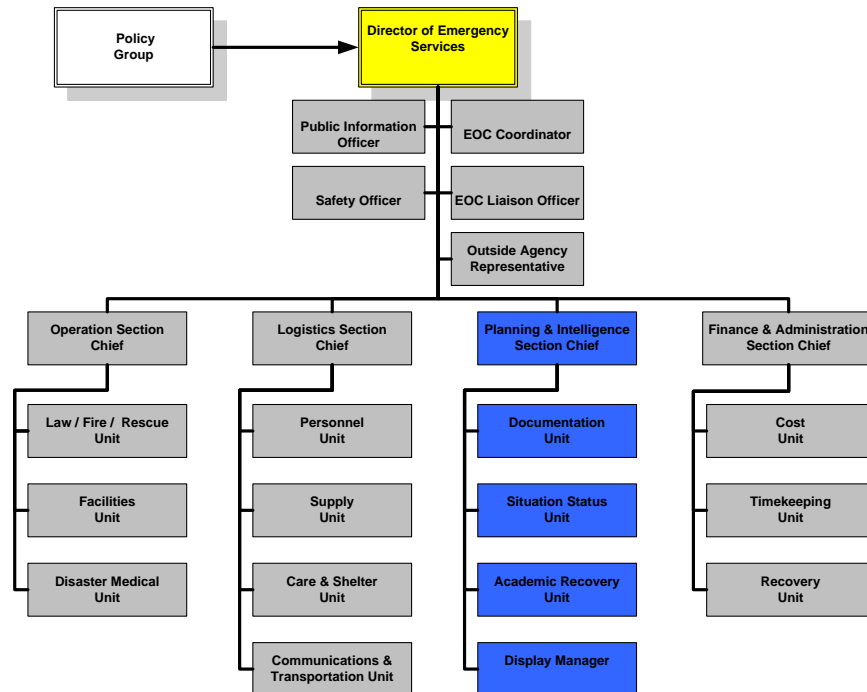
- Ensure shelter managers provide status reports to the CSU Long Beach EOC each operational period. Reports need to include:
 - Number of persons sheltered
 - Number of casualties
 - Requests and/or delivery of equipment and supplies
 - Expenditures on equipment and supplies
 - Scope of feeding operations
 - Expected needs for coming Operational Period

CSULB EMERGENCY OPERATIONS PLAN

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

PLANNING & INTELLIGENCE SECTION



Overview of the Planning & Intelligence Section

The Planning & Intelligence Section is responsible for the collection, analysis, display and dissemination of information regarding incident operations. The Planning & Intelligence Section conducts planning meetings and prepares the EOC Action Plan for incidents involving extended operations. The section also is responsible for developing alternate plans for operations, predicting incident trends, and predicting probable course of incident events.

The Planning & Intelligence Section, when staffed, is led by the Planning & Intelligence Section Chief. In addition to the Planning & Intelligence Section Chief the section may be staffed by any or all of the following Units:

- Documentation Unit
- Situation Status Unit
- Display Manager
- Advanced Planning/Demobilization Unit

CSULB EMERGENCY OPERATIONS PLAN

Role of the Planning & Intelligence Section Chief

The Planning & Intelligence Section Chief is responsible for the collection, analysis, display, and dissemination of situation information within the CSU Long Beach EOC. In addition the Planning & Intelligence Section Chief prepares and distributes the Situation Status Report and facilitates Action Planning meetings as well as prepares and distributes the EOC Action Plan created at those meetings. The Planning & Intelligence Section Chief is also responsible for collecting, analyzing, and cataloging information in order to better understand the current situation, predict probable courses of events, and prepare alternate strategies for response.

Role of the Documentation Unit

The Documentation Unit is responsible for the review of all reports and boards for accuracy. The unit coordinates the distribution of hard copies of all reports.

Role of the Situation Status Unit

The Situation Status Unit is responsible for the collection, organization, and analysis of disaster information.

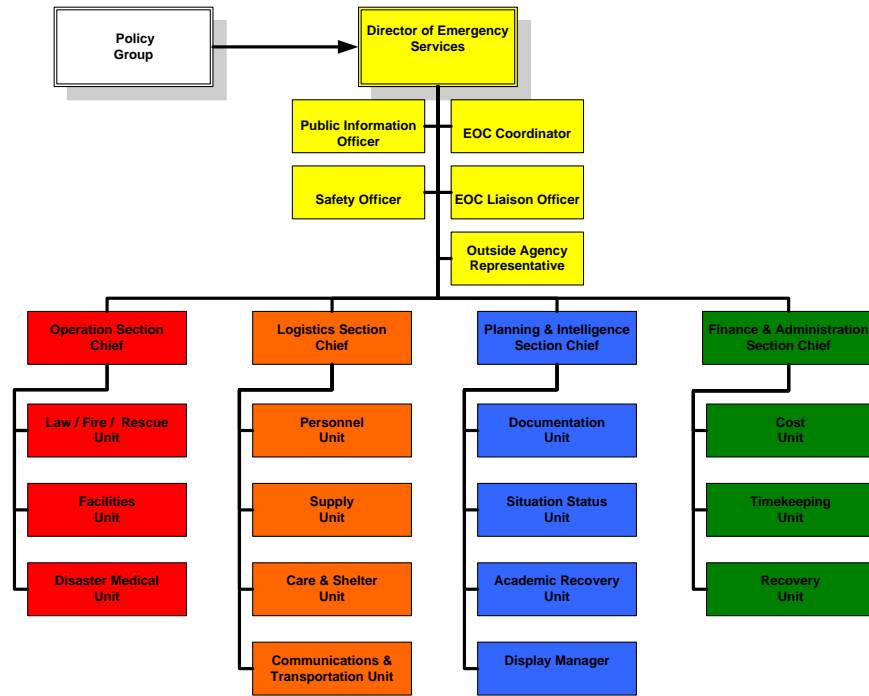
Role of the Display Manager

The Display Manager is responsible for managing the display of information boards, maps, and reports.

Role of the Academic Recovery Unit

The Academic Recovery Unit is responsible for developing a timetable for the resumption of classes following a disaster response effort on the CSU Long Beach campus. This includes identifying the locations and facilities that have been deemed safe for occupancy, helping to identify the need and appropriate location for temporary classroom facilities, and coordinating with faculty, staff, and students on the resumption of classes.

PLANNING & INTELLIGENCE SECTION CHIEF



- PRIMARY** Director of Physical Planning (DCS)
- 1ST ALTERNATE** Associate Director of Physical Planning (DCS)
- 2ND ALTERNATE** Physical Planning Designee
- REPORTS TO** Director of Emergency Services
- SUPERVISES** Planning & Intelligence Section
- WORK STATION** EOC Planning & Intelligence Section

Responsibilities

The Planning & Intelligence Section Chief is responsible for the collection, analysis, and display of information relating to incident response operations. The Planning & Intelligence Section Chief activates and supervises the EOC Planning & Intelligence Section as directed by the EOC Action Plan. In addition the Section Chief is responsible for the creation and distribution of the periodic Situation Status Report; facilitation the Action Planning meeting; creation and distribution of the EOC Action Plan; and maintaining documentation of all EOC activities.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Planning & Intelligence Section Chief.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

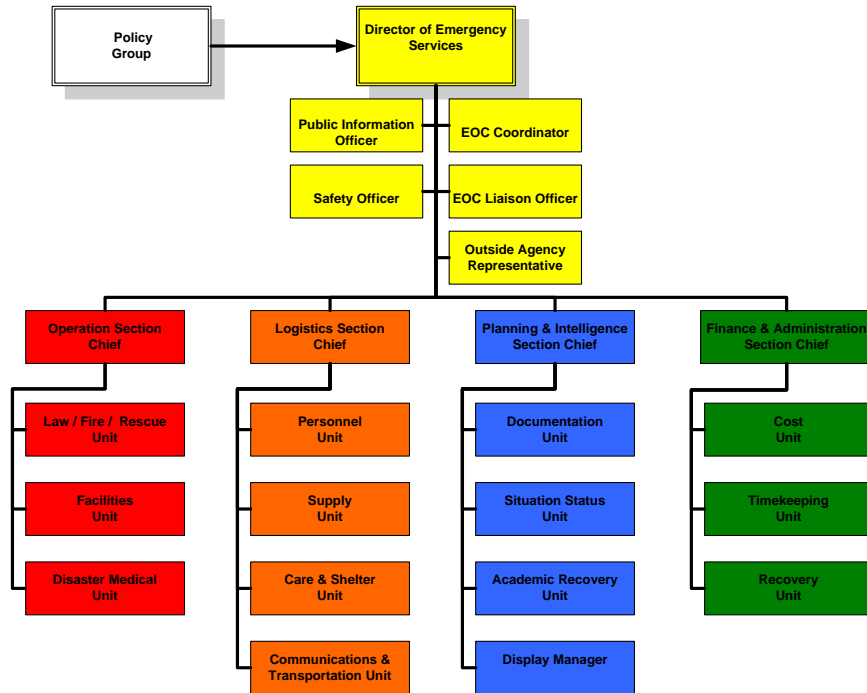
General Operating Duties

- Activate and staff the EOC Planning & Intelligence Section in accordance with the EOC Action Plan.
- Supervise activated Units to ensure they aggressively manage incident and fully utilize the WebEOC system to log information.
- Ensure that current information is collected and maintained for the Situation Status Report.
- Ensure the Situation Status Report is produced prior to the end of the current Operational Period.
- In preparation for the Action Planning Meeting coordinate with Section Chiefs to ensure current objectives are being met.
- Facilitate the Action Planning Meetings for the Director of Emergency Services. The meeting should be held two hours before the end of the current Operational Period. The purpose of this meeting is to create the Action Plan for the next Operational Period. This meeting should be attended by:
 - Director of Emergency Services
 - Public Information Officer
 - Safety Officer
 - EOC Coordinator/Liaison Officer
 - Operations Section Chief
 - Logistics Section Chief
 - Planning & Intelligence Section Chief
 - Finance & Administration Section Chief
- Complete and ensure distribution of the EOC Action Plan created at the Action Planning Meeting before the end of the current Operational Period.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

DOCUMENTATION UNIT



PRIMARY

UPD Pool

1ST ALTERNATE

2ND ALTERNATE

REPORTS TO

Planning & Intelligence Section

SUPERVISES

Documentation Unit

WORK STATION

EOC Planning & Intelligence Section

Responsibilities

The Documentation Unit is responsible for reviewing all Forms and Boards for accuracy and clarity. The Unit is responsible for maintaining accurate and complete files to preserve an accurate record of incident response for legal, analytical, historical, and recovery purposes.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Documentation Unit
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
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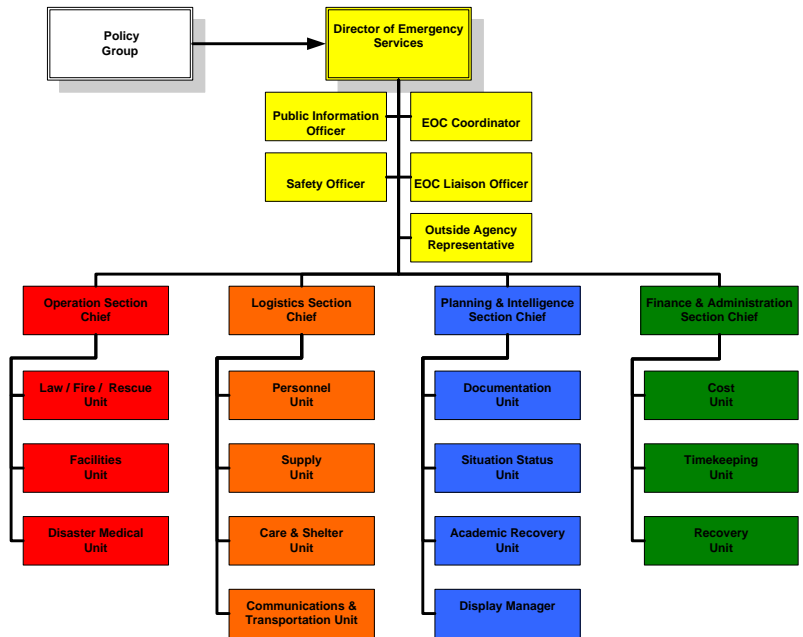
General Operating Duties

- Review WebEOC Boards and Forms for accuracy and clarity.
- Coordinate with Section or Unit entering information to correct errors or for inclusion of further information.
- Ensure all EOC sections are entering information under the correct incident name.
- Establish a file system for handwritten notes or journals maintained by any EOC Unit. Ensure the collection of all notes and/or journals is completed at the end of each operational period or at the end of the incident.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

SITUATION STATUS UNIT



- PRIMARY** Risk Management Analyst
- 1ST ALTERNATE** Risk Management Designee
- 2ND ALTERNATE**
- REPORTS TO** Planning & Intelligence Section Chief
- SUPERVISES** Situation Status Unit
- WORK STATION** EOC Planning & Intelligence Section

Responsibilities

The Situation Status Unit is responsible for the collection, organization, and analysis of disaster situation information. The unit is responsible for the development and dissemination of the Situation Status Report to all EOC staff. In addition the Unit is responsible for:

- Ensuring information collected is validated
- Ensuring situation status reports are developed and disseminated to EOC staff and representatives of other agencies and/or jurisdictions involved in the response effort.
- Assisting the Planning and Intelligence Chief in creating and disseminating the EOC Action Plan.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Situation Status Unit Leader.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

General Operating Duties

- Activate and staff the EOC Situation Status Unit in accordance with the EOC Action Plan.
- Oversee the collection and analysis of information regarding response efforts. Insuring an accurate recording of the following information is maintained:
 - Location and nature of the disaster or emergency
 - Special hazards associated with the disaster or emergency
 - Number of injured persons
 - Number of fatalities
 - Road closures
 - Routes into and out of the area open to emergency and/or routine traffic
 - Damage to University facilities (extent and estimated dollar value)
 - Damage to personal property (type of property, extent and dollar value)
 - Shelters, feeding areas, medical aid stations activated (type and number of people capable of accommodating)
- Coordinate with the Operations Section to obtain damage and/or life safety assessments for field responders.
- Coordinate the preparation of an overall preliminary damage assessment or Windshield Survey for the Planning and Intelligence Section Chief.
- Create a process to authenticate information in case of conflicting reports on events.
- Coordinate with the Planning and Intelligence Chief and/or the Director of Emergency Services to determine information needs for planning meetings and/or briefings.
- Coordinate with the Public Information Officer to establish a process for exchanging and updating information.
- Identify any potential problems relating to the response process such as:
 - Problems with evacuation routes
 - Problems with ingress routes for emergency aid
 - Special hazards to responders
 - Areas susceptible to further damage due to secondary effects or secondary events.
- Coordinate with the Planning and Intelligence Section Chief in preparation for the Action Planning Meeting to ensure appropriate equipment, materials, supplies, and information are in place for the meeting.

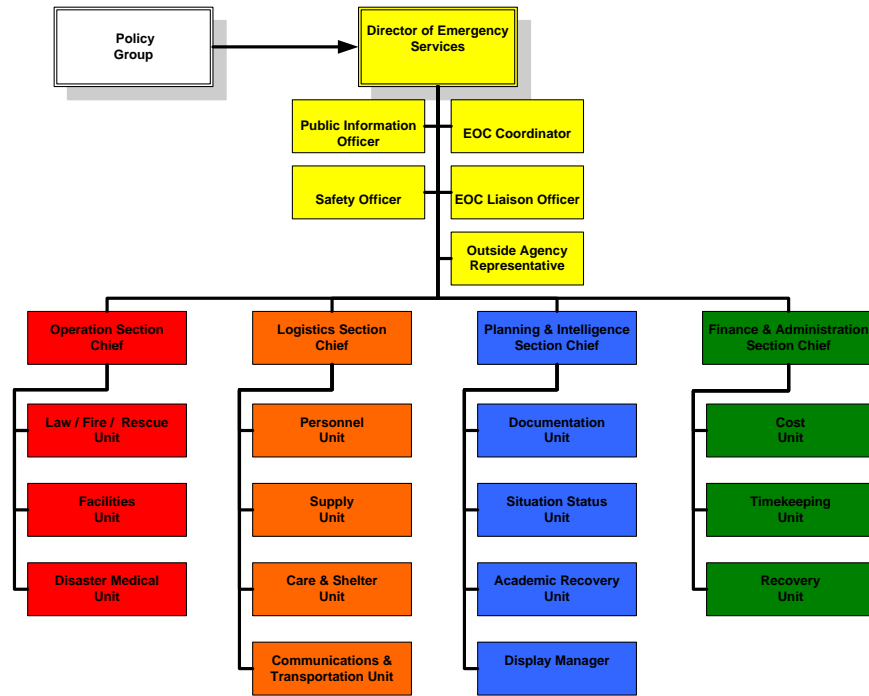
CSULB EMERGENCY OPERATIONS PLAN

- Prepare an overall evaluation of the response and forecast the potential course of disaster events at periodic intervals or at the request of the Planning and Intelligence Section Chief and/or Director of Emergency Services.
- Identify and document those structures requiring immediate destruction for the purpose of public safety. Ensure a thorough inspection and documentation of each structure has been completed, to include:
 - Inspection reports
 - Photographs
 - Video
- Coordinate with the Operations Unit to ensure appropriate and ATC-20 correct labeling is applied to all inspected facilities.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

DISPLAY MANAGER



PRIMARY	Communication Supervisor, UPD
1ST ALTERNATE	Emergency Services Coordinator, UPD
2ND ALTERNATE	UPD Dispatch Pool
REPORTS TO	Planning & Intelligence Section Chief
SUPERVISES	N/A
WORK STATION	WebEOC Display Manager Desk

Responsibilities

The Display Manager is responsible for the organization and display of disaster situation information. In addition the Unit is responsible for:

- Creating the WebEOC disaster file and naming the event.
- Creating and printing reports associated with the WebEOC system.
- Coordinating and updating all overhead displays associated with WebEOC.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Display Manager
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using or establishing the appropriate incident name.
- Coordinate with the Director of Emergency Services on what boards, forms, or maps are necessary for display on the overhead system.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

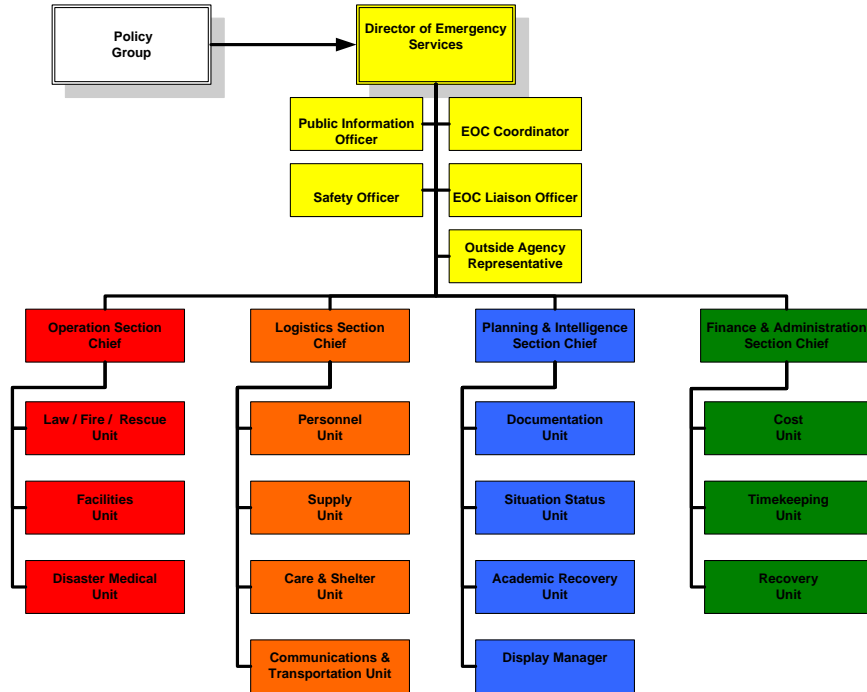
General Operating Duties

- Activate and staff the Display Management Unit in accordance with the EOC Action Plan.
- Create and name the WebEOC disaster file for the activation if not already done.
- Coordinate with the Director of Emergency Services to determine the nature and types of information displays needed.
- Coordinate with the Operations Section and Logistics Section in regards to needed map displays
- Create and update all disaster related maps to be displayed on the overhead system. MapTac displays should include the following information:
 - Special hazards
 - Facilities damaged
 - Closures
 - Road Closures
 - Safe routes into and out of the area
 - Staging Areas
 - Shelters and Medical Areas
- Create any new WebEOC boards, forms, or links to meet the needs of EOC personnel.
- Utilize WebReporter to create and disseminate any requested reports from WebEOC boards.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

ADVANCED PLANNING/DEMobilIZATION UNIT



PRIMARY

PPFM/DCS Designee

1ST ALTERNATE

2ND ALTERNATE

REPORTS TO

Planning & Intelligence Section Chief

SUPERVISES

Demobilization Unit

Responsibilities

The Advanced Planning/Demobilization Unit is responsible for developing a demobilization plan as the incident response winds down.

This includes:

- Documenting the locations and facilities as they are deemed safe for occupancy.
- Identifying and tracking personnel and resources no longer needed in response efforts.
- Maintaining documentation of resource and personnel assignments to ensure timely demobilization.

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Demobilization Unit.
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

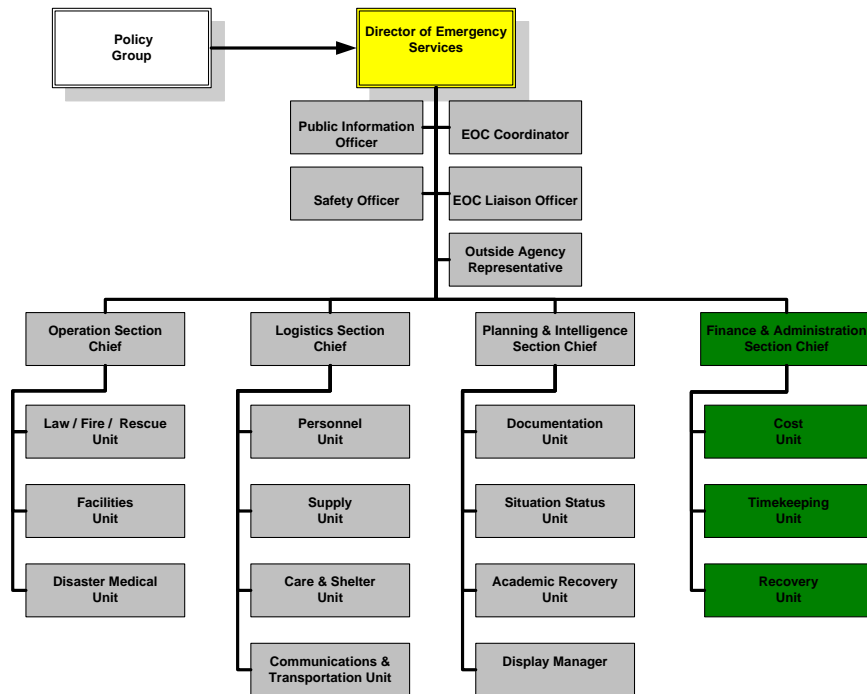
General Operating Duties

- Correlate damage information to prepare a detailed assessment of level of damage suffered by the campus, including number and type of facilities damaged/destroyed, estimated value of losses and estimated costs of repair.
- Document those facilities requiring immediate destruction to ensure public safety. Ensure that thorough records of inspection reports, videos, and photographs are on file to facilitate financial recovery efforts.
- Coordinate with the Operations Sections and field inspectors to ensure that campus buildings thoroughly inspected and officially cleared for entry prior to re-opening.
- Coordinate with the Logistics Section to obtain and locate portable classrooms and facilities needed to resume instruction following the end of disaster response efforts.
- Provide a detailed assessment of campus facilities available for use as classroom facilities when disaster response efforts end.
- As campus spaces are deemed safe ensure that resources and personnel assigned to them are demobilized.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report.

FINANCE & ADMINISTRATION SECTION



Overview of Finance & Administration Section

The Finance & Administration Section is responsible for coordinating the payment of costs related to supplies, equipment, and manpower necessary to respond to the incident. The section is also responsible for maintaining all financial records on expenditures related to the disaster response. The Finance & Administration Section also coordinates with the Logistics Section to administer the procedures used for vendor and supply contracts.

The Finance & Administration Section, when staffed, is led by the Finance & Administration Section Chief. In addition to the Section Chief the section may be staffed by any or all of the following units:

- Cost Accounting Unit
- Recovery Unit
- Timekeeping Unit

Role of the Finance & Administration Section Chief

The Finance & Administration Chief is responsible for the all financial management and cost analysis aspects of the disaster response, coordination of all financial expenditures, creation of financial procedures, and supervision of members of the Finance & Administration Section

CSULB EMERGENCY OPERATIONS PLAN

Role of the Cost Unit

The Cost Unit is responsible for administering payment of emergency expenses related to purchases, vendor contracts, leases, fiscal agreements, and purchase orders made as a result of the response effort. The Cost Unit is responsible for maintaining accurate records of all financial matters related its actions.

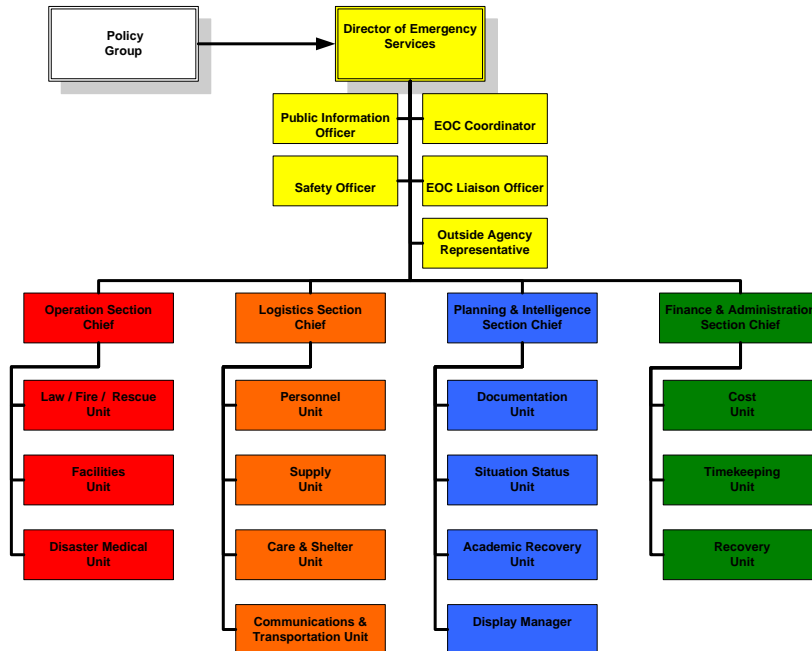
Role of the Recovery Unit

The Recovery Unit is responsible for ensuring CSU Long Beach receives all emergency assistance and disaster recovery cost reimbursements to which it is eligible.

Role of the Timekeeping Unit

The Timekeeping Unit is responsible for tracking personnel time records related to all persons involved in the disaster response.

FINANCE & ADMINISTRATION SECTION CHIEF



PRIMARY Associate Vice President of Financial Management

1ST ALTERNATE Controller

2ND ALTERNATE General Accounting Manager

REPORTS TO Director of Emergency Services

SUPERVISES Cost Unit
Recovery Unit
Timekeeping Unit

WORK STATION EOC Finance & Administration Section

Responsibilities

The Finance & Administration Section Chief is responsible for insuring all financial records related to disaster expenses are maintain throughout the incident. In addition the Section Chief is responsible for:

- Ensuring all University personnel involved in the emergency response are properly credited for their on-duty time.
- Establish limits and procedures for purchasing
- Ensuring all appropriate forms, records, and documentation are maintained for submission to FEMA or the California Office of Emergency Services
- Supervising the Finance & Administration Section.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Finance & Administration Section Chief
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using or establishing the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

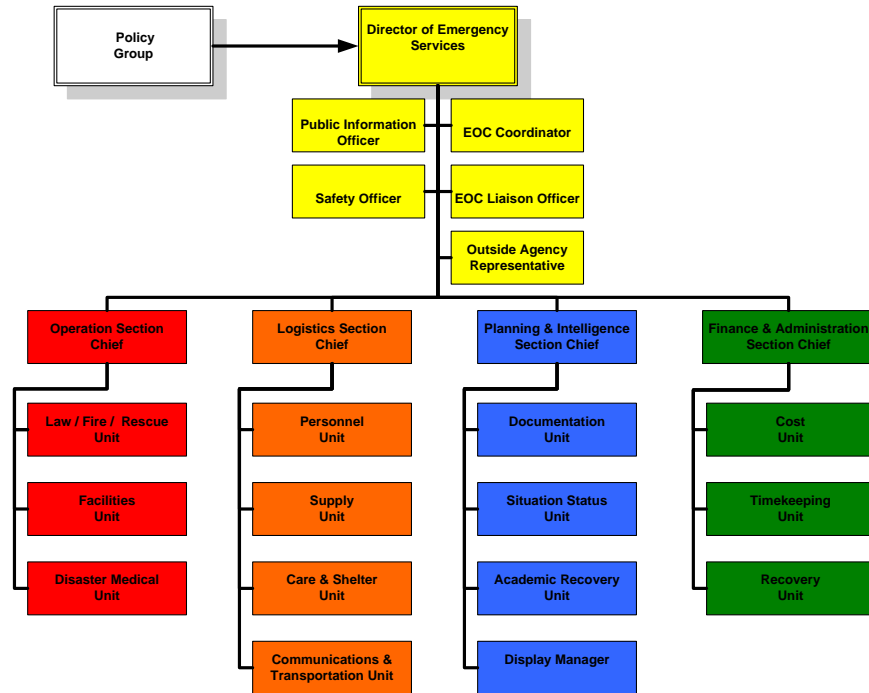
General Operating Duties

- Activate and staff the Finance & Administration Section in accordance with the EOC Action Plan.
- Supervise activated Units to ensure they aggressively manage incident and fully utilize the WebEOC system to log information.
- Provide input into all Action Planning meetings on matters of finance and cost analysis.
- Ensure that all personnel time records for University personnel are maintained.
- Ensure that all personnel time records for personnel from supporting agencies or jurisdictions are transmitted to the home agency/jurisdiction.
- Ensure that all financial obligation documents created for incident response are accurate and complete.
- Keep the Director of Emergency Services informed of current fiscal matters.
- Determine purchase authority and spending limits.
- Coordinate with the Logistics Section to review purchasing procedures and delegated level of spending authority.
- Coordinate with the Logistics Section to ensure the Supply Unit is able to process purchase orders and develop contracts in a timely and efficient manner.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

COST UNIT



PRIMARY Accounts Payable Manager

1ST ALTERNATE University Controller

REPORTS TO Finance & Administration Section Chief

SUPERVISES Cost Unit

WORK STATION EOC Finance & Administration Section

Responsibilities

The Cost Unit is for the management of all financial matters related to purchases, vendor contracts, leases, financial agreements, and the tracking of expenditures. Additionally the unit is responsible for:

- Establishing and managing an accounting system to support both EOC and Field operations.
- Coordinate the use of purchase orders and other instruments of payment
- Coordinate vendor contracts that arise as a result of the response effort.
- Coordinate with the Finance & Administration Section Chief on all matters that will exceed the pre-set spending limits.

**READ THE ENTIRE CHECKLIST AT START-UP
AND BEGINNING OF EACH SHIFT**

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Cost Unit
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using or establishing the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement all EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
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 - Names and phone numbers of persons contacted
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- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

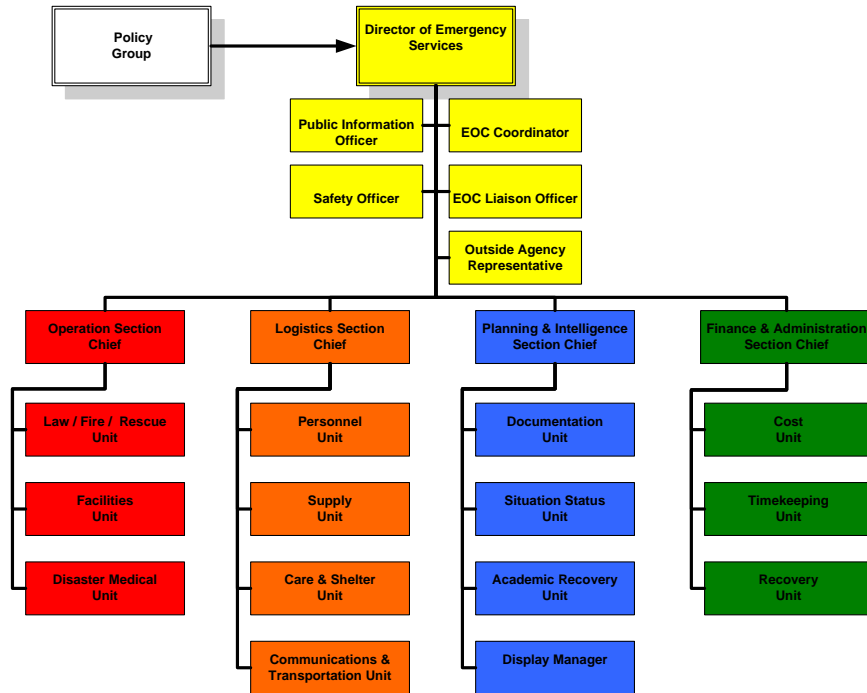
General Operating Duties

- Activate and staff the Cost Unit in accordance with the EOC Action Plan.
- Coordinate with the Finance & Administration Section Chief and the Logistics Section to establish payment procedures, spending limits, and procedures for contracting services.
- Obtain and accurately record all data related to disaster costs
- Prepare and maintain all incident cost summaries.
- Make recommendations for cost saving measures to the Finance and Administration Section Chief.
- Ensure that all financial records identify the scope of the work and are related to a site-specific location
- Maintain a cumulative record of all incident costs
- Ensure that all financial records are prepared in an accurate and timely manner.
- Complete all financial records prior to demobilizing or being relieved from duty.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

FINANCIAL RECOVERY UNIT



- PRIMARY** Controller’s Office
- 1ST ALTERNATE** Financial Management Director
- REPORTS TO** Finance & Administration Section Chief
- SUPERVISES** Recovery Unit
- WORK STATION** EOC Finance & Administration Section

Responsibilities

The Recovery Unit is responsible for coordinating with state, local, and federal sources to ensure that the CSU Long Beach receives all emergency assistance and disaster recovery costs for which it is eligible. In addition the unit coordinates with disaster assistance agencies for the purpose of fiscal recovery.

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Recovery Unit
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using or establishing the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

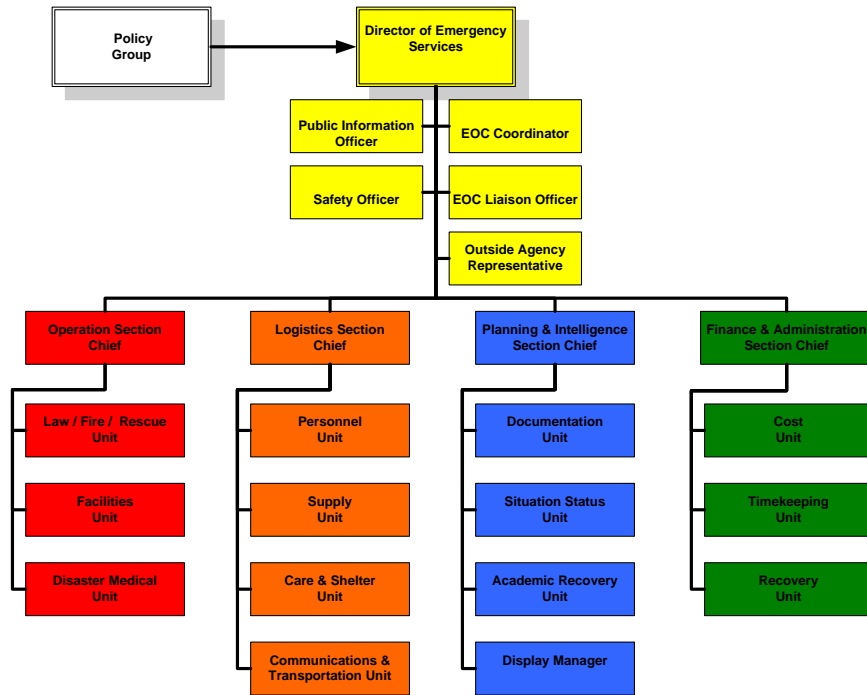
General Operating Duties

- Activate and staff the Recovery Unit in accordance with the EOC Action Plan.
- Coordinate with the Finance & Administration Section Chief to create a disaster accounting system that includes an exclusive cost code for disaster response.
- Ensure that all EOC Sections are documenting cost recovery information from the onset of the incident.
- Document and collect data required for cost recovery on a regular basis.
- Review WebEOC boards, EOC documents, reports, Action Plans, position journals, and status reports to determine additional cost recovery items that may have been overlooked.
- Compute and record costs for the use of equipment owned, rented, donated, or obtained through mutual aid.
- Coordinate with the Timekeeping Unit to ensure that all time records, travel expense claims, and other personnel related forms are prepared accurately, submitted correctly, and recorded.

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

TIMEKEEPING UNIT



PRIMARY	Community Services Officer, UPD Pool
1ST ALTERNATE	Community Services Officer, UPD Pool
2ND ALTERNATE	University Police Designee
REPORTS TO	Finance & Administration Section Chief
SUPERVISES	Timekeeping Unit
WORK STATION	EOC Finance & Administration Section

Responsibilities

The Timekeeping Unit is responsible for tracking the hours worked by CSU Long Beach personnel, volunteers, contract labor, mutual aid responders, and others worked in direct response to the incident/disaster/emergency. In addition the unit is responsible for:

- Ensuring that daily personnel time records are prepared in compliance with University time management policy.

START UP CHECKLIST

- Check-in at the Timekeeping Desk and place your name on the EOC Organization Chart
- Obtain a briefing from immediate supervisor or any available source. Assess situation and formulate an appropriate course of action based on incident objectives and organization priorities.
- Set up your work station
- Put on the appropriate vest to identify yourself as the Timekeeping Unit
- Clarify any issues regarding your assignment or your authority
- Log onto WebEOC using or establishing the appropriate incident name.
- Maintain a chronological record of all information in the Master Event Board. In order to meet OES and FEMA requirements for reimbursement al EOC personnel need to accurately record:
 - Time on duty and assignment(s) worked
 - Chronological recording of all events reported into or actions taken within the EOC.
 - Actions taken in regards to emergency response
 - Names and phone numbers of persons contacted
 - Requests for equipment
- Stay informed on incident responses, objectives, and priorities.
- Anticipate potential changes and develop options for response and staffing.

CSULB EMERGENCY OPERATIONS PLAN

General Operating Duties

- Activate and staff the Timekeeping Unit in accordance with the EOC Action Plan.
- Coordinate with the Personnel Unit for the purpose of accurately tracking personnel timekeeping records.
- Coordinate with the Recovery Unit to ensure that all time records, travel expense claims, and other personnel related forms are prepared accurately, submitted correctly, and recorded.
- Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift.
- Ensure that time records are accurate and prepared in compliance with University policy.
- Obtain and maintain personnel rosters detailing all EOC and field response personnel for each Operational Period.
- Provide instructions on the accurate completion of time sheets and travel expense claims.
- Ensure that time sheets and travel expense claims are properly completed, signed by each employee, and filed before they demobilize.
- Establish a file for each employee, volunteer or mutual aid responder within their first operational period worked.

CSULB EMERGENCY OPERATIONS PLAN

DEMOBILIZATION

- Demobilize according to the EOC Demobilization Plan.
- Complete all necessary paperwork. Filing any forms or reports as required.
- Determine any areas or assignments needing follow-up. Communicate the need for follow-up to the Director of Emergency Services.
- Deactivate your position, closing out the WebEOC files, removing your EOC vest, and returning any equipment.
- Leave a forwarding phone number with the Director of Emergency Services.
- Be prepared to provide input to the After Action Report

EMERGENCY SUPPORT FUNCTIONS

CSU Long Beach Emergency Support Functions	University President	VP Admin/Finance	Chief of Police	AVP PPFM	Facilities Management	University Faculty/Staff	Financial Management	Housing	Information Technology	Long Beach Fire	Personnel	Physical Planning	Public Affairs	Purchasing	Safety Risk Management	Student Health Center	Student Services	University Parking	University Police
Policy	P	S	S	S			S					S	S				S		
Emerg Mgmt Exec	S	S	P	S															
Communications			S		S		S	S	P	S		S	S		S		S	S	S
Law Enforcement			S																P
Evacuation	S	S	S		S	S		S	S	S	S		S		S		S	S	P
Traffic Control										S			S		S		S	S	P
Transportation					S		S					S		S				P	S
Fire and Rescue					S					P					S	S			S
Hazardous Materials										S					P				
Radiation Safety										S					P				
Infrastructure					P		S	S	S			S			S				S
Disaster Medical					S	S				S					S	P	S		S
Public Health										S					S	P			
Public Information	S	S	S	S									P						
Mutual Aid	S	S	P	S	S						S		S			S			S
Warning	S	S	S		S			S	S			S	S		S	S	S	S	P
Staging Areas							P	S			S	S		S					S
Care and Shelter					S			P					S	S	S	S	S	S	S
Damage Assessment					P	S	S	S	S	S		S			S	S	S	S	S
Supplies		S	S	S	S		S	S				S		P	S	S		S	S
Procurement		S	S	S	S		S	S				S		P					
Personnel	S	S	S	S	S	S	S				P	S	S		S	S			
Volunteers					S						P	S	S		S	S			S
Financial Records	S	S	S	S			P	S	S		S	S		S	S	S		S	S
Planning	S	S	S	S			S			S	S	P	S	S	S	S			S
Documentation	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S

EOC ACTION PLANNING PROCESS

Overview of Process

The Action Planning Process is a valuable tool used to help manage the response to large-scale emergencies and disasters. The process helps to keep the emergency response organization focused on its mission and unified in its actions.

In order for an organization to keep moving forward in a unified manner the organization must have a clear understanding of its goals, a well defined timeframe for accomplishing these goals (the Operational Period), a method of identifying individual units and their specific missions in the overall organization, and a method for judging success and failure of its planning process. The Action Planning Process provides these necessities to the emergency response organization.

Organizational Objectives are set by the Management Section. The objectives are determined by the needs of the current situation, the expected needs in the future, and the current resources available to the organization. Any objective must have a method of defining and measuring success.

The Action Planning process results in the creation of an Action Plan which outlines:

- The Operational Period
- The objectives for that period of time
- The organizational structure of the response organization
- Individual assignments for Sections necessary to support and achieve objectives

Since the process involves the face-to-face meeting of the Management Section and the individual Section Chiefs (General Staff) the process encourages an open flow of information that helps to support and identify each Sections role in achieving the mission objectives.

Written Plans vs. Unwritten Plans

Written Action Plans are normally used in large scale operations that involve more than one incident, multiple scenes, multiple response agencies, or long-term operations. Written plans should be used when due to the size or length of operation makes it difficult to clearly express the objectives and necessary actions to the entire response organization.

A good written Action Plan will provide:

- A clear statement of objectives
- A method of measuring success
- A method for documenting actions and assignments

CSULB EMERGENCY OPERATIONS PLAN

Essential Elements of an Action Plan

An effective Action Plan has:

- A **Statement of Objectives**. This is a statement of the expected achievements the organization will achieve. These must be realistically attainable, measurable, and adaptable to change.
- An **Organizational Structure**. A listing or organizational chart that outline all ICS organizational elements that will be active and in place for the operational period.
- An **Operational Period**. A set, clearly identified period of time in which the objectives are to be met.
- **Tactics and Assignments**. Statement(s) of tactics to be used to meet the objectives. Tactics are normally set by the Operations Sections with resource and financial support from Logistics and Finance.
- **Supporting Material**. This includes maps, weather reports, special information, communications plans, medical plans, and any other special information.

Operational Periods

Operational Periods may be of any length of time. Usually they are no longer than 24 hours and no shorter than 2 hours. The exact length should be based on:

- The length of time needed to complete tactical objectives
- The availability, or expected arrival, of fresh resources
- Environmental considerations
- Safety considerations

Sequence of Events in the Planning Meeting

1. The Planning Sections presents current Situation Status report which details the current situation for all sections.
2. The Operations, Planning and Intelligence, and Finance and Administration Section Chiefs brief the Management Section on their present situations and make recommendations on specific objectives for the next operational period.
3. The Management Section defines the organizational priorities for the next operational period. This should include no more than four or five broad objectives that represent the strategic objectives of the organization. Try to create no more than ten (10) objectives for any one operational period. If you create more than 10, reconsider the length of the operational period.
4. The Operations Section addresses tactical actions necessary to meet the organizational objectives
5. The Logistics Section determines the expected resources, equipment, and manpower needed to support Operations.

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6. The Finance and Administration Section identifies methods for paying, documenting, and recovering funds for resources ordered by Logistics, in support of Operations.
7. The Planning and Intelligence Section begins to collect information needed to produce a Situation Status Report in order to begin the Action Planning Process all over again.
8. The Action Plan is produced and disseminated to the organization.

Keys to a Successful Action Planning Meeting

Although the Action Planning Process is critical to the overall success of a large scale event the tendency is for these meetings to run longer than necessary. Events are unfolding while in the meeting, leaders who are sequestered in a meeting cannot manage these events as well.

In order to keep the meeting on track and focused the Planning Section Chief, who is responsible for chairing the meeting, needs to ensure:

- All participants are prepared BEFORE the meeting begins
- They take an active and strong leadership role for the meeting
- Outside Agency Representative who may be invited MUST have the authority to commit resources for their agency
- All Cell phone, pagers, Blackberries, radios, etc are turned OFF.

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Action Planning Worksheet

The Action Planning Worksheet is designed to help those involved in the planning process better identify objectives and priorities.

Planners should list in the first row those issues which of are greatest importance to Life Safety, Protection of Property, and Protection of the Environment. Then select some appropriate strategies/tactics for successfully managing those objectives. In the final column those recourses currently available and on hand to manage the objectives should be listed. Objectives for which there are no currently available resources or safely executable strategies will need to wait for a later operational period to be accomplished.

When considering the creation of organizational objectives from the worksheet Life Safety will always take precedence over protection of property or the environment.

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Action Plan

CSU LONG BEACH EOC ACTION PLAN				
OPERATIONAL PERIOD				
START DATE: 1	START TIME: 2	END DATE: 3	END TIME: 4	DATA ID# 5
PREPARED BY 6		AUTHORIZED BY 7		
DESCRIPTION OF SITUATION				
8				
OBJECTIVES AND PRIORITIES FOR OPERATIONAL PERIOD				
1	9			
2				
3				
4				
5				
6				
7				
8				
9				
10				

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Guide

1. Enter the date on which the operation period covered by this plan will start
2. Enter the time at which the operations period covered by this plan will start
3. Enter the date on which the operational period covered by this plan will end.
4. Enter the time at which the operational period covered by this plan will end.
5. The Data ID# is generated automatically by WebEOC. If WebEOC is not functioning this number will be sequential based on the previous plan.
6. Enter the name and title of the person who prepared this actual copy of the plan. Usually a member of the Planning and Intelligence Section.
7. Enter the name and title of the person who read and authorized this plan. Usually the Director of Emergency Operations.
8. Enter a brief summary of the situation as it currently stands. Summarize events and actions.
9. List no more than ten (10) objectives for the coming operational period.

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WEATHER FORECAST FOR OPERATIONAL PERIOD			
TEMPERATURE	CONDITIONS	ALERTS	COMMENTS
PREDICTED HIGH degrees F	RAIN PREDICTED	FLOOD	
PREDICTED LOW degrees F	HUMIDITY %	SMOG	
		HEAT	
		COLD	
SAFETY MESSAGE			

Guide

Weather - Fill in the expected weather information requested.

Safety – Any pertinent safety information or areas of concern should be placed here.

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EOC STAFFING FOR OPERATIONAL PERIOD	
EOC DIRECTOR	
EOC COORDINATOR	
EOC LIAISON OFFICER	
PUBLIC INFORMATION OFFICER	
SAFETY OFFICER	
OPERATIONS SECTION CHIEF	
LAW, FIRE AND RESCUE UNIT	
FACILITIES MANAGEMENT UNIT	
DISASTER MEDICAL UNIT	
PLANNING SECTION CHIEF	
DOCUMENTATION UNIT	
DISPLAY MANAGER	
SITUATION STATUS UNIT	
ADVANCED PLANNING/DEMOBILIZATION	
LOGISTICS SECTION CHIEF	
PERSONNEL UNIT	
SUPPLY/PROCUREMENT UNIT	
COMMUNICATIONS/ITS	
CARE & SHELTER UNIT	
TRANSPORTATION UNIT	
FINANCE SECTION CHIEF	
COST ACCOUNTING UNIT	
RECOVERY UNIT	
COMPENSATION AND CLAIMS UNIT	
PURCHASING UNIT	
TIMEKEEPING UNIT	

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PLANNING SECTIONS TASKS FOR OPERATIONAL PERIOD	
TASK	ASSIGNED TO
FINANCE SECTIONS TASKS FOR OPERATIONAL PERIOD	
TASK	ASSIGNED TO

Guide

List the individual tasks assigned to each Section and who is responsible for completion of the tasks.

DAMAGE ASSESSMENT PROCEDURES

Damage Assessment is the combination of several distinct activities done a various times during the course of a disaster. It is important to fully assess and document the damage to an area as this allows:

- Determination of the nature and extent of damage
- Prioritization of response and allocation of resources.
- Determine types of assistance needed or qualified for
- Support of requests for assistance
- Documentation of loss

Preliminary Damage Survey

Damage assessment is particularly critical in the early stages of a major emergency or disaster. Early and accurate damage assessment provides the response organization with a better picture of the resource needs and provides documentation of the need for emergency declarations and the basis for requests for outside assistance.

The performance of these early damage assessments, or windshield surveys, will be coordinated by the Operations Section Chief. This is most effectively completed by creating Damage Survey Teams who are tasked with completing the survey of damaged areas within 10 hours of the on-set of emergency operations. The initial rapid survey should be followed up with a comprehensive survey within 72 hours.

Damage Survey Teams should use the following Preliminary Windshield Survey form to report the results of their survey.

**CSU LONG BEACH – PRELIMINARY DAMAGE ASSESSMENT
SURVEY**

FORM INSTRUCTIONS

This form is used to record and report the results of the preliminary damage assessment survey.

DATE	Enter date form completed
TIME	Enter time form completed
NAME	Enter name of person completing the form
PHONE	Enter a phone number where who completed form may be reached
LOCATION damaged	Identify the location, building, facility, area, etc
DESCRIPTION OF DAMAGE	Describe the extent of damage
RESPONSE URGENCY	Check or mark if there is a need for an urgent response by Operations (i.e. a life threatening situation or there are public safety concerns)>
NOTES	Notes on operability of facility. Can it still operate (even at a reduced capacity?)

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NTAS GUIDE

National Terrorism Advisory System Public Guide
April 2011



Homeland
Security

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The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If

threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

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The NTAS Alert – How can you help?

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

Terrorism Information

Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

Citizens should report suspicious activity to their local law enforcement authorities. The "If You See Something, Say Something™" campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics
 - <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

Sample NTAS Alert

A sample NTAS Alert is provided at the end of this booklet.

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.



Frequently Asked Questions

1. **Q – What will happen to the color-coded advisory system?**
A – The new National Terrorism Advisory System replaces the Homeland Security Advisory System that has been in place since 2002. The National Terrorism Advisory System, or NTAS, will include information specific to the particular credible threat, and will not use a color-coded scale.
2. **Q – How does the new system work?**
A – When there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is **Elevated**, if we have no specific information about the timing or location, or **Imminent**, if we believe the threat is impending or very soon.
3. **Q – As a citizen, how will I find out that an NTAS Alert has been announced?**
A – The Secretary of Homeland Security will announce the alerts publically. Alerts will simultaneously be posted at [DHS.gov/alerts](https://www.dhs.gov/alerts) and released to the news media for distribution. The Department of Homeland Security will also distribute alerts across its social media channels, including the Department's blog, Twitter stream, Facebook page, and RSS feed.
4. **Q - What should Americans do when an NTAS Alert is announced?**
A – The NTAS Alert informs the American public about credible terrorism threats, and encourages citizens to report suspicious activity. Where possible and applicable, NTAS Alerts will include steps that individuals and communities can take to protect themselves to help prevent, mitigate or respond to the threat. Individuals should review the information contained in the alert, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.
5. **Q – How should I report suspicious activity?**
A – Citizens should report suspicious activity to their local law enforcement authorities. The "If You See Something, Say Something" campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity.
6. **Q - I get my news online, so how will I find out about an NTAS Alert?**
A – Americans can go to [DHS.gov/alerts](https://www.dhs.gov/alerts) to see the most recent advisories. Additionally, advisories will be sent out widely through social and mainstream media.

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

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7. **Q - How will NTAS Alerts be cancelled or updated?**
A – The NTAS Alerts carry an expiration date and will be automatically cancelled on that date. If the threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

8. **Q - Do these alerts apply to Americans in other countries?**
A – NTAS Alerts apply only to threats in the United States and its possessions. The Department of State issues security advisory information for U.S. citizens overseas or traveling in foreign countries.

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

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 National Terrorism Advisory System Alert <small>www.dhs.gov/alerts</small>			DATE & TIME ISSUED: XXXX
SUMMARY The Secretary of Homeland Security informs the public and relevant government and private sector partners about a potential or actual threat with this alert, indicating whether there is an "imminent" or "elevated" threat.	DURATION An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.		
DETAILS <ul style="list-style-type: none">• This section provides more detail about the threat and what the public and sectors need to know.• It may include specific information, if available, about the nature and credibility of the threat, including the critical infrastructure sector(s) or location(s) that may be affected.• It includes as much information as can be released publicly about actions being taken or planned by authorities to ensure public safety, such as increased protective actions and what the public may expect to see.	AFFECTED AREAS <ul style="list-style-type: none">• This section includes visual depictions (such as maps or other graphics) showing the affected location(s), sector(s), or other illustrative detail about the threat itself.		
HOW YOU CAN HELP <ul style="list-style-type: none">• This section provides information on ways the public can help authorities (e.g. camera phone pictures taken at the site of an explosion), and reinforces the importance of reporting suspicious activity.• It may ask the public or certain sectors to be alert for a particular item, situation, person, activity or developing trend.	STAY PREPARED <ul style="list-style-type: none">• This section emphasizes the importance of the public planning and preparing for emergencies before they happen, including specific steps individuals, families and businesses can take to ready themselves and their communities.• It provides additional preparedness information that may be relevant based on this threat.	STAY INFORMED <ul style="list-style-type: none">• This section notifies the public about where to get more information.• It encourages citizens to stay informed about updates from local public safety and community leaders.• It includes a link to the DHS NTAS website http://www.dhs.gov/alerts and http://twitter.com/NTASAlerts	
If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.			
<small>The National Terrorism Advisory System provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security. More information is available at: www.dhs.gov/alerts. To receive mobile updates: www.twitter.com/NTASAlerts If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority.</small>			

GLOSSARY

This glossary contains definitions of terms commonly used in the CSU Long Beach Emergency Operations Plan.

A

Action Plan

The plan prepared in the EOC containing the emergency response objectives of the response organization for a designated time period (usually 8, 12, or 24 hours).

Aerial Reconnaissance

An aerial assessment of the damaged area which includes information gathering on the level and extent of damage as well as identifying potential hazardous areas for on-site inspection.

After Action Report

A report that details response activities, application of SEMS, modification to existing plans and procedures, training needs, and recovery activities.

Agency

A division of government with a specific function (e.g., police, fire, public works), or a non-governmental organization (e.g., a private contractor, vendor, business, etc) that offers a particular type of assistance. In SEMS, agencies are defined as jurisdictional, or assisting and/or cooperating (See Also ASSISTING AGENCY, COOPERATING AGENCY, and MULTI-AGENCY).

Agency Assistance

Grants for projects or planning activities, loans and all other forms of financial or technical assistance offered by an agency.

Agency Executive or Administrator

The Chief Executive (or their designee) of an agency or jurisdiction that has responsibility for the incident.

Agency Representative

An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or EOC.

Air Operations Branch Director

The person primarily responsible for preparing and implementing the air operations portion of an Action Plan.

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Allocated Resources

Resources that have been dispatched for use at an incident.

American Red Cross

A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

Area Command

An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System organization, or, to oversee the management of a very large incident.

Assigned Resources

Resources that have been checked in and assigned to specific tasks at an incident.

Assignments

Tasks assigned to resources during an operational period based on the tactical objectives and/or Action Plan.

Assistant

The title for subordinates of the Command Staff at the Field Level of the ICS structure. The title indicates a level of technical expertise and qualification to assume the primary position should the need arise.

Assisting Agency

An agency directly contributing tactical or service resources to another agency.

Available Resources

Incident based resources which are available for immediate assignment.

B

Base

The location where primary logistical functions for an incident are coordinated and administered. There is only one base per incident.

Base Flood

A term used by the National Flood Insurance Program to indicate the minimum size flood to be used by a community for a basis for its flood plain management regulations. Presently it is required to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as the 100 year flood or the one-percent chance flood.

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Base Flood Elevation (BFE)

The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map.

Branch

The organizational level in the ICS Field Level having functional or geographical responsibility for incident operations. The branch level is organizationally between the section and division/group level in the Operations Section, and between the section and unit level in the Logistics Section. Branches are identified by the use of Roman Numerals or functional names (e.g., medical, traffic, etc). Branches are also used in a similar fashion in the EOC.

Branch Director

The ICS title for individuals responsible for supervision of a branch.

Building Marshal

The title given to a specially trained campus volunteer who is responsible for assisting in the orderly evacuation of campus facilities in time of emergency.

C

Cache

A pre-determined complement of tools, equipment and/or supplies stored in a designated location and available for emergency use.

Camp

A geographical site within the incident area, but separate from the Incident Base. It is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Care And Shelter

A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Point (CCP)

A location used for the assembly, triage, medical stabilization, and evacuation of casualties. It may also be used to receive incoming medical resources. Preferably it should be located near an open area for a helicopter pad and roadways for ambulance access.

Catastrophic Disaster Response Group (Cdrg)

A national level response groups made up of representatives of various federal agencies and departments. It serves as a centralized coordinating agency that supports the on-scene federal response effort.

CSULB EMERGENCY OPERATIONS PLAN

Chain Of Command

A series of management positions in order of their authority

Check-In

The process whereby resources and personnel first report into an incident or EOC. Check-In locations at the field level include Incident Command Post, incident base, incident camp, staging base, helibase, and individual supervisors.

Checklist

A written list of actions taken by a resource or organization in response to a particular event or action.

Civil Air Patrol

A civilian auxiliary of the US Air Force which provides personnel, services, and equipment to support emergency response and rescue missions.

Civil Disorder

Any incident intended to disrupt the normal flow of community affairs that requires law enforcement intervention to maintain order.

Clear Text

The use of plain English in radio communications to avoid the confusion of codes.

Code Of Federal Regulations (Cfr)

Source of legal codes regarding federal requirement and laws, for example 49 CFR is the primary code governing hazardous materials transportation.

Command

The act of directing and/or controlling resources at an incident by virtue of explicit authority granted by jurisdiction or agency. See also Incident Command.

Command Post

The location where command functions take place. See also Incident Command Post.

Command Staff

The command staff consists of the Public Information Officer, the Safety Officer, and the Liaison Officer. They report directly to the Incident Commander. Command Staff Officers may have assistants as needed to help perform job functions. Command Staff assist the Incident Commander in managing the incident. In an EOC setting this function is known as Management.

Communications Unit

An organizational unit within Logistics that is responsible for providing communication services to responders. A communications unit may also be a vehicle used to provide communications functions to a Incident Communications Center.

CSULB EMERGENCY OPERATIONS PLAN

Community Emergency Response Training (CERT)

A system of community volunteers taught the skills of light search and rescue, first aid, and disaster operations who mobilize to assist emergency responders in times of disaster.

Community Right-To-Know

The legal requirement of a facility to detail chemical information on possible hazards associated with the facility.

Compact

A formal working agreement between agencies relating to mutual aid.

Claims Unit

An operational unit within Finance that is responsible for processing all claims of financial concern resulting from property damage, injury, or fatality in an incident response.

Continuity of Government (COG)

All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions including line-of succession for key decision makers.

Contingency Plan

A sub- or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency

An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS/ICS levels.

Coordination Center

Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

CSULB EMERGENCY OPERATIONS PLAN

Cost-Sharing Agreements

Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost-sharing agreements are normally written, but may be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit

Functional unit within the finance section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

D

Damage Assessment

The process is utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community as a result of a disaster or emergency event.

Dam Failure

Part or complete collapse of a dam and usually causing downstream flooding.

Dam Inundation Zone

The area of land below a dam which if the dam failed would be flooded.

Declaration of Emergency

The formal action by the President of the United States to make a state eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act). See also Presidential Declaration.

Declaration Process

When a disaster strikes, local authorities and individuals request help from private relief organizations and their state government which gives all possible assistance. If assistance is beyond their capability, the governor requests a presidential declaration of a major disaster or an emergency.

Delegation of Authority

A statement delegating authority and assigning responsibility provided to the incident commander by the agency executive. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written delegation of authority to be given to incident commanders prior to their assuming command on larger incidents.

Demobilization Unit

Functional unit within the planning section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

CSULB EMERGENCY OPERATIONS PLAN

Department Operations Center

An EOC used by a distinct discipline (such as fire, medical, hazardous material) or a unit (such as department of public works, department of health or local water district). Department operations centers may be used at all SEMS/ICS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director)

A fully-qualified individual who in the absence of a superior could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all EOC levels.

Designated Area

Any emergency or major disaster-affected portion of a state that has been determined eligible for federal assistance.

Direction and Control (Emergency Management)

The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization. This may include the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster

A sudden calamitous emergency event bringing great damage, loss, or destruction.

Disaster Application Center

A facility jointly established by the federal and state coordinating officers within or adjacent to an disaster-impacted area. It provides disaster victims a "one-stop" service for meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program

A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office

A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster-impacted areas. It is utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

CSULB EMERGENCY OPERATIONS PLAN

Disaster Service Worker

Includes public employees and any unregistered person recruited into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, and having official recognition, and full or partial support of the county, city, town, or district in which such fire department is located.

Disaster Support Area (DSA)

A predesignated facility anticipated to be at the periphery of a disaster area where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched to the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualties arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft to adequate medical care facilities.

Disaster Welfare Inquiry (DWI)

A service that provides health and welfare reports about relatives and other individuals believed to be in a disaster area. This service operates when the disaster caused dislocation or disruption of normal communications facilities and precludes normal communications.

Dispatch

The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center

A facility from which resources are assigned to an incident.

Division

Divisions are used to divide an incident into geographical areas of operation. Divisions are areas identified by alphabetic characters for horizontal applications and often by numbers when used in buildings. Divisions are also used at EOC levels and are found organizationally between branches and units.

Division or Group Supervisor

The position title for individuals responsible for command of a division or group at an incident.

Documentation Unit

Functional unit within the planning section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

Dose

Accumulated or total exposure to gamma radiation and commonly expressed in REMs.

CSULB EMERGENCY OPERATIONS PLAN

Dosimeter

An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Economic Stabilization

The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls include government implementation of monetary, credit, tax, or other policy measures.

Emergency

A condition of disaster or extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, a governor's warning of an earthquake, volcanic prediction, or other conditions (other than conditions resulting from a labor controversy).

Emergency Broadcast System

A system that enables the president and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster. Now referred to as the Emergency Alert System (EAS).

Emergency Management (Direction and Control)

The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization. It also may be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Director (Emergency Services Director)

The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Manager Mutual Aid (EMMA)

A mutual aid system in place in California that provides trained emergency managers to respond to area disasters in accordance with mutual aid agreements.

Emergency Medical Services

Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT)

A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

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Emergency Operations

Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC)

A location for performing centralized emergency management. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response during an emergency.

Emergency Operations Plan (EOP)

A jurisdiction plan for responding to appropriate hazards which provides official and approved documents which describe principles, policies, concepts of operation, methods, and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Period

A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It may include the warning and impact phase and continue until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Preparedness Advisory Committee

A CSU Long Beach committee, chaired by the Chief of University Police that provides campus-wide input into emergency preparedness issues on campus.

Emergency Services Coordinator

The individual within each jurisdiction with the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Public Information (EPI)

Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes instructions on survival and health preservation action, disaster status information (number of deaths, injuries, property damage, etc.), and other useful information (available through state/federal assistance).

Emergency Public Information System

The network of information officers and their staffs operating from EPICs (centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency

Any organization responding to an emergency whether in the field, at the scene of an incident, or in an EOC may include an entity providing mutual aid to such an organization.

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Emergency Response Personnel

Personnel involved with an agency's response to an emergency.

EOC Action Plan

The plan developed at EOC levels which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities

Facilities that are vital to maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Essential Personnel

University personnel who have been determined vital to maintaining the health, safety, and overall well-being of the public following a disaster.

Evacuee

An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event

A planned, non-emergency activity. SEMS/ICS can be used as the management system for a wide range of events (e.g., parades, concerts or sporting events).

Exercise

A maneuver or simulated emergency condition involving planning, preparation, and execution carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities. Provides ability to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario

Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter

Any shelter constructed in an emergency or crisis period on short notice by individuals, single families, or small groups of families.

F

Facilities Unit

A functional unit within the support branch of the logistics section at the field response level that provides fixed facilities for the incident. These facilities may include the incident base, feeding areas, sleeping areas, sanitary facilities, etc.

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Federal Agency (federal definition)

Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO)

The person appointed by the president to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance

Consists of in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act

Public Law 93-288, as amended, that gives the president broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major peace-time disasters.

Federal Emergency Management Agency

The agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO)

The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA)

The government unit (part of FEMA) that administers the National Flood Insurance Program.

FEMA-State Agreement

A formal legal document between FEMA and the affected state, it contains the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the president. It is signed by the FEMA regional director (or designee) and the governor.

Field Coordination Center

A temporary facility established by the office of emergency services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

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Field Operations Guide

A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section

One of the five primary functions found at all SEMS/ICS levels and responsible for all costs and financial considerations. At any incident, the section may include the time unit, procurement unit, compensation/claims unit, and cost unit.

Flood Hazard Boundary Map (FHBM)

The official community map showing the boundaries of the flood plain and specially designated flood hazard areas. It is prepared by FEMA using the best flood data available at the time a community enters the emergency phase of the National Flood Insurance Program (NFIP). It is superseded by a Flood Insurance Map (FIRM).

Flood Insurance

The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM)

The official community map prepared by FEMA showing the base flood elevation along with special hazard areas and the risk premium zones. The Flood Insurance Rate Map development is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Function

In SEMS/ICS, function refers to the five major activities in the SEMS/ICS (i.e., Command, Operations, Planning, Logistics and Finance/Administration). The same five functions also are found at all SEMS EOC levels. At the EOC, the term "Management" replaces "Command." The term "Function" is also used when describing the activity involved (e.g., "the planning function").

Functional Element

Refers to a part of the incident, EOC, or DOC organization such as section, branch, group or unit.

G

General Staff

The group of management personnel reporting to the incident commander or to the EOC director. They may each have a deputy, as needed. At the SEMS EOC and field ICS level, the general staff consists of the operations, planning, logistics, and finance section chiefs.

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Ground Support Unit

Functional unit within the support branch of the logistics section at the SEMS EOC and ICS field response level that is responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division). Groups are located between branches (when activated) and resources in the operations section.

H

Hazard

Any source of danger or element of risk to people or property.

Hazard Area

A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material

A substance (or combination of substances) which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classified as explosives and blasting agents, flammable and non-flammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials (including hazardous wastes).

Hazardous Material Incident

Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as all sites that treat, store, and dispose of hazardous material.

Hazard Mitigation

A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program

The program authorized under Section 404 of the Stafford Act that provides funding for hazard mitigation projects. These projects are cost-effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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Hazard Mitigation Plan

The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society. It includes the actions needed to minimize future vulnerability to hazards.

Helibase

The main location for parking, fueling, maintaining, and loading helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot

Any designated location where a helicopter can safely take-off and land. Some helispots may be used for loading supplies, equipment, or personnel.

I

Incident

An occurrence or event that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan

The plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period. The plan may be oral or written.

Incident Base

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base"). The incident command post may be co-located with the base and there is only one base per incident.

Incident Commander

The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS)

The nationally-used, standardized, on-scene emergency management concept. It is specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

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Incident Communication Center

The location of the communications unit and the message center.

Incident Management Team

The Incident Commander and appropriate General and Command staff personnel assigned to an incident.

Incident Objectives

Statements of guidance and direction for the selection of appropriate strategy 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.

Individual Assistance (IA)

Supplementary federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the federal government, state or local governments, or disaster relief organizations.

Information Officer

A member of the command staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one information officer per incident. The information officer may have assistants. This position is also referred to as public affairs or public information officer in some disciplines.

Initial Action

The actions taken by resources which are the first to arrive at an incident.

Initial Response

Resources initially committed to an incident.

Intermediate-Term Prediction

A prediction of an earthquake that is expected within a period of a few weeks to a few years.

J

Jurisdiction

This is a range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district, city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-Jurisdiction).

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Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area or a mandated function.

K

Kind

A term applied to resources that describes their function. Fire engine, police car, or bulldozer are examples of kinds of resources.

L

Landing Zone

(See Helispot)

Leader

The SEMS/ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the command staff at the SEMS EOC and Field ICS level and responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a coordinator and/or within a section or branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety

Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency

The duly proclaimed existence of disaster conditions or extreme peril to the safety of persons and property within the territorial limits of a city, county, or city and county. These conditions may be air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, (other than labor controversy). These conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions.

Local Government

Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y).

Local Government Advisory Committee (LGAC)

Committees established by the director of OES to provide a forum for the exchange of information among the cities and counties of a mutual aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and

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programs of concern to local governments. If necessary the LGAC may bring such concerns to the attention of OES executive management.

Logistics Section

One of the five primary functions found at all SEMS/ICS levels. The section is responsible for providing facilities, services, and materials for the incident or at an EOC.

Long-Term Earthquake Potential

No specific time frame. Can refer to decades, centuries, or millennia.

Long-Term Prediction

A prediction of an earthquake that is expected within a few years up to a few decades.

M

Major Disaster

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States. The event causes damage of sufficient severity and magnitude to warrant a presidential declaration and disaster assistance under the Federal Disaster Relief Act.

Management by Objectives

In SEMS EOC and ICS field levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are establishing the objectives, selecting appropriate strategy(s) to achieve the objectives, and directing assignments associated with the selected strategy.

Marshaling Area

An area used for mobilizing and assembling personnel and resources prior to sending them directly to the disaster-affected area. Marshaling areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility

A location where temporary services are provided to disaster victims during an emergency. Services and assistance may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social programs.

Media

All means of providing information and instructions to the public including radio, television, and newspapers.

Medical Unit

Functional unit within the service branch of the logistics section at SEMS EOC and ICS Field levels responsible for the development of the Medical Emergency Plan and for providing emergency medical treatment.

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Message Center

The Message Center is part of the incident or EOC communications center and is co-located or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation

Pre-event planning and actions which aim to lessen the effects of a potential disaster. (See also Comprehensive Emergency Management)

Mobilization

The process and procedures used by all organizations (federal, state, and local) for activating, assembling, and transporting all resources that have been requested in response to or support of an incident.

Mobilization Center

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or re-assignment.

Medical Self-Help

The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination

The functions and activities of representatives of involved agencies and/or jurisdictions making decisions regarding the prioritizing of incidents and the sharing and allocation of critical resources.

Multi-Agency Coordination System (MACS)

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting-agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS.

Multi-Agency Incident

An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under a single or a unified command structure.

Multi-Jurisdiction Incident

An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In SEMS/ICS these incidents will be managed under unified command.

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Multi -Purpose Staging Area (MSA)

A predesignated location such as a county/district fairgrounds having large parking areas and shelter for equipment and operators. The location provides a base for coordinated, localized emergency operations. It may also be a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement

Written agreement between agencies and/or jurisdictions in which they agree to assist one another by furnishing personnel and equipment upon request.

Mutual Aid Coordinator

An individual at local government, operational area, region, or state level that is responsible for requesting, obtaining, processing, and using mutual aid resources. Mutual aid coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Staging Area

A temporary facility established within or adjacent to affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies as well as personnel from local jurisdictions throughout the state.

N

National Emergency Training Center (NETC)

This is a FEMA campus in Emmitsburg, Maryland. It is composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Flood Insurance Program (NFIP)

A federal program created by an act of Congress in 1968. It makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS)

A system created by the Department of Homeland Security at the direction of the President for managing domestic incidents. NIMS is based on the Incident Command System (ICS) and is composed of five basic sections: management, operations, planning, logistics, and finance.

National Warning System

The federal portion of the civil defense warning system. It is used to disseminate warning and other emergency information from the warning centers (or regions) to warning points in each state.

National Weather Service Issuances

See Weather Warning Systems

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Nuclear Incident (fixed facility)

Any nuclear power plant occurrence resulting in a potential or actual release of radioactive material in sufficient quantity to threaten the health and safety of nearby populations.

O

One Hundred -Year Flood

The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Period

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational periods may be various lengths - usually not over 24 hours.

Operations Section

One of the five primary functions found at all SEMS/ICS levels. The section responsible for all tactical operations at the incident or the coordination of operational activities at an EOC. The Operations Section at the SEMS EOC and ICS field response level can include branches, divisions and/or groups, task forces, team, single resources, and staging areas. At the EOC levels, the Operations Section would contain branches or divisions as necessary for span of control considerations.

Out-of-Service Resources

Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.

P

Plan

As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting

Any meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major part in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

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Planning Section

(Also referred to as Planning & Intelligence)

One of the five primary functions found at all SEMS/ICS levels. It is responsible for the collection, evaluation, and dissemination of information about an incident or emergency and for the preparation and documentation of Incident or EOC Action plans the section also maintains information on the current and forecasted situation and the status of resources assigned to the incident. At both the SEMS EOC and ICS field response level, the section will include the situation, resource, documentation, and demobilization units, as well as technical specialists. Other units may be added at the EOC level.

Planning Zone

A subdivision of a county that may consist of a city and its sphere of influence in adjacent unincorporated areas; a portion of the unincorporated area of a county, a military installation, or a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision

This includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Presidential Declaration

The formal action by the President of the United States to make a state eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act). See also Presidential Declaration.

Procurement Unit

A functional unit within the finance section and responsible for financial matters involving vendor contracts.

Public Assistance (PA)

Supplementary federal assistance provided under the Stafford Act to state and local governments or certain private, non-profit organizations. It does not include assistance for the direct benefit of individuals and families.

Public Information Officer

The individual at field or EOC level that has been delegated authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS/ICS level.

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R

Radio Amateur Civil Emergency Services (RACES)

An emergency services organization designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Protection

The organized effort using warning, detection, preventive, and remedial measures to minimize the effect of nuclear radiation on people and resources.

Radiological Officer (RO)

An emergency management staff individual who is responsible for radiological protection operations. The RO is the principal advisor to the director/coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor

An individual trained to measure, record, and report radiation exposure and exposure rates, provide limited field guidance on radiation hazards associated with operations, and perform operator's checks and maintenance on radiological instruments.

Recorders

Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration units.

Recovery

Activities traditionally associated with providing federal supplemental disaster recovery assistance under a presidential disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance as well as grants and loans to eligible individuals and government entities.

Regional Director (RD)

A director of a regional office of FEMA or his/her designated representative. A regional director may be the disaster recovery manager appointed to exercise the authority of the regional director for a particular emergency or major disaster.

Reporting Locations

These are specific locations or facilities where in-coming resources check-in. (See Check-in)

Rescue Group

Two or more rescue teams responding as a unified group under supervision of a designated group leader.

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Rescue Team

Four or more personnel organized to work as a unit. One member is designated team leader.

Resources

Personnel and equipment available or potentially available for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or EOC.

Resources Unit

This is a functional unit within the planning section at the SEMS EOC and ICS field response level. It is responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

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. Based on the requirements of the situation, response assistance will be provided to an affected state under the Federal Response Plan.

S

Safety Officer

A member of the command staff at the incident or within an EOC and responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search

Systematic investigation of an area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team

A skilled dog handler with one or more dogs trained for finding persons trapped in a manner that precludes detection by sight or sound. Search dogs are usually owned by their handler.

Section

That organization level with responsibility for a major functional area of the incident or at an EOC (e.g., Command or Management, Operations, Planning, Logistics, Finance).

Section Chief

The SEMS/ICS title for individuals responsible for command of functional sections such as operations, planning, logistics and finance.

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Self-Help

A concept describing self-reliance and self-sufficiency within an adverse environment having limited external assistance.

Sensitive Facilities

Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities: food establishments, fire stations, banks, radio stations, etc. However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as a fallout shelter.

Service

An organization assigned to perform a specific function during an emergency. It may be one department or agency, if only that organization is assigned to perform the function or it may be two or more independent organizations combined to increase operational control and efficiency.

Service Branch

A branch within the logistics section and responsible for service activities at the incident. This may include the communications, medical, and food units.

Shelter Complex

A geographic grouping of facilities used as a fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities within a radius of about .5 miles.

Shelter in Place

Remaining in a fixed indoor position until it is safe to move outside or evacuate.

Shelter Manager

An individual who provides for the internal organization, administration, and operation of a shelter facility.

Short-Term Prediction

A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows: Alert - three days to a few weeks; Imminent Alert - now to three days.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit

Functional unit within the planning section and responsible for the collection, organization, and analysis of incident status information, as well as analysis of the situation as it progresses. This unit reports to the planning section chief.

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Span of Control

The supervisory ratio maintained within an SEMS EOC or ICS field organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District

A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project for purposes of natural disaster assistance. This may include a joint powers authority.

Stafford Act

Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas

These are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging areas are managed by the operations section.

Staging Area Managers

Individuals within SEMS/ICS organizational units that are assigned special managerial responsibilities at staging areas. (Also Camp Manager)

Standard Operating Procedures (SOPs)

A set of instructions having the force of a directive and covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail the process for performing a particular task.

Standardized Emergency Management System (SEMS)

A system established in California for managing response to multi-agency and multi-jurisdiction emergencies at the jurisdiction level. SEMS is similar in organization to the Incident Command System (ICS) and is composed of five basic sections: management, operations, planning, logistics, and finance.

State Agency

Any department, division, independent establishment, or agency of executive branch of a state government.

State Coordinating Officer (SCO)

The person appointed by the governor to act for the state in cooperation with the Federal Coordinating Officer.

State Emergency Organization

The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

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State Emergency Plan

The State of California Emergency Plan as approved by the governor.

State of Emergency

The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the state and caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions (not including a labor controversy). It may also include conditions causing a state of war emergency. These conditions by reason of magnitude, are likely to be beyond the control of the services, personnel, equipment, and facilities of any single city, county, or city and county, and require the combined forces of a mutual aid region or regions.

State of War Emergency

The condition which exists immediately, with or without a proclamation thereof by the governor, whenever the state or nation is directly attacked by an enemy of the United States. It may exist upon the receipt of a warning from the federal government that such an enemy attack is probable or imminent.

Stay-Put

A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation or who is too ill or infirm to be evacuated.

Strategy

The general plan or direction selected to accomplish incident or EOC objectives.

Subgrantee

An eligible applicant in federally declared disasters

Supply Unit

A functional unit within the support branch of the logistics section and responsible for ordering equipment and supplies for incident operations.

Support Branch

A branch within the logistics section and responsible for providing personnel, equipment, and supplies to support incident operations. This branch includes the supply, facilities, and ground support units.

Support Resources

These are non-tactical resources under the supervision of the logistics, planning, and finance sections or the command staff.

Supporting Materials

Refers to the several exhibits that may be included within an Incident Action Plan (e.g., communications plan, map, safety plan, traffic plan, and medical plan).

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T

Tactical Direction

This is guidance given by the operations section chief at the SEMS EOC or ICS Field level and includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force

A combination of single resources assembled for a particular tactical need with common communications and a leaders.

Team

(See Single Resource)

Technical Specialists

These are specially skilled personnel who can be used anywhere within the SEMS EOC or ICS field level organizations.

Technological Hazard

These hazards emanate from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, and disease agents. These hazards also include oil spills on land, coastal waters or inland water systems and debris from space.

Time Unit

This is a functional unit within the finance section and responsible for recording time for incident or EOC personnel and hired equipment.

Tort

This is an act that harms another. It occurs when a person commits an act without the right and harms another person as a result.

Traffic Control Points (TCP)

There are places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage

This is a process for priority sorting of sick and injured people on the basis of urgency and type of condition presented. It improves routing to appropriate medical facilities.

Type

This refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information to help select the best resource for the task.

CSULB EMERGENCY OPERATIONS PLAN

U

Unified Area Command

A Unified Area Command is established when incidents under an area command are multi-jurisdictional. (area command and unified command)

Unified Command

In SEMS/ICS, unified command is a team effort which allows all agencies with responsibility for the incident (either geographical or functional) to manage by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit

This is an organizational element having functional responsibility. Units are commonly used in the planning, logistics, or finance sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command

The concept where each person within an organization reports to only one designated person.

Urban Fire

This defines any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional or other properties in developed areas.

Urban Rescue

This is the complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings. It also the mobilization and management of such personnel and equipment.

Urban Search and Rescue (USAR)

A specially trained team of individuals, often volunteers, with specialized training and knowledge in search, rescue, patient packaging, triage, and treatment who assist emergency responders in times of emergency.

V

Volunteers

These are individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies or be part of a previously organized group.

Volunteer Crisis Resource Team (VCRT)

A team of specially trained volunteers who assist the CSU Long Beach campus community with critical stress incidents.

CSULB EMERGENCY OPERATIONS PLAN

W

Weather Warning Levels

Provided by the National Weather Service to advise public and government agencies of threats due to severe weather.

Outlook - for events possible to develop in the extended period (extended definition depends on the type of event)

Advisory - for events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

Watch - for the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)

Warning - the most serious issuance. For life threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

Urban and Small Stream Flood Advisory - flooding is occurring or is imminent, but not life threatening; nuisance flooding may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch - there is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours)

Flash Flooding Warning - flash flooding is occurring or imminent

Wildfire

This is any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe)

This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

CSULB EMERGENCY OPERATIONS PLAN

LIST OF ACRONYMS AND ABBREVIATIONS

A&E	Architecture and Engineering
AC	Area Command
ADA	Americans with Disabilities Act
AQMD	Air Quality Management District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
BPA	Blanket Purchasing Agreements
C of S	Chief of Staff
CAA	Clean Air Act
CAN	Community Alert Network
CAO	Chief Administrative Office(r)
CAT	Crisis Action Team
CAV	Community Assistance Visit
CCA	Comprehensive Cooperative Agreement
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDL	Community Disaster Loan
CDRG	Catastrophic Disaster Response Group
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CWA	Clean Water Act
DA	Damage Assessment
DAC	Disaster Application Center
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DEM	Division of Emergency Management (Nevada)

CSULB EMERGENCY OPERATIONS PLAN

DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DLS	Disaster Legal Services
DMIS	Disaster Management Information System
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOT	Department of Transportation
DP	Disaster Preparedness
DPIG	Disaster Preparedness Improvement Grant
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSA	Disaster Support Area
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
EAS	Emergency Alert System
EBS	Emergency Broadcast System
ED	United States Department of Education
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEIs	Essential Elements of Information
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPIC	Emergency Public Information Center
ER	Emergency Relief Program
ERT	Emergency Response Team

CSULB EMERGENCY OPERATIONS PLAN

ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FMHA	Farmers Home Administration
FONSI	Finding of No Significant Number
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HAZ MIT	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IA	Individual Assistance
IA/O	Individual Assistance/Officer
IC	Incident Commander
ICC	Interstate Commerce Commission

CSULB EMERGENCY OPERATIONS PLAN

ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual and Family Grant Program
IG	Inspector General
IMA	Individual Mobilization Augmentee
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System
LCO	Local Coordinating Officer
LGAC	Local Government Advisory Committee
LEPC	Local Emergency Planning Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MASF	Mobile Aeromedical Staging Facility
MC	Mobilization Center
MCR	Military Communications Representative
MHFP	Multi-hazard Functional Planning
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSRM	National Communications System Regional Manager
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association

CSULB EMERGENCY OPERATIONS PLAN

NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSTP	Office of Science Technology Policy
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
PNP	Private Non-profit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer

CSULB EMERGENCY OPERATIONS PLAN

RRT	Regional Response Team
RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Re-authorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMC	State Hazard Mitigation Officer
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
TH	Temporary Housing
TSCA	Toxic Substances Control Act
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster

California State University Long Beach



Emergency Operations Plan

Executive Summary

Disclaimer

This plan has been written in accordance with current state and federal guidelines and is designed to meet industry standards. However, this plan cannot anticipate all possible emergency events or situations requiring an emergency response. Nothing in this plan should be interpreted as an obstacle to the experience, initiative, and ingenuity of responders in overcoming the complexities of actual emergency situations.

CSULB EMERGENCY OPERATIONS PLAN

Plan Edited by:

Allyson Joy,
Emergency Preparedness Manager
CSU Long Beach Police Department

Executive Summary

Overview

The CSU Long Beach Emergency Operations Plan (EOP) describes how the university will manage and coordinate resources and personnel responding to emergency situations. The plan is designed to address foreseeable disasters and emergencies that could threaten the CSU Long Beach community. The plan does not address the well-established and routine procedures used to manage normal day-to-day emergency situations. Rather, it is intended for use in response to large scale, multi-jurisdictional, multi-agency emergencies or disasters.

The CSU Long Beach Emergency Operations Plan is written to conform to California State and Federal Law governing emergency operations. The CSU Long Beach plan:

- Promotes the utilization of the Incident Command System for field operations
- Conforms to the Standardized Emergency Management System expectations
- Conforms to the National Incident Management System expectations

Goals of Emergency Management

The goals of the CSU Long Beach in any emergency response are:

1. **Safeguard lives**
2. Treat the injured
3. Minimize the risk of injury
4. Protect Property and the environment
5. Rapid return to the business of education
6. Collection and retention of accurate records and documentation of response efforts

Assumptions

Emergency Operations on the CSU Long Beach campus are based on the following assumptions:

- The CSU Long Beach is primarily responsible for the response and management of response operations on its property.
- The CSU Long Beach will commit all available resources to save lives, minimize injury, treat injury rescue operations, and minimization of property damage.
- As per law the CSU Long Beach will use the Standardized Emergency Management System (SEMS) in all disaster, multi-agency, or multi-jurisdictional emergency response organization.
- As per federal requirements the CSU Long Beach will use the National Incident Management System (NIMS) in all domestic emergency response operations.
- The CSU Long Beach Police Chief shall serve as the Director of Emergency Service, managing and coordinating the University's disaster response operations.
- In accordance with state and federal Mutual Aid laws the CSU Long Beach will make its resources available to the City of Long Beach and County of Los Angeles in order to help citizens cope with disasters.

- The CSU Long Beach will request Mutual Aid Assistance when the requirements of emergency operations exceed the ability of the CSU Long Beach to respond.

Activation of the CSU Long Beach Emergency Operations Center

The CSU Long Beach Emergency Operations Plan identifies situations and instances in which the opening of the CSU Long Beach Emergency Operations Center (EOC) should be considered. The authority to establish and operate the campus EOC as well as the empowering authority for EOC activations is regulated by state law, Chancellor's Office edict, and CSU Long Beach Presidential decree.

While there are no automatic instances where the CSU Long Beach EOC will be activated, activation to an appropriate level will be considered in the following circumstances:

- A state of emergency exists on the CSU Long Beach campus which is so large that it is beyond the scope of field responders to adequately manage.
- Response to a state of emergency exists on the CSU Long Beach campus is expected to be long duration.
- The Governor proclaims a State of Emergency in an area which includes the University.
- The County of Los Angeles and/or the City of Long Beach activate their EOC and request significant mutual aid from the CSU Long Beach.

When the decision to activate the EOC has been made, the EOC will be staffed to an appropriate level based on the expected needs of the activation and incident. The decision to activate does not automatically mean a full activation of all EOC positions.

Use of CSU Long Beach Employees

In accordance with the California Government Code following a declaration of local emergency on the CSU Long Beach campus the CSU Long Beach President or Vice President for Administration and Finance may assign any University employee responsibilities in order to respond to an emergency situation. In keeping with SEMS and NIMS authority to assign may be delegated to specific individuals within the ICS and/or EOC organization.

Further, the University may use whatever resources and personnel are at hand to respond to the declared emergency. Individuals who possess special knowledge that is necessary to respond and manage a declared emergency have been identified and trained. Employees and volunteers who are not specifically trained will NOT be assigned to any role or responsibility requiring special training and/or knowledge.

Role of Training and Exercise

Training and exercise are essential components of any emergency response organization. They insure personnel are adequately prepared and properly instructed on emergency response techniques, the emergency operations plan, as well as the goals of the response organization.

The CSU Long Beach will use reality based exercises to test its response and disaster management capabilities. Reality-based training exercises are a proven method of testing not only the Emergency Operations Plan, but of insuring emergency responder familiarity with the plan and competency. During these exercises, emergency responders will be expected to respond to the exercise as though it were a real emergency. The exercises are designed to provide responders with the opportunity to become familiar with the Emergency Operations Plan as well as to become more comfortable and competent in their roles as emergency responders and emergency managers.

The CSU Long Beach strives to provide educational experiences and information on emergency preparedness and disaster response for the students, staff, and faculty of the University. The CSU Long Beach University Police Emergency Services Coordinator is detailed the responsibility of creating, providing, and coordinating emergency preparedness and disaster response training to the campus community. The Emergency Services Coordinator is also responsible for providing University Emergency Responders a basic understanding of the appropriate level of SEMS and NIMS, an orientation to the Emergency Operations Plan and the creation of a realistic Emergency Operations Center exercise program.

Coordination with the City of Long Beach and Community Partners

Every effort will be made to coordinate the planning and mitigation efforts with the city Long Beach. Our institution involves the city in our training exercises as appropriate.

Partnership with the City of Long Beach and other local entities should occur at each possible opportunity. CSULB community partners include, but are not limited to, the Long Beach Police Department, Long Beach Fire Department, Veterans Affairs Long Beach Healthcare System, American Red Cross, Long Beach Unified School District, Long Beach City College, and the Long Beach Community Emergency Response Team (CERT).

CSU Long Beach maintains a number of Memorandums of Understanding (MOUs) with local community partners to provide mutual aid in the event that a disaster or other emergency exceeds our physical or human resources. It is vital that all MOUs be maintained and renewed on an ongoing basis to ensure interagency partnerships remain intact. MOUs are to be reviewed at least **six** (6) months prior to the expiration date noted on the agreement.

Campus Risk Assessment

Federal regulations outlined in 44 CFR Part 201 detail the need for risk assessments in hazard mitigation planning. Assessing risks helps communities identify and prioritize mitigation efforts that reduce losses from identified natural hazards. Based on past hazards, area geology and geography, as well as current weather conditions it is possible that any one of the following naturally occurring hazards may have an impact on the CSU Long Beach campus community:

- Earthquake
- Flood
- Tsunami
- Windstorm/Severe Weather

Authority for Campus to Act

The basic authority for conducting emergency operations following the proclamation of emergency is found in The California Emergency Services Act, which is detailed in California Government Code §8850. The CSU Long Beach Emergency Operations Plan is an extension of the California Emergency Plan. The CSU Long Beach President has the authority to declare a Campus Emergency under the provisions of this plan. The decision to declare such an emergency is based on his/her inherent authority to regulate campus facilities and grounds and to maintain order (see California Administrative Code, Title 5, §41302 and §42402).

Campus Emergency Response Operations

Emergency response on the CSU Long Beach campus will involve the full spectrum of response levels. Level of response will be based on the nature of the emergency and needs of emergency responders. Emergencies on campus may be managed at the field level or may require an activation of part or all of the Emergency Operation Center staff. Response efforts may be handled by CSU Long Beach emergency response personnel and/or campus volunteer response teams. Or it may require an activation of contractual obligated private vendors or the Mutual Aid Agreement as detailed in SEMS.

Emergency management and response on the CSU Long Beach campus will consist of three levels:

- Executive Policy Group
- Field Responders
- Emergency Operations Center

CSULB EMERGENCY OPERATIONS PLAN

The CSU Long Beach Policy Group oversees emergency management on the CSU Long Beach campus. When necessary it provides an organizational review of response actions and acts as a legislative body to create University-wide executive level policy. The Policy Group may convene at the request of University Administration, the EOC Director, or a member of the Policy Group. The Policy Group consists of:

- CSU Long Beach President
- CSU Long Beach Provost
- CSU Long Beach Vice President of Administration and Finance
- CSU Long Beach Vice President of Academic Affairs
- CSU Long Beach Vice President of Student Services
- CSU Long Beach Vice President of University Relations
- CSU Long Beach Chief Information Officer
- CSU Long Beach Assistant Vice President of Public Affairs
- CSU Long Beach University Chief of Police
- CSU Legal Counsel

Field Responders are those personnel and resources who under command of the Incident Commander carry out the tactical missions and response activities directly associated with the incident or threat.

Response to a major disaster on the CSU Long Beach campus will involve many members of the campus community working together, often in unfamiliar roles. The University will not assign an employee to a hazardous task for which they have not been properly trained. In order to facilitate the quick creation of a response organization departments on the CSU Long Beach campus have been identified to fill key roles in disaster response the following chart shows the essential emergency support functions that need to be fulfilled and the campus organizations expected to fill those roles.

Campus Resources:

Every effort must be made to exhaust available campus resources before requesting outside aid.

The campus maintains a Master Resource List for materials that may be needed in an emergency situation. This master list is comprised of physical resources from the following campus departments:

- University Police/Mobile Command Vehicle
- University Police/EOC
- Physical Planning and Facilities Management
- Student Health Services
- Environmental Health and Safety
- Housing and Residential Life
- 49er Shops

This list is an internal document and is maintained by the Emergency Manager with annual review and revisions submitted by the departments listed above.

CSULB EMERGENCY OPERATIONS PLAN

CSU Long Beach Emergency Support Functions	University President	VP Admin/Finance	Chief of Police	AVP PPFM	Facilities Management	University Faculty/Staff	Financial Management	Housing	Information Technology	Long Beach Fire	Personnel	Physical Planning	Public Affairs	Purchasing	Safety Risk Management	Student Health Center	Student Services	University Parking	University Police
	Policy	P	S	S	S			S					S	S				S	
Emerg Mgmt Exec	S	S	P	S															
Communications			S		S		S	S	P	S		S	S		S		S	S	S
Law Enforcement			S																P
Evacuation	S	S	S		S	S		S	S	S	S		S		S		S	S	P
Traffic Control										S			S		S		S	S	P
Transportation					S		S					S		S				P	S
Fire and Rescue					S					P					S	S			S
Hazardous Materials										S					P				
Radiation Safety										S					P				
Infrastructure					P		S	S	S			S			S				S
Disaster Medical					S	S				S					S	P	S		S
Public Health										S					S	P			
Public Information	S	S	S	S									P						
Mutual Aid	S	S	P	S	S						S		S			S			S
Warning	S	S	S		S			S	S			S	S		S	S	S	S	P
Staging Areas							P	S			S	S		S					S
Care and Shelter					S			P					S	S	S	S	S	S	S
Damage Assessment					P	S	S	S	S	S		S			S	S	S	S	S
Supplies		S	S	S	S		S	S				S		P	S	S		S	S
Procurement		S	S	S	S		S	S				S		P					
Personnel	S	S	S	S	S	S	S				P	S	S		S	S			
Volunteers					S						P	S	S		S	S			S
Financial Records	S	S	S	S			P	S	S		S	S		S	S	S		S	S
Planning	S	S	S	S			S			S	S	P	S	S	S	S			S
Documentation	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S

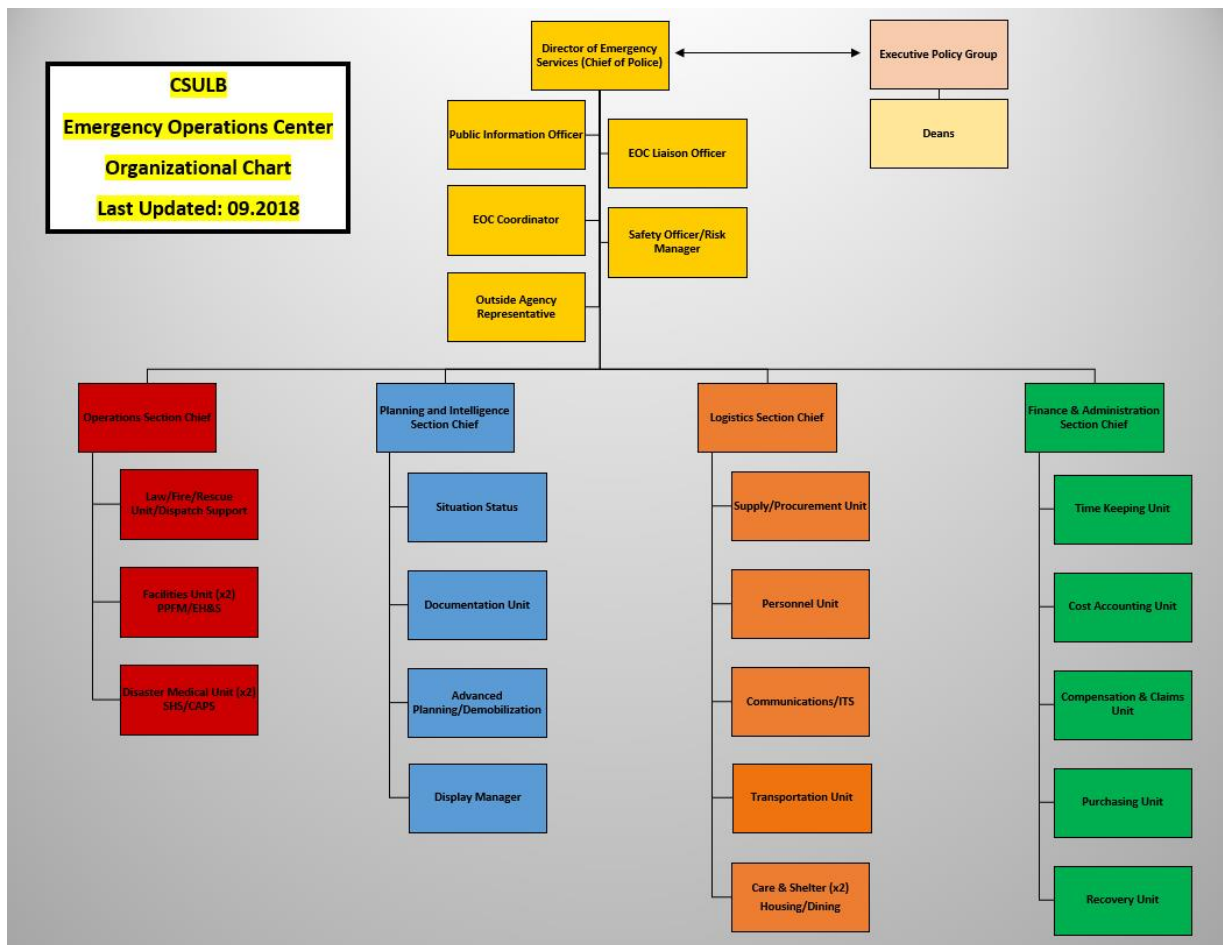
The CSU Long Beach Emergency Operations Center is staffed by selected members of the campus community. The EOC will be responsible for the overall response and recovery efforts of the University. The EOC is intended to provide a centralized location for University-wide strategic decisions, action planning, and resource allocation to support the overall emergency response effort.

EOC Organization

The CSU Long Beach EOC operations are compliant with the Standardized Emergency Management System and National Incident Management System. The basic EOC organizational structure will consist of:

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

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



CSU Long Beach EOC Organizational Chart

Management Section

The EOC Management Section is led by the Director of Emergency Services who is responsible for overall management of disaster response efforts on campus. The Management Section provides the EOC organization with its goals and objectives for operation, emergency policies, public information, and coordination of mutual aid and/or outside agency involvement on the CSU Long Beach campus. The CSU Long Beach EOC Management Section may consist of any or all of the following positions:

- Director of Emergency Services
- Public Information Officer
- Emergency Operations Center Coordinator
- Outside Agency Liaison Officer
- Safety Officer
- Outside Agency Representative(s)

Operations Section

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

- Operations Section Chief
- Law Enforcement/Fire/Rescue Unit
- Facilities Unit (PPFM & EH&S)
- Disaster Medical Unit (SHS & CAPS)

Logistics Section

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

- Logistics Section Chief
- Personnel Unit
- Supply/Procurement Unit
- Communications/ITS Unit
- Transportation Unit
- Care & Shelter Unit (Housing & Dining)

Planning and Intelligence Section

The EOC Planning and Intelligence Section is led by the Planning and Intelligence Section Chief who is responsible for the collection, analysis, dissemination, documentation and display of information within the EOC. The Planning and Intelligence Section is also responsible for the coordinating the development and distributing of the Incident Action Plan during extended EOC operations. The CSU Long Beach EOC Planning and Intelligence Section may consist of any or all of the following positions:

- Planning and Intelligence Section Chief
- Documentation Unit
- Situation Status Unit
- WebEOC Display Manager
- Advanced Planning/Demobilization Unit

Finance and Administration Section

The EOC Finance and Administration Section is led by the Finance and Administration Section Chief who is responsible for maintaining a record of financial expenditures, tracking personnel and equipment time and costs, providing payment for resources, managing claims, and coordinating disaster recovery with the State of California and FEMA. The CSU Long Beach EOC Finance and Administration Section may consist of any or all of the following positions:

- Finance and Administration Section Chief
- Cost Accounting Unit
- Recovery Unit
- Timekeeping Unit
- Compensation and Claims Unit
- Purchasing Unit

Role of Disaster Preparedness

The key to effective disaster response is preparedness. The CSU Long Beach will as a part of its normal course of business plan for an effective disaster response. To this end emphasis will be placed on:

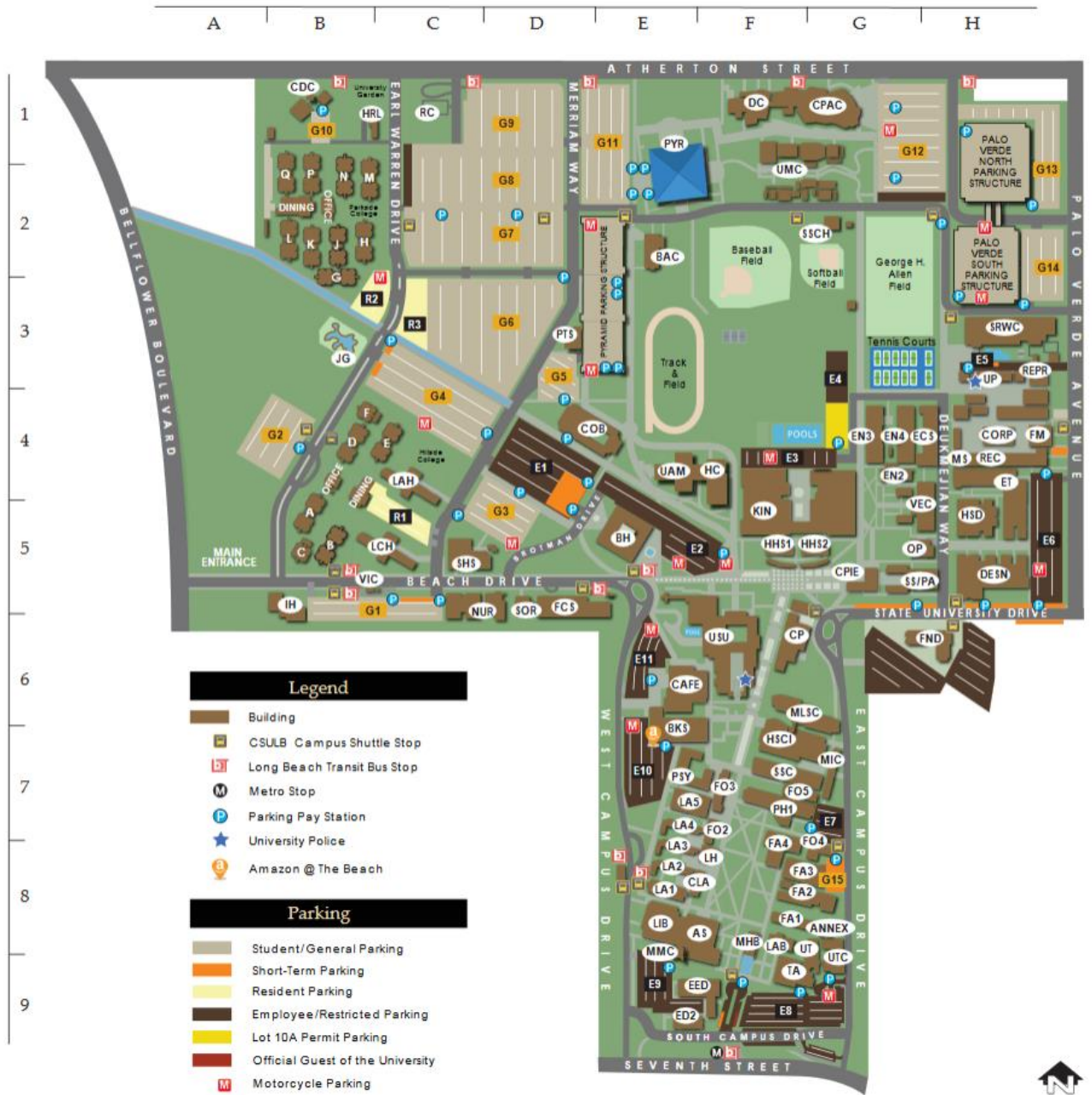
- Conducting comprehensive emergency operations planning
- Creating and training emergency response team personnel
- Providing the campus community with training on emergency response and disaster preparedness
- Obtaining adequate resources to respond to emergencies

Organization of the CSU Long Beach Emergency Operations Plan

The CSU Long Beach Emergency Operations Plan is composed of ten major sections:

- Part 1 A summary of CSU Long Beach's roles and responsibilities in disaster management to include: background and assumptions in plan creation and University goals in emergency management.
- Part 2 An assessment CSU Long Beach's vulnerability to natural disasters that complies with current federal regulations and practices.
- Part 3 The requirements and authority for CSU Long Beach to act as an emergency management organization.
- Part 4 A summary of emergency management theory and concepts in regards to emergency operations planning, the role of preparedness, the Incident Command System (ICS), and the phases of emergency planning.
- Part 5 A summary of the Standardized Emergency Management System (SEMS).
- Part 6 A summary of the National Incident Management System (NIMS).
- Part 7 An overview of the Disaster Recovery Process
- Part 8 Emergency Operations Center procedures including activation procedures, staffing guides, organizational responsibilities, EOC set up procedures and diagrams, EOC phone lists, and EOC position checklists.
- Part 9 Information on the Action Planning process, Damage Assessment Procedures, Homeland Security Advisory System, a Glossary, Abbreviations, Personal Emergency Preparedness Planning Worksheets, and Campus maps showing evacuation routes, hazardous materials sites, and other locations on importance on the CSU Long Beach campus.
- Part 10 Event checklists, guidelines on event specific emergencies and the recommended response actions by the campus community:
- Acts of Violence
 - Bomb Threats
 - Crimes in Progress
 - Earthquake
 - Explosion
 - Fire
 - Hazardous Materials
 - National Defense Emergency
 - Power Outages
 - Smog Alert
 - Utility Failure
 - Aircraft Crash
 - Civil Disturbances
 - Critical Incident Stress
 - Evacuation Procedures
 - Threat of Explosion
 - Flood
 - Landslide/Subsidence
 - Medical Emergency
 - Severe Weather
 - Terrorism
 - Shelter-in-Place/Lockdown

CAMPUS MAPS



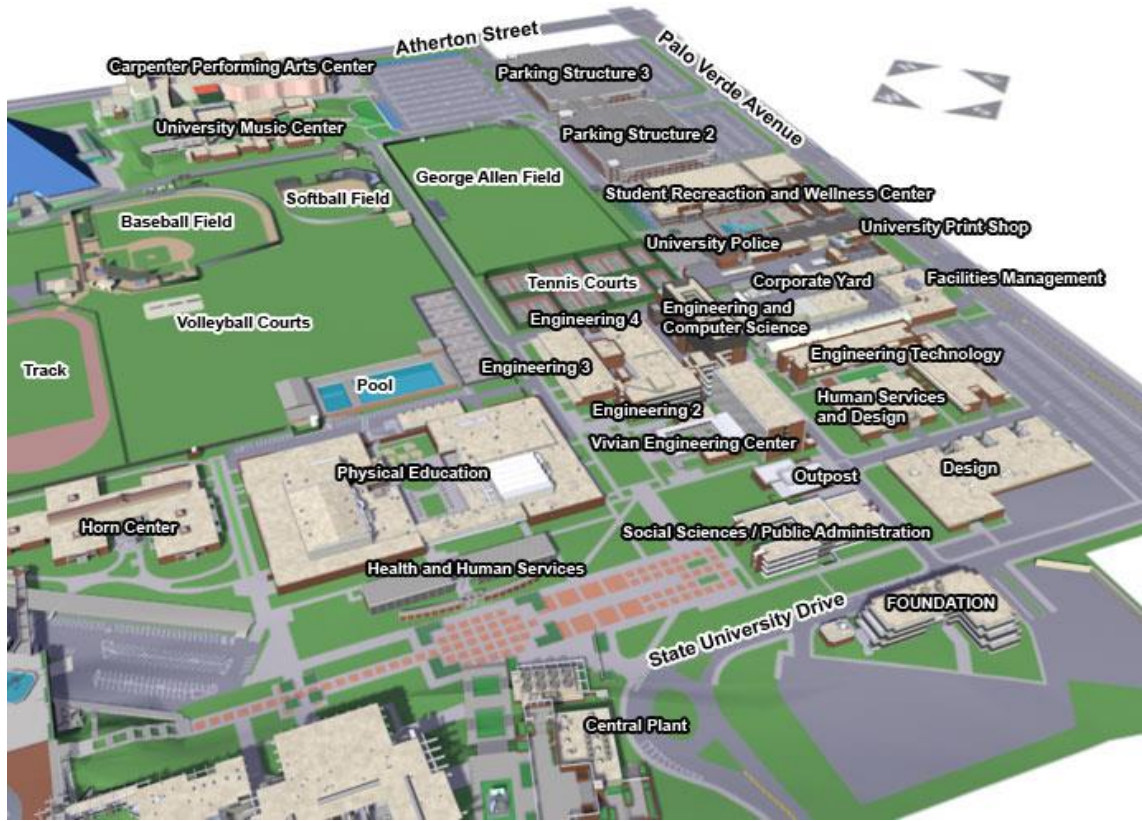
CSULB EMERGENCY OPERATIONS PLAN



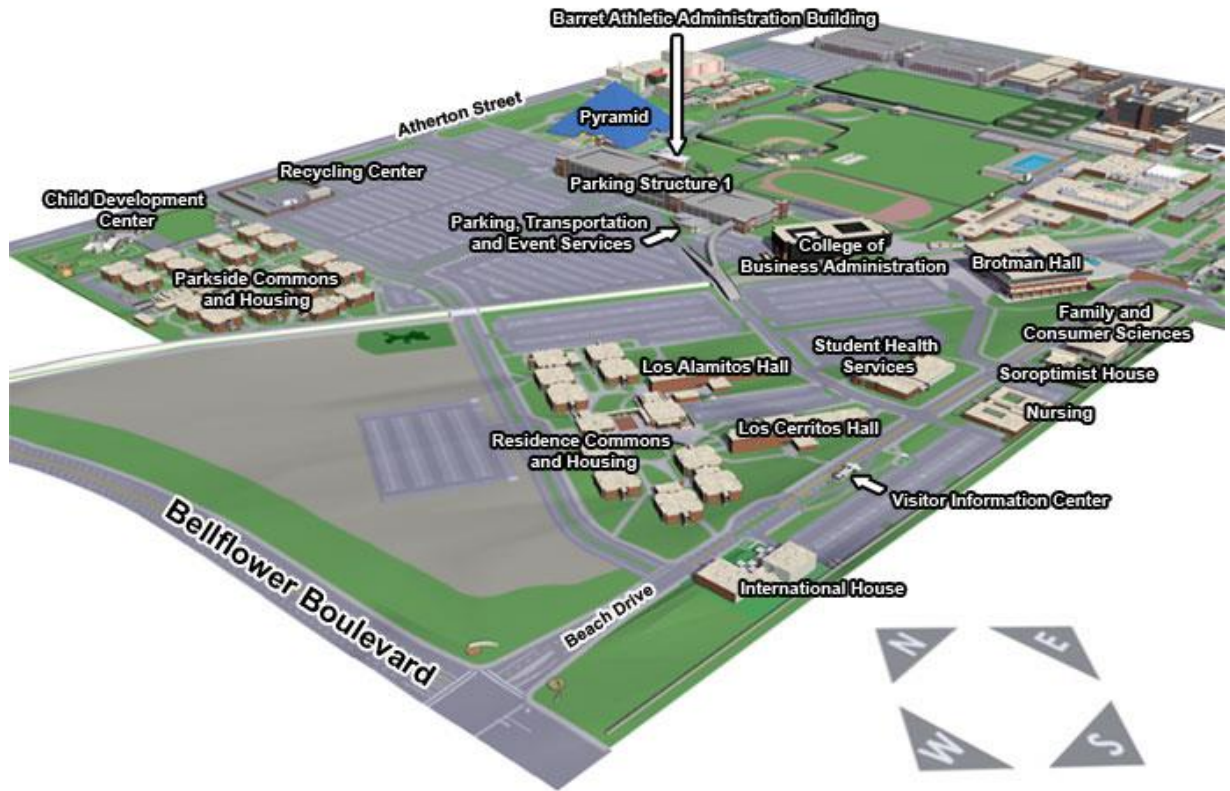
CALIFORNIA STATE UNIVERSITY LONG BEACH

AS	ACADEMIC SERVICES	F8	IH	INTERNATIONAL HOUSE	A5
ANNEX	ART ANNEX	G8	JG	JAPANESE GARDEN	B3
BAC	BARRETT ATHLETIC ADMINISTRATION BUILDING	E2	KIN	KINESIOLOGY	F4
BKS	BOOKSTORE	E7	LAB	LANGUAGE ARTS	G8
BH	BROTMAN HALL	E5	LH	LECTURE HALL 150-151	E8
COB	COLLEGE OF BUSINESS	D4	LA1	LIBERAL ARTS 1	E8
CAFÉ	CAFETERIA	E6	LA2	LIBERAL ARTS 2	E8
CDC	CHILD DEVELOPMENT CENTER	B1	LA3	LIBERAL ARTS 3	E8
CLA	COLLEGE OF LIBERAL ARTS ADMINISTRATION	F8	LA4	LIBERAL ARTS 4	E7
CPIE	COLLEGE OF PROFESSIONAL AND INTERNATIONAL EDUCATION	G5	LA5	LIBERAL ARTS 5	E7
CPAC	CARPENTER PERFORMING ARTS CENTER	G1	LIB	LIBRARY	E8
CP	CENTRAL PLANT	F6	LAH	LOS ALAMITOS HALL	C4
CORP	CORPORATION YARD	H4	LCH	LOS CERRITOS HALL	B5
DC	DANCE CENTER	F1	MHB	MCINTOSH HUMANITIES BLDG	F8
DESN	DESIGN	H5	MIC	MICROBIOLOGY	G7
ED2	EDUCATION 2	F9	MLSC	MOLECULAR & LIFE SCIENCES CENTER	G6
EED	BOB AND BARBARA ELLIS EDUCATION BUILDING	F9	MMC	MULTIMEDIA CENTER	E9
EN2	ENGINEERING 2	G4	NUR	NURSING	C5
EN3	ENGINEERING 3	G4	OP	OUTPOST	G5
EN4	ENGINEERING 4	G4	PTS	PARKING & TRANSPORTATION SERVICES	D3
EC5	ENGINEERING AND COMPUTER SCIENCE	H4		PYRAMID PARKING STRUCTURE	D2
ET	ENGINEERING TECHNOLOGY	H4		PALO VERDE SOUTH PARKING STRUCTURE	H2
FM	FACILITIES MANAGEMENT	H4		PALO VERDE NORTH PARKING STRUCTURE	H1
FO2	FACULTY OFFICE 2	F7	PSC	PARKSIDE COLLEGE	B2
FO3	FACULTY OFFICE 3	F7	PH1	PETERSON HALL 1	F7
FO4	FACULTY OFFICE 4	G7	PSY	PSYCHOLOGY	E7
FO5	FACULTY OFFICE 5	G7	PYR	PYRAMID	E1
FC5	FAMILY AND CONSUMER SCIENCES	D5	RC	RECYCLING CENTER	C1
FA1	FINE ARTS 1	F8	REPR	REPROGRAPHICS	H3
FA2	FINE ARTS 2	G8	SSPA	SOCIAL SCIENCE/PUBLIC AFFAIRS	H5
FA3	FINE ARTS 3	G8	SOR	SOROPTIMIST HOUSE	D5
FA4	FINE ARTS 4	H6	SHS	STUDENT HEALTH SERVICES	C5
FND	FOUNDATION	G6	SRWC	STUDENT RECREATION & WELLNESS CENTER	H3
HSCI	HALL OF SCIENCE	F7	SSC	STUDENT SUCCESS CENTER	F7
HHS1	HEALTH & HUMAN SERVICES 1	F5	SSCH	SOCCER AND SOFTBALL CLUBHOUSE	G2
HHS2	HEALTH & HUMAN SERVICES 2	F5	TA	THEATRE ARTS	F9
HSC	HILLSIDE COLLEGE	B4	UMC	UNIVERSITY MUSIC CENTER	F2
HC	HORN CENTER	F4	UP	UNIVERSITY POLICE BLDG	H3
HRL	HOUSING & RESIDENTIAL LIFE OFFICE	B1	USU	UNIVERSITY STUDENT UNION	F6
HSD	HUMAN SERVICES & DESIGN	H5	UTC	UNIVERSITY TELECOMMUNICATIONS CENTER	G9
			UT	UNIVERSITY THEATRE	G9
			VIC	VISITOR INFORMATION CENTER	B5
			VEC	VIVIAN ENGINEERING CENTER	H4

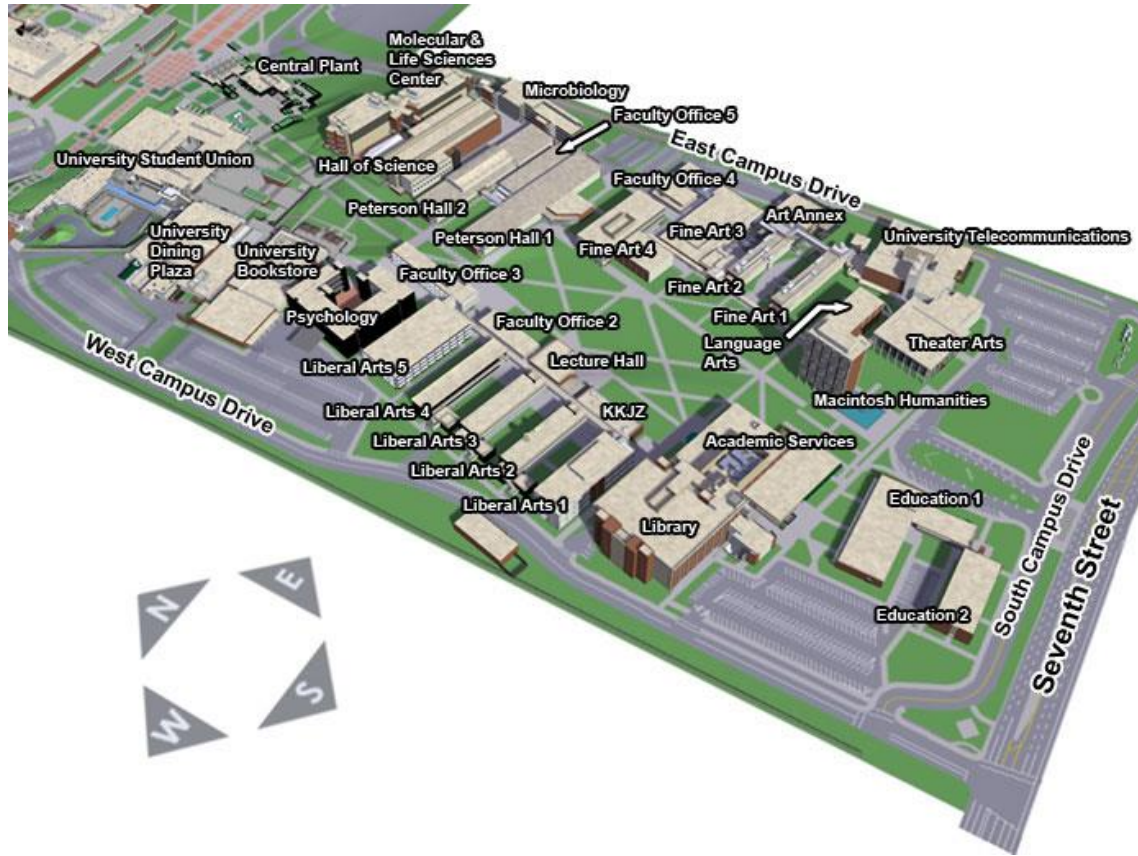
East Campus



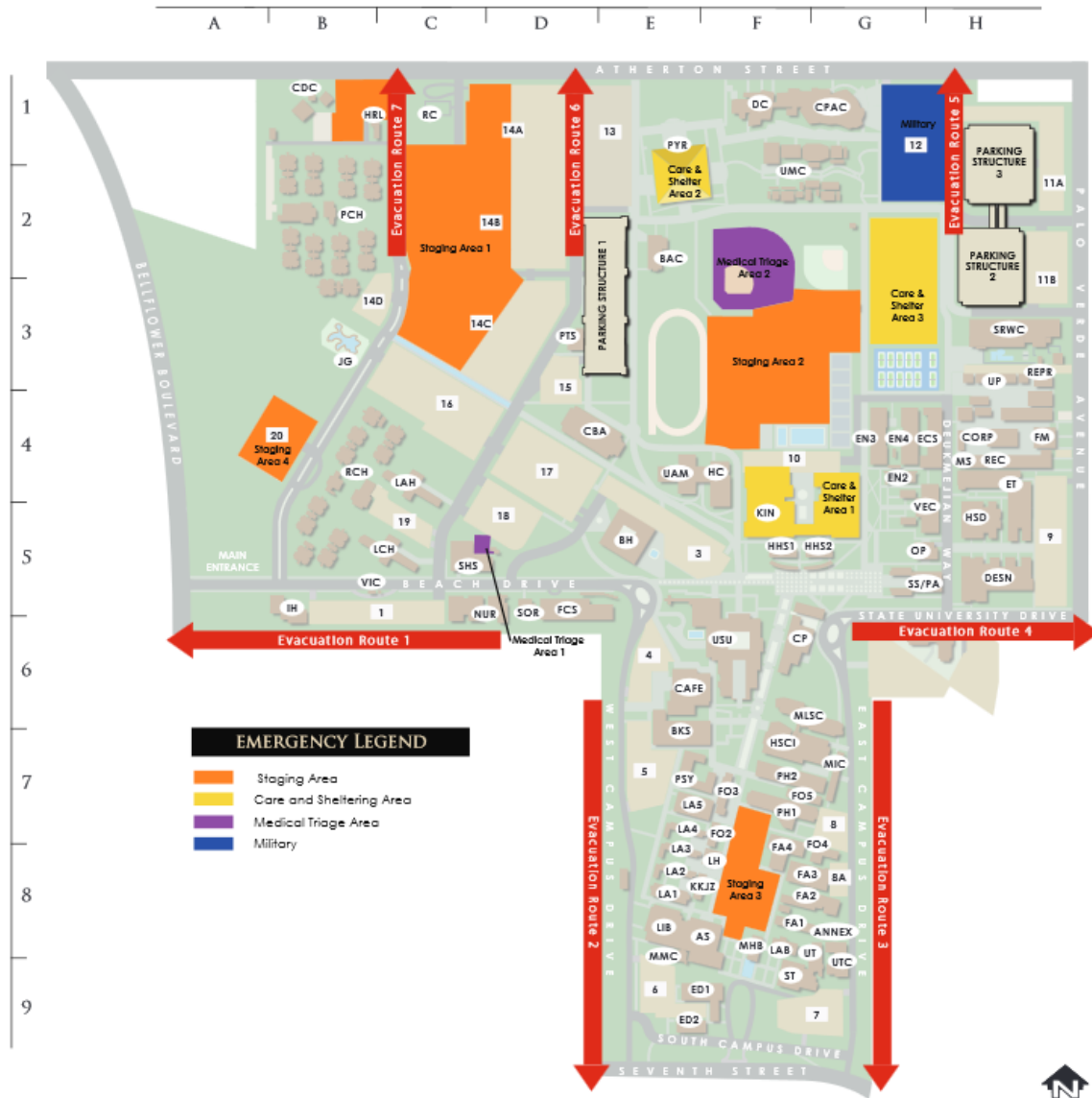
West Campus



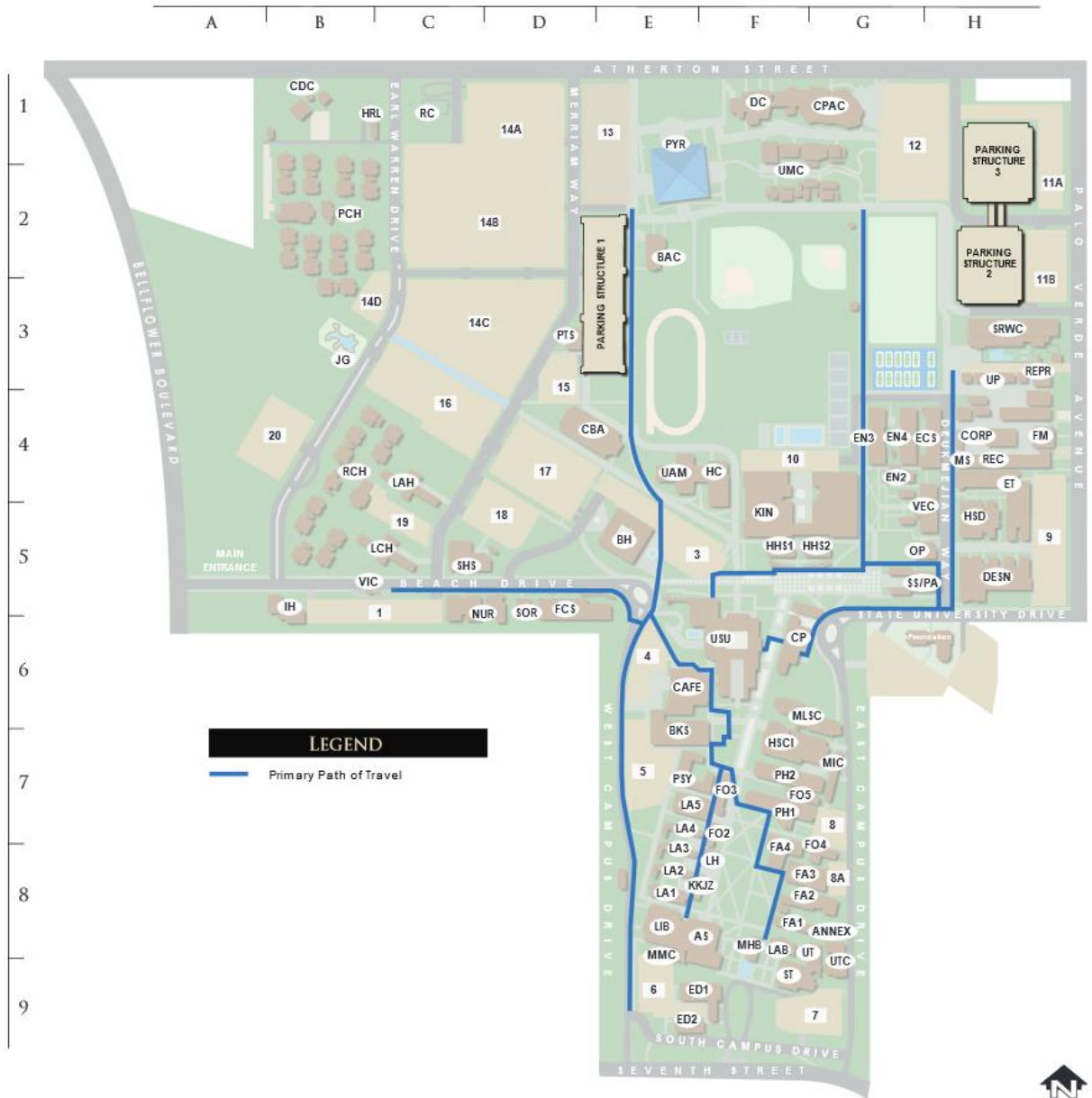
South Campus



EMERGENCY EVACUATION ROUTES



ADA ACCESSIBLE PATHS OF TRAVEL

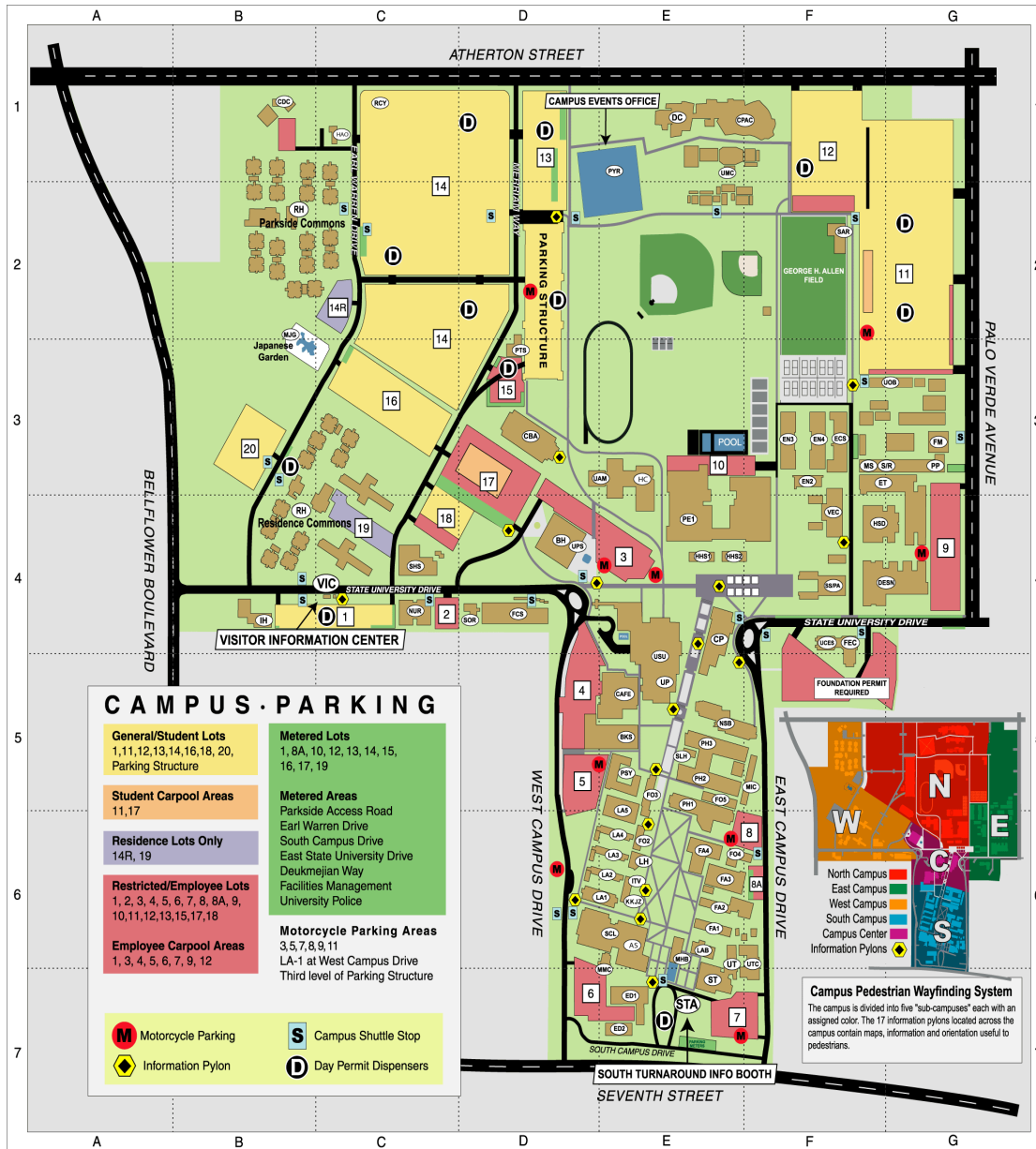


EMERGENCY EVACUATION ASSEMBLY AREAS

EMERGENCY EVACUATION ASSEMBLY AREAS



EMERGENCY GENERATORS



CALIFORNIA STATE UNIVERSITY, LONG BEACH 1250 BELLFLOWER BOULEVARD, LONG BEACH, CA 90840

Art Museum (UAM).....E3	Faculty Office 4 (FO4).....E6	Liberal Arts 3 (LA3).....E6	Residence Housing (RH).....B2, B4
Academic Services (AS).....E5	Faculty Office 5 (FOS).....E5	Liberal Arts 4 (LA4).....E6	Science Lecture Hall (SLH).....E5
Bookstore (BKS).....E5	Family & Consumer Sciences (FCS).....D4	Liberal Arts 5 (LA5).....E6	Shipping/Receiving (S/R).....F3
Brotman Hall (BH).....D4	Fine Arts 1 (FA1).....E6	Library (SCL).....E6	Social Sciences & Pub. Affairs (SS/PA).....F4
Cafeteria (CAFE).....E5	Fine Arts 2 (FA2).....E6	McIntosh Humanities Bldg (MHB).....E6	Soroptimist House (SOR).....D4
Carpenter Performing Arts Center (CPAC).....F1	Fine Arts 3 (FA3).....E6	Mail Services (MS).....F3	South Campus Library (SCL).....E6
Central Plant (CP).....E5	Fine Arts 4 (FA4).....E6	Microbiology (MIC).....F5	Sports, Athletics and Recreation Offices (SAR).....F2
College of Business Administration (CBA).....D3	Foundation Education Center (FEC).....E6	Multi-Media Center (MMC).....D6	Steve and Nini Horn Center (HC).....E3
Dance Center (DC).....E1	KKJZ/FM (KKJZ).....E6	Music Center (UMC).....E1	Student Health Services (SHS).....C4
Design Center (DESN).....F4	Health & Human Services 1 Classrooms (HHS1).....E4	New Science Building (NSB).....E5	Studio Theatre (ST).....E7
Earl Burns Miller Japanese Garden (MJG).....B3	Health & Human Services 2 Offices (HHS2).....E4	Nursing (NUR).....C4	Univ. College and Extension Services (UCES).....F4
Education 1 (ED1).....E7	Horn Center (HC).....E3	Parking and Transportation Svc. (PTS).....D3	University Art Museum (UAM).....E3
Education 2 (ED2).....E7	Housing Administration Office (HAO).....F4	Peterson Hall of Science 1 (PH1).....E5	University Bookstore (BKS).....E5
Engineering 2 (EN2).....F3	Human Services and Design (HSD).....F4	Peterson Hall of Science 2 (PH2).....E5	University Music Center (UMC).....E1
Engineering 3 (EN3).....F3	Instructional Resources (ITV).....E6	Peterson Hall of Science 3 (PH3).....E5	University Office Building (UOB).....G3
Engineering 4 (EN4).....F3	International House (IH).....B4	Physical Ed./ Ymposiums (PE1).....E4	University Police (UP).....G3
Engr & Computer Sciences (ECS).....F3	Isabel Paterson Child Development Center (CDC).....B1	Physical Planning (PP).....G3	University Print Shop (UPS).....G3
Engineering Technology (ET).....F3	Language Arts Building (LAB).....E6	Pool.....E3	University Student Union (USU).....E4
Facilities Management (FM).....G3	Lecture Halls (LH-150 &151).....E6	Psychology (PSY).....E5	University Telecommunications (UTC).....F6
Faculty Office 2 (FO2).....E6	Liberal Arts 1 (LA1).....D6	Pyramid (PYR).....E1	University Theatre (UT).....E6
Faculty Office 3 (FO3).....E5	Liberal Arts 2 (LA2).....E6	Recycling Center (RCY).....C1	Visitor Information Center (VIC).....C4

EMERGENCY GENERATORS

ID	TAG #	LOCATION	TYPE	FUEL
1	498	Corporation Yard	Onan	Diesel
	499	Corporation Yard	Onan	Diesel
	3765	Corporation Yard	Generac	Diesel
	B79	Corporation Yard / MDF-B		
2	881	Music Center Mech. Room	Kohler	Diesel
3	2182	Brotman Hall /Lot E2	Volt	Gas
4	2278	VEC Transformer Room	Kohler	Gas
5	2827	Health Center	Volt	Diesel
6	3110	Design	Olympian	
7	3764	Main Library Roof	Onan	Gas
8	3766	E Tech Mech. Room	Onan	Gas
9	3767	Microbiology Roof	Onan	Diesel
10	3788	Mcintosh	Honda	Gas
11	3789	LA3 / West Campus Road	Onan	Diesel
12	3790	North side Horn Center	Onan	Diesel
13		MDF-A / West Campus Road		
14		MDF-C / Lot G4		

STAGING AREAS

Care and Shelter:

Kinesiology (KIN) Building
 Pyramid
 George Allen Field

Medical:

Student Health Center Receiving
 Baseball Field

Evacuation:

Lot G7
 Athletic Fields
 Upper Campus Quad
 Lot G2

PERSONAL EMERGENCY PLANNING GUIDE

The key to surviving any disaster situation is planning and preparation. Students, staff, and faculty are encouraged to discuss emergency planning with family members, housemates, officemates or anyone else they may share a residence or office space with. Be sure to consider any special needs, disabilities, or particular hazards near your home.

Escape Routes

Have at least two different escape routes planned for each part of your home or workplace. It is important that you know the quickest AND safest escape route from each room or building as well as all the foreseeable hazards that could be in your path.

Keep a flashlight in your office and by your bedside. Keep a pair of shoes under your bed. Major earthquakes will probably disrupt power, if this happens at night or inside a building with limited windows you will need the flashlight to make your way out. Shoes will provide protection from broken glass or fallen objects.

Shutoff Valves

Locate your gas, electric, and water shutoff valves AND know how to shut them off. It is recommended you paint the shutoff valves white or with reflective paint so they are visible in dark or smoky conditions.

Decide on a location you will meet if a major disaster hits when your family is separated. Have plans for each member of the family to reach a safe refuge. Make sure you have adequate emergency supplies in your car to sustain you while getting to your refuge.

Reunification Plan

The reunification plan should consider many possibilities. Will family members at work go home, or will you meet somewhere else? Who will pick up children from school? What if a family member is out of the area? What if your home is damaged and uninhabitable?

There may be no means of transportation available except by foot immediately following a major earthquake. It may take days for family members to reunite. Having a plan in place before the disaster eases the stress of this separation.

Select a place to use as an evacuation site where the family can reunite if your home is uninhabitable. The site should be near your home, in the open, away from hazards, and safe from injury due to aftershocks. Parks, yards, and parking lots are good areas to consider

It is **extremely** important that you do not use your telephone indiscriminately after a major disaster. Reserve the telephone for emergencies only.

In all likelihood phone lines into and out of a disaster area will be down. Cellular phones will also likely NOT work immediately following a disaster as the repeater towers may be damaged or overloaded due to calls.

Telephone Contact

Normally long distance phone lines **out** of the disaster area are some of the first phone services to be restored. You should identify a telephone contact that lives out of the area, preferably in another state, as a telephone contact. Separated family members can use this contact to find out information, pass along messages, set up alternative meeting places. Family members not living in the area may also contact this person to find out about family members in the disaster area.

Volunteer to act as a telephone contact for your contact. There is no place in the United States that does not have the potential of suffering a major disaster!

Single family wood frame buildings can be the most earthquake resistant type of construction. These buildings typically move with the earthquake. The key to riding out an earthquake is to make sure your home behaves as one continuous unit. The following should help protect your home from earthquake damage:

Preparing Your Home

1. Check your homes foundation to ensure it is in good condition, particularly in older homes.
2. Your home should be bolted to the foundation. Houses built since 1940 are required to have sill bolting, but some may have been built without them. If you do not have sill bolts you should have 5/8" x 8 1/2" standard sill bolts installed every 4 feet.
3. If your house has a crawl space between the ground and first floor, check to see if you have cripple walls. Cripple walls are plywood sheeting the covers the entire wall area and stiffens the structure.
4. If your home was built prior to 1960 and has a chimney you will likely need to have it reinforced and tied to the building.

CSULB EMERGENCY OPERATIONS PLAN

Look at each room in your home or office with “Earthquake Eyes.” Take some time in each room and think “if a major earthquake hit right now, what here could hurt me.” After you decide what can hurt you take steps to reduce that chance of it happening.

Safety Survey of Your Home or Office

- Avoid placing beds or desks directly under windows that may shatter
- Place heavy objects on the floor or lower shelves
- Attach wall hangings, pictures, etc to wall studs
- All gas appliances should be installed with flexible gas line
- Attach “child-proof” latches on cabinets to prevent opening during quake.
- Contact your local trash authority for locations to dispose of excess chemicals and hazardous waste. If you don’t need it, don’t store it.
- Avoid hanging pictures or placing heavy objects over bed and desks
- Remove or lock any wheels under furniture, appliances, or heavy objects
- Attach tall furniture to wall studs to prevent it from tipping over.
- Segregate chemicals according to manufactures suggestions. Storing at floor level in a secure cabinet
- Water heaters should be double strapped to the studs in the wall behind it.
- Keep emergency supplies for you and your family in a safe location OUTSIDE your home and garage.

DISASTER SUPPLY KITS

Following a disaster normal supplies that you use in daily living may not be available or inaccessible. It is suggested you have a disaster supply kit that will allow you to be self-sufficient for at least 72 hours. The composition and size of the kits will vary based on individual needs, family size, and personal preferences. To be considered complete these kits should contain food, water, clothing, supplies, medical and hygiene items to meet everyone's (pets too!!) personal needs.

Home Supply Kits

Home disaster supply kits should be put together to supply you and your family with the basic equipment and provisions to take care of yourselves for at least 72 hours. Containers for kits should be large enough to hold all the supplies but small enough to handle without difficulty. A large plastic garbage can or similar larger storage system is recommended.

Water

The human body can survive about 30 days without food but less than a week without water under cool to moderate conditions. As outside temperatures rise the survivability without water drastically plummets. In order to survive you must have water.

The minimum amount of water you should have stored for a disaster is:

1 GALLON PER PERSON PER DAY FOR THREE DAYS

For a family of four this translates to:

$$1 \text{ gallon} \times 4 \text{ people} \times 3 \text{ days} = 12 \text{ gallons } \underline{\text{MINIMUM}}$$

Do not forget to include pets in the equation as well. So in the above example a family of four with a dog and a cat needs:

$$1 \text{ gallon} \times 6 \text{ people/animals} \times 3 \text{ days} = 18 \text{ gallons } \underline{\text{MINIMUM}}$$

Three gallons a day minimum will require a great deal of water conservation on your part. If possible a seven day supply would be much more preferable. Water supplies should be changed once a year at a minimum.

If your water supply is shut off any your stored emergency supplies have been exhausted, there are several alternative sources.

- Water heaters tanks may be shut off and drained
- Water from unsalted canned vegetables may be used

CSULB EMERGENCY OPERATIONS PLAN

If you are unsure of the quality of the water, purify it before drinking. You can heat water to a rolling boil for 10 minutes, use purification tablets, or use unscented 5.25% household liquid bleach to purify. To purify using bleach add bleach to the water, shake or stir the container then let it stand for 30 minutes before drinking. For amounts of bleach to add use the following table as a guide:

Water Quantity	Bleach Added
1 quart	4 drop from a medicine dropper
1 gallon	16 drops from a medicine dropper
5 gallons	1 teaspoon

Food

When selecting food supplies consider the ease of preparation, ease of storage, shelf life, and personal preferences of your family what works for one family may not for another. Some tips on food selection:

- Foods selected should not require a large amount of water to cook,
- Foods should be easily stored in your kit
- Foods should have a shelf life that allows them to last at least one year before needing replacement.
- Do not purchase salty foods, they will make you thirsty.
- Select foods that the whole family enjoys
- Include a method of heating (sterno, camp stove) AND matches along with eating utensils (paper plates, cups, utensils, pot and pans, etc)

Suggested food for your disaster supply kit includes:

- Ready to eat meals
- Crackers
- Baby food
- Canned vegetables
- Peanut Butter
- Canned Formula
- Canned meats
- Granola Bars
- Hard Candy
- Canned Soup
- Sugar, salt, pepper
- Instant Coffee/tea
- Canned Juices
- Vitamins
- Food for your pets

CSULB EMERGENCY OPERATIONS PLAN

Clothing

A complete change of clothing for each member of your family should be wrapped to remain dry and placed in your kit. Clothing should be layerable so that it will provide warmth in cold weather and be cool enough for summer. Also include a sturdy pair of shoes or boots, hats and gloves, sunglasses, and thermal underwear for each person.

Hygiene Supplies

Include a bar of soap, liquid dish detergent, shampoo, toothpaste, toothbrushes, tissues, toilet paper, and sanitary napkins should be included in your kit.

Medical Supplies

Your kit needs to include a complete first aid kit. These kits may be purchased from a number of sources or put together piece-by-piece. Remember to include any prescription medications that your family takes a written list of prescriptions, allergies, and doctors. You should have a first aid kit in your home, one for each car, and in your office. The following supplies are recommended for any first aid kit you buy or assemble:

- | | | |
|--|--|---|
| <input type="checkbox"/> Adhesive Bandages | <input type="checkbox"/> Tweezers | <input type="checkbox"/> Aspirin/Pain Reliever |
| <input type="checkbox"/> 2 inch gauze pads | <input type="checkbox"/> Sewing Needles | <input type="checkbox"/> Anti-diarrhea medicine |
| <input type="checkbox"/> 4 inch gauze pads | <input type="checkbox"/> Antiseptic Wipes | <input type="checkbox"/> Antacid |
| <input type="checkbox"/> Medical tape | <input type="checkbox"/> Thermometer | <input type="checkbox"/> Syrup of Ipecac |
| <input type="checkbox"/> Triangular bandages | <input type="checkbox"/> Tongue Depressors | <input type="checkbox"/> Laxative |
| <input type="checkbox"/> 2 inch roller bandage | <input type="checkbox"/> Petroleum Jelly | <input type="checkbox"/> Activated Charcoal |
| <input type="checkbox"/> 3 inch roller bandage | <input type="checkbox"/> Safety Pins | <input type="checkbox"/> Prescription medicine |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Latex Gloves | <input type="checkbox"/> First Aid Manual |

Tools Kits, Supplies and Special Items

The following supplies and tools should also be stored in your home supply kit:

- | | | |
|--|--|---|
| <input type="checkbox"/> Flashlight with extra bulbs and batteries | <input type="checkbox"/> Portable radio with extra batteries | <input type="checkbox"/> Space blanket |
| <input type="checkbox"/> Sleeping bags | <input type="checkbox"/> Tent | <input type="checkbox"/> Mess kits or paper plates, cups and utensils |
| <input type="checkbox"/> Cash or Travelers Checks | <input type="checkbox"/> Can Opener | <input type="checkbox"/> Type ABC Fire Extinguisher |
| <input type="checkbox"/> Duct Tape | <input type="checkbox"/> Matches in water proof container | <input type="checkbox"/> Lighter or sparking tool |
| <input type="checkbox"/> Aluminum Foil | <input type="checkbox"/> Plastic bags | <input type="checkbox"/> Signal Flare |
| <input type="checkbox"/> Whistle | <input type="checkbox"/> Paper and Pencil/pens | <input type="checkbox"/> Needles and thread |

CSULB EMERGENCY OPERATIONS PLAN

- | | | |
|---|--|--|
| <input type="checkbox"/> Medicine Dropper | <input type="checkbox"/> Plastic Sheeting | <input type="checkbox"/> Tarp |
| <input type="checkbox"/> Toilet Paper | <input type="checkbox"/> Soap | <input type="checkbox"/> Feminine Supplies |
| <input type="checkbox"/> Personal Hygiene items | <input type="checkbox"/> Garbage bags | <input type="checkbox"/> Plastic bucket with lid |
| <input type="checkbox"/> Rope | <input type="checkbox"/> Shovel | <input type="checkbox"/> Pet Supplies |
| <input type="checkbox"/> Disinfectant | <input type="checkbox"/> Chlorine Bleach | <input type="checkbox"/> Pliers |
| <input type="checkbox"/> Hammer | <input type="checkbox"/> Screwdriver | <input type="checkbox"/> Utility Knife |
| <input type="checkbox"/> Old pair of glasses | <input type="checkbox"/> Games and books | <input type="checkbox"/> Family records |
| <input type="checkbox"/> Copies of financial papers | <input type="checkbox"/> Copies of medical records | <input type="checkbox"/> Inventory of assets |

Creating a Family Disaster Plan

1. Contact your local American Red Cross or Office of Emergency Management
 - Find out which disasters are most likely to affect your community
 - Find out how to prepare your home and yourself for each type of disaster
 - Find out how you will be warned or advised of emergency information.
 - Learn CPR and First Aid
2. If you have children contact their school/day care and find out what their plans are in the event of a disaster and how to reunite with your children.
3. Meet with your family
 - Discuss the types of disasters that could occur
 - Discuss how to prepare and respond to each disaster
 - Discuss how to evacuate every room in your home
 - Decide where to meet if you cannot get home
 - Decide on who to use as an out-of-area contact
 - Discuss emergency supplies
 - Practice what you have discussed
4. Survey your house with your family
 - Post emergency contact numbers by each phone
 - Learn and practice how to shut off water, gas, and electricity at the mains
 - Install smoke detectors on each floor of your house, especially in bedrooms. Check them monthly and change batteries twice a year.
 - Move heavy objects to lower shelves
 - Secure tall furniture and pictures to wall studs
 - Strap water heater to wall studs
5. Buy and store emergency supplies
6. Meet with your neighbors.
 - Plan how the neighborhood could work together after a disaster.
 - Consider how you could help your neighbors who have special needs.
 - Make plans for child care in case parents cannot get home.



21 Weeks to prepare

Weekly shopping list based on a family of 4

Week 1				
Tour your home to gather items you already have. Place all items in a waterproof bag or container before packing in kit. Check off each item as you go.				
<input type="checkbox"/> A sturdy, easy-to-carry container to hold items (backpack, duffle bag or large tote)				
<input type="checkbox"/> A set of clothes and sturdy shoes for each family member				
<input type="checkbox"/> Copies of important papers (birth certificates, ID, insurance policies, passports, home lease/deed, etc.				
<input type="checkbox"/> A 3-day supply of your medications				
<input type="checkbox"/> A current list of family phone numbers and e-mails including someone who can be reached if local lines are down				
<input type="checkbox"/> A map (mark an evacuation route on it from your local area)				
<input type="checkbox"/> Extra cash in small bills				
<input type="checkbox"/> Spare keys for house and car				
<input type="checkbox"/> Spare glasses or contacts and solution				
<input type="checkbox"/> Books or toys				
Week 2	Week 3	Week 4	Week 5	Week 6
<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 1 jar peanut butter <input type="checkbox"/> 1 box crackers <input type="checkbox"/> 2 boxes energy bars <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 2 cans meat/fish <input type="checkbox"/> 2 cans fruit/veggies <input type="checkbox"/> manual can opener <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 1 bottle juice <input type="checkbox"/> 1 pkg hand sanitizer <input type="checkbox"/> antibacterial soap <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 1 liquid dish soap <input type="checkbox"/> 2 rolls toilet paper <input type="checkbox"/> 1 box facial tissues <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> first aid kit & guide <input type="checkbox"/> latex gloves <input type="checkbox"/> tweezers <input type="checkbox"/> weather radio \$1.75*
Week 7	Week 8	Week 9	Week 10	Week 11
<input type="checkbox"/> thermometer <input type="checkbox"/> allergy/pain reliever in childproof container <input type="checkbox"/> sunscreen <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> feminine supplies <input type="checkbox"/> comb & brush <input type="checkbox"/> 1 potted meat <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> towels & washcloths <input type="checkbox"/> toothbrushes & paste <input type="checkbox"/> shampoo, bar soap <input type="checkbox"/> deodorant <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> umbrella/slicker <input type="checkbox"/> scarf <input type="checkbox"/> winter gloves <input type="checkbox"/> 1 bottle juice <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 1 pkg energy snacks <input type="checkbox"/> emergency blanket <input type="checkbox"/> matches <input type="checkbox"/> weather radio \$1.75*
Week 12	Week 13	Week 14	Week 15	Week 16
<input type="checkbox"/> flashlight <input type="checkbox"/> batteries <input type="checkbox"/> cotton rope <input type="checkbox"/> 1 bottle juice <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> screwdriver <input type="checkbox"/> utility knife <input type="checkbox"/> pliers <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 2 cans fruit/veggies <input type="checkbox"/> 1 pkg eating utensils <input type="checkbox"/> 1 pkg plastic cups <input type="checkbox"/> paper towels/napkins <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> pet food & dishes <input type="checkbox"/> extra water <input type="checkbox"/> leash <input type="checkbox"/> litter pan/litter <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> 2 cans meat/fish <input type="checkbox"/> cell phone & charger <input type="checkbox"/> dried fruits and nuts <input type="checkbox"/> weather radio \$1.75*
Week 17	Week 18	Week 19	Week 20	Week 21
<input type="checkbox"/> 1 gallon water <input type="checkbox"/> extra flashlight <input type="checkbox"/> extra batteries for radio & flashlight <input type="checkbox"/> 1 bottle juice <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> work gloves <input type="checkbox"/> dust masks <input type="checkbox"/> chlorine bleach <input type="checkbox"/> garbage bags & ties <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 1 gallon water <input type="checkbox"/> plastic sheeting <input type="checkbox"/> plastic bucket & lid <input type="checkbox"/> disinfectant <input type="checkbox"/> notepad & pen <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> 2 boxes dry cereal <input type="checkbox"/> box graham crackers <input type="checkbox"/> whistle <input type="checkbox"/> duct tape <input type="checkbox"/> 1 pkg energy snacks <input type="checkbox"/> weather radio \$1.75*	<input type="checkbox"/> comfort foods <input type="checkbox"/> scissors <input type="checkbox"/> extra blankets <input type="checkbox"/> small pillows <input type="checkbox"/> water container <input type="checkbox"/> weather radio \$1.75*

*Save \$1.75 a week and purchase your weather radio at the end of 21 weeks.

Customize your kit for your family.

For Baby: baby food, formula, bottles, diapers, extra water for formula and washing bottles

For Seniors: oxygen, walker, adult diapers, hearing aid with extra batteries and extra medications

For Pets: carrier, medicines, inoculation and health records, ID tags, photo of you with your pet(s)

For Children: toys, travel games, extra batteries, stuffed animal, cards, crayons, paper, books

Daylight Savings Time: When you change your clocks, check your kit! Replace expired food, medicine and batteries. Check clothing for fit and seasons. Also change smoke and carbon monoxide detector batteries.

For more preparedness tips, visit redcross.org.

ACTS OF VIOLENCE

The University Police will utilize an appropriate level of response to all reported acts of violence on the CSU Long Beach campus. Response by the University Police will be implemented for any of the following scenarios

- Report of shots fired on or around the CSU Long Beach campus
- Report of a weapon on campus
- A hostage situation or armed barricaded person on or around the CSU Long Beach campus
- Report of a shooting, stabbing, or other assault with a deadly weapon on or around the CSU Long Beach campus
- Report of a fight in progress
- Report of an extremely disruptive, potentially violent, and/or emotionally unstable individual

Campus Community

In the event you are INSIDE when an act of violence occurs you should take the following actions:

- If it is determined that it is safer to remain in the classroom or office then efforts should be made to lock/barricade the doors and windows of the room. Stay away from exposed windows and doors. Remain in place until directed you receive an “all clear” message or are escorted out by University Police or other recognized person of authority.
- If you witness the incident notify the University Police at 911 once you are at a safe location and provide:
 - Location of incident/crime
 - Whether there are any known injured persons
 - Suspect(s) description
 - Type(s) of weapons
 - Last known direction of travel of the suspect(s)
- Members of the campus community should **not** attempt to negotiate or contact a potentially violent suspect. There have been numerous documented situations that ended tragically where well-meaning, but untrained individuals attempted to negotiate and/or contact a violent offender.
- Members of the campus community should **not** exchange themselves for hostages. The exchange of hostages increases the probability of tragedy and may result in violence or additional hostages being taken.

CSULB EMERGENCY OPERATIONS PLAN

- If the incident results in the evacuation of a building or buildings follow the directions of the Building Marshal and/or University Police.
- Staff and faculty should try to keep their class together when an evacuation is ordered.

In the event you are OUTSIDE when an act of violence occurs you should take the following actions:

- Move away from the danger and seek shelter in a safe location.
- If you witness the event contact the University Police at 911 and provide
 - Location of incident/crime
 - Whether there are any known injured persons
 - Suspect(s) description
 - Type(s) of weapons
 - Last known direction of travel of the suspect(s)
- Members of the campus community should **not** attempt to negotiate or contact a potentially violent suspect. There have been numerous documented situations that ended tragically where well-meaning, but untrained individuals attempted to negotiate and/or contact a violent offender.
- Members of the campus community should **not** exchange themselves for hostages. The exchange of hostages increases the probability of tragedy and may result in violence or additional hostages being taken.

University Administration / University Police

- The University Police will ensure that an appropriate level of response to the situation is instituted.
- Where appropriate the University Police will seek the assistance of any outside agency necessary to resolve the incident.
- The University Police will ensure that the appropriate level of notification to University Administration is made regarding the incident.
- The University Police will ensure that the appropriate reports are filed detailing the incident and actions taken to resolve the incident. A full investigation of the incident will be performed by the University Police and, where appropriate, criminal filings will be sought on identified suspects.

Prevention of Violence

All staff, faculty, and students are encourage to speak with their supervisor, the University Police, the Office of Student Affairs, the Office of Equity and Diversity, the University Omsbud Office, or any recognized support group should they feel a domestic situation or casual contact situation could lead to an act of violence.

If any member of the campus community feels that an act of violence is imminent they are encouraged to contact the University Police immediately at 9-1-1 from any campus phone.

If any member of the campus community has a Court Restraining Order against an individual they should file that order with the city in which they live, the city in which they work, as well as the University Police.

If members of the campus community feel that a meeting or conference could become violent they are encouraged to contact the University Police beforehand.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all Crime Scene Investigation has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

AIRCRAFT CRASH

The airspace over CSU Long Beach is routinely filled with air traffic. The campus is in the direct flight path of approach and departure routes from the Long Beach Airport which provides services to a wide variety of civilian and military aircraft. There are several densely occupied buildings along the flight path including:

- Sciences
- The University Student Union
- Brotman Hall
- Physical Education
- The Horn Center
- The Pyramid

There are also extensive open spaces along this path as well including:

- The Athletic Fields
- Parking Lot 13
- Parking Lot 14

In addition major air routes for national and international flights cross over or near the CSU Long Beach campus. There are five major airports that serve the Los Angeles/Orange County Area.

- Los Angeles International Airport – The 4th busiest airport in the world.
- Long Beach Airport – The 15th busiest airport in the nation
- John Wayne Airport – The 19th busiest airport in the nation
- Ontario Airport – Ranked in the top 100 busiest airports in the nation.
- Burbank Airport – Ranked in the top 100 busiest airports in the nation.

In the event of an aircraft crash on or near the University the following actions should be taken:

Campus Community

- Explosion and fire as well as falling debris pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away then to protect yourself against blast damage **drop, cover and hold**.
- If you witness an aircraft crash contact the University Police at 911.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit. If an evacuation is ordered follow the instructions of the Building Marshal or University Police.
- ❑ Those members of the campus community who are trained in first aid are encouraged to provide care for the injured. **PROVIDED IT IS SAFE TO BE IN THE AREA.**
- ❑ Untrained individuals should NOT enter the crash site. A well intentioned but untrained and ill-equipped person who enters the crash site risks serious injury or far worse. If you are aware of places where people may be trapped inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.

University Administration / University Police

- ❑ Due to the nature of the incident the University Police will manage the response effort in accordance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).
- ❑ Priority in response will be given to rescuing injured and/or trapped individuals, triaging and treating injured persons, and securing property against further loss.
- ❑ Emergency response for any on-campus air crash will be coordinated through the University Police until relieved of that responsibility by the Long Beach Fire Department, the National Transportation Safety Board, the Department of Defense, or the Federal Bureau of Investigation.
- ❑ Upon relief the University Police Incident Commander will act as the University Police's liaison to the Incident Command Staff. In this capacity they will ensure that any and all assistance the University can provide is made available to the response effort.
- ❑ Based on the response needs the Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response

CSULB EMERGENCY OPERATIONS PLAN

- ❑ Due to the nature of the incident the area around the crash site will be closed to entry as a crime scene. No unauthorized personnel will be allowed access to the area until the investigatory agency responsible for the crash has determined it clear to be opened.
- ❑ The University Police Watch Commander/Incident Commander will ensure that the department fully cooperates with any initial investigation into the crash. This includes, but is not limited to, providing any known video tape of the incident, any witness information discovered, and any reports filed regarding the incident.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

BOMB THREATS

For a variety of reasons the University may become the target of a bomb threat. The University treats all threats as real and actively responds to any bomb threat.

Campus Community

Telephone Bomb Threats

Most bomb threats are received by telephone. When faculty, staff, or a student receives a bomb threat they should try to remain calm and get as much information as possible.

- Use the following Bomb Threat Checklist to get as much information as possible from the caller. At the minimum try to get the following information:
 - Where is the bomb?
 - When will the bomb explode?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you choose this location?
 - Do you want to hurt people?
 - What is your name (or groups' name)?

In addition try to determine the callers:

- Sex
 - Ethnicity
 - Approximate age
 - Tone of voice
 - Mental condition
 - Accent
 - Organization affiliations
 - Speech mannerisms
 - Listen for background noises
- Immediately after receiving the call notify the University Police at 9-1-1 from any campus phone and report the incident.
 - Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call.

Suspicious packages

Whenever faculty, staff, or a student discover a suspicious package or object the following guidelines should be followed:

- Immediately report the item to the University Police at 9-1-1 from a campus phone.
- Under no circumstances should the package be touched, moved, or tampered with by anyone other than a specially trained emergency responder.**
- Refrain from using cell phones or portable radios within 1000 feet of a suspected device. The Radio Frequency emitted could be enough to detonate and explosive device should one be present.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the device.
- Any evacuation ordered due to a bomb threat is **mandatory**. All inhabitants of the area being evacuated will immediately move towards a safe exit and remain outside the area until it is deemed safe to enter.
- If an actual explosion occurs see Tab I – Explosions for further information.
- For more information on recognition of suspicious packages see Terrorism – Tab T

University Administration / University Police

- The University Police are responsible for determining the credibility of any bomb threat. All actions taken will be based on the credibility of the threat coupled with the evidence on hand at the time of the incident.
- The University Police will utilize a three level response model when responding to any bomb threat. Each level is designed to provide measured and appropriate actions, which maximize the safety of people while minimizing the disruption to the campus community
- The University Police will be responsible for completing all required reports, assist in or perform a full criminal investigation into the incident, as well as notify the appropriate University Administrators of the incident.
- Upon receipt of a bomb threat the University Police Chief or his/her designee shall contact the Emergency Operations Executive (Vice President for Administration and Finance) as soon as is practical without hampering response efforts.

Level 1 Response – Low Level of Threat

Definition:

Low Level of Threat: A threat that poses a minimal risk to the victim and public safety.

- Threat is vague and indirect. (Unspecified location, no device, etc)
- Information contained within the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggests person is unlikely to carry it out.
- Threat is made by young child (under 9 or 10) and there is laughter in the background.
- The caller is definitely known and has called numerous times.

Procedure:

Whenever a bomb threat is reported that falls under the “Low Level of Threat” category then University Police and authorities designated and authorized by University Police will be used to check any and all public areas as deemed necessary by University Administration. The Crisis Group will be notified as well as the Policy Group. The appropriate Dean(s) and/or facility manager(s) will be notified of the incident. Absent any further proof no general warning will be issued nor will any evacuations take place.

Level 2 Response – Medium Level of Threat

Definition: A threat that could be carried out, although it may not appear entirely realistic.

- Threat is more direct and more concrete than a low-level threat. (Specified location, specific instructions, etc.)
- Wording in the threat suggests that the threatener has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the threatener has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility—an allusion to a book or movie that shows the planning of a violent act, or a vague, general statement about the availability of weapons.
- There may be a specific statement seeking to convey that the threat is not empty: "I'm serious!" or "I really mean this!"

Procedure:

Whenever a bomb threat is reported that falls under the “Medium Level of Threat” the University Police will lead and conduct a systematic search of the location. Outside agencies may be used to assist and facilitate a search. Although no general warning or evacuation will be forced. All inhabitants of the area will be informed of the threat and given the option of remaining. The Crisis Group and Policy Group will be notified of the incident and actions being taken. The appropriate dean or facility manager will be informed of the incident. The Emergency Notification System may be used depending on circumstances.

Level 3 Response – High Level of Threat

Definition: A threat that appears to pose an imminent and serious danger to the safety of others.

- Threat is direct, specific and plausible. For example, "This is John Smith. I'm fed up with Mr. Jones yelling at me. There's a bomb under his desk."
- Threat suggests concrete steps have been taken toward carrying it out, for example, statements indicating that the threatener has acquired or practiced with a weapon or has had the intended victim under surveillance.
- A suspicious device is investigated by or found by University Police and is found to be reasonably suspicious to warrant a Level 3 Response.
- Device is found during a Level 1 or Level 2 Response.

Procedure

Whenever a bomb threat is reported that falls under the "High Level of Threat" the University Police will facilitate a total and complete building evacuation. The Crisis Group and Policy Group will be notified of the incident and actions being taken. Surrounding buildings and areas may be evacuated based on intelligence and incident. A complete campus closure and evacuation may be used if necessary. An Emergency Notification Message will be sent communicating the threat and necessary steps of action.

Following the complete evacuation of the building(s) and surrounding area it shall be sealed from entry by unauthorized personnel and the University Police shall determine an appropriate course of action to include calling the Los Angeles County Sheriffs Bomb Detail Unit for disposal of the device. The secured area will be considered a crime scene and closed to entry to all persons except police and fire responders.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University Police determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call University Police **562-985-4101**
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call University Police **562-985-4101**
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Contact Information
University Police
562-985-4101
911 - EMERGENCY



BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



CIVIL DISTURBANCES

Disturbances may occur on the CSU Long Beach campus for a variety of reasons from planned mass demonstrations, VIP visits, and impromptu counter-demonstrations to individuals disrupting classes.

As an institution of higher learning the CSU Long Beach encourages individuals to exercise the privileges granted them under the First Amendment. Healthy discourse is the cornerstone to higher education. The University provides individuals open public locations on the campus where those privileges may be exercised. Those wishing more information on these areas are encouraged to contact Student Life and Development at (562) 985-4181 and/or see the University Regulations.

Campus Community

Single individual disturbing the peace

- When a person's actions either in a classroom or outside create a disturbance of the peace contact the University Police at (562) 985-4101 or in an emergency 9-1-1 from any campus phone.

- Provide the dispatcher
 - Description of the nature of the disturbance
 - Description of the individual(s)
 - Location of the disturbance
 - How or where officers can contact you

Multiple persons disturbing the peace

- When the actions of a group either in a classroom or outside create a disturbance of the peace contact the University Police at (562) 985-4101 or in an emergency 9-1-1 from any campus phone.

- Provide the dispatcher
 - Description of the nature of the disturbance
 - Description of the individual(s)
 - Location of the disturbance
 - How or where officers can contact you

University Administration / University Police

- ❑ The University Police will provide Dignitary Protective services to any visiting dignitary or liaise with other recognized agencies such as the California Highway Patrol or Secret Service, or private security firms, while they are providing protection on the CSU Long Beach campus.
- ❑ When appropriate the University Police, or designated University Administrator, will arrange a meeting with the event organizers or event representatives to resolve issues and gather information on the effects of the event on the CSU Long Beach campus.
- ❑ At the discretion of the University Police the incident and any actions may be video taped by Police personnel.
- ❑ The University Police will ensure that the appropriate notifications are made to the University Police Administration and that the appropriate reports are filed detailing the events as well as actions taken.
- ❑ Based on the response needs the Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University Police determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

CRIMES IN PROGRESS

The CSU Long Beach is no different than any other small community in regards to criminal activity. Although the University Police strives to create a safe and crime free environment for the faculty, staff, and students crime does occur on the campus. Anyone who is victimized by crime or witnesses a crime progress on the campus should take the following actions.

Campus Community

- If you are the victim of a crime, or witness a crime in progress call the University Police at either 9-1-1 from a campus phone or (562) 985-4101.
- Use 9-1-1 to report any crime in progress or other emergency.
- When calling the police be ready to tell the dispatcher
 - What happened
 - Who was involved
 - Any injuries
 - Description of the suspect
 - Were any weapons involved
 - Last known direction of travel
 - Where the victim is
 - Stay on the line until the dispatcher lets you go, there may be more information they want after dispatching police units.
- Untrained and unequipped persons should **not** attempt to apprehend or interfere with a criminal except in the case of self-protection. There are many well documented instances where well meaning but unequipped individuals have been seriously injured or worse while attempting to apprehend a suspect.
- Rather than try to apprehend the suspect try to get the best description possible. Note the suspect's height, weight, sex, race, age, clothing, method and direction of travel. If the suspect is in a motor vehicle try to note the license plate, make, model, and color.

University Administration / University Police

- The University Police is a full service police agency. The department is open 24 hours a day 365 days a year. The officers are full sworn peace officers anywhere in the state of California.
- The University Police are responsible for responding to and investigating all crimes that occur on the campus of the CSU Long Beach.
- Where appropriate, and with probable cause, the University Police will arrest or seek criminal charges against a named and identified criminal suspect.
- The University Police will coordinate with the Los Angeles County District Attorneys Office and the Long Beach City Prosecutors Office in seeking any criminal complaint.

CRITICAL STRESS INCIDENTS

Critical incidents are those events that are outside the realm of normal human experience and that have the possibility of creating a marked distressed response in a person. People cope with critical incidents and the stress they create in different manners. Some may feel anxiety, depression, or traumatic stress while others may have no emotional trauma at all. Neither reaction is wrong but rather is a function of each individual person's sense of safety and security as it relates to the specific incident.

Following a disaster or other large scale event the CSU Long Beach will deploy specially trained volunteers, the Volunteer Crisis Resource Team, who will seek to identify those persons in need of critical stress assistance and provide them with avenues for assistance. During any disaster response the VCRT will work closely with the University Police and the Counseling and Psychological Services Office to help stabilize the campus community by stabilizing individuals.

Volunteer Crisis Resource Team / Counseling and Psychological Services Office

- Following a disaster, members who are able to help will meet at prearranged locations to form teams of responders.
- Leaders of the VCRT will report to the University Police and the Counseling and Psychological Services Office (CAPS) their readiness and current status.
- Teams will be assigned to locations throughout the campus where the campus community congregates. VCRT team members are not permitted to enter closed or restricted areas.
- The VCRT teams will work closely with the CAPS office to identify and offer assistance to those who appear to be having difficulty coping with critical stress.
- The VCRT team will be utilized to provide debriefing and defusing session to emergency responders as well as the campus community.
- The VCRT will act as a roving field force assisting and/or directing those in need of assistance to the CAPS location.

Campus Community

- If you are having difficulty coping with stress of daily life or that created by an incident seek professional assistance either from your own doctor, the CAPS office, or if during a disaster a member of the VCRT.
- If you see someone who appears to be a danger to themselves or others, or who is acting in an extremely irrational manner contact the University Police at 9-1-1.

University Administration / University Police

- When activated the Volunteer Crisis Resource Team will report to the University Police.
- The University Police will work with the CAPS office, and during a disaster the VCRT, to help ensure the campus community gets any and all available help needed.
- Where appropriate the University Police will seek the assistance of any outside agency necessary to resolve the incident.
- The University Police will ensure that the appropriate level of notification to University Administration is made regarding the incident.
- The University Police will ensure that the appropriate reports are filed detailing the incident and actions taken to resolve the incident.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University Police Incident Commander determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

EARTHQUAKE

The CSU Long Beach campus sits among several major earthquake fault zones. A major earthquake can strike the area without warning and at any time. The effects of a major earthquake in the Long Beach area will be felt not only the campus but the surrounding community for months afterward. In the event an earthquake affects the CSU Long Beach campus the following actions should be taken.

Campus Community

IF INDOORS

- STAY INDOORS and get low to the ground.
- Get underneath a solid object such as a desk or table. Otherwise, go next to an interior wall.
 - Drop to your knees with your back to the windows and knees together
 - Clasp both hands behind your head covering your neck
 - Leaning over bury your face between your arms and legs.
 - Close your eyes tightly.
 - Try to remain calm and stay in place until the shaking stops
 - As soon as possible move away from windows and overhead fixtures.
- Assess any injuries and provide first aid where capable.
- Assess any damage. If the area appears safe, do not evacuate unless instructed to by Building Marshals or emergency responders.
- In the event it is unsafe to remain inside or an evacuation has been ordered Faculty and Staff should
 - Follow the instructions of the Building Marshals
 - Try to maintain class integrity. This allows for a more accurate count of missing persons.
 - Note any injured that cannot be moved and report them to Building Marshals or Emergency Responders as soon a possible.
 - Following evacuation of the building attempt to identify any missing students and whether fellow students know of their whereabouts. Notify Building Marshals or Emergency Responders of any unaccounted for persons.

CSULB EMERGENCY OPERATIONS PLAN

- In the event Building Marshals are NOT available to assist and an area needs to be evacuated, the following procedures should be followed:
 - Try to maintain class integrity and begin to self evacuate
 - Move by the safest route possible towards an exit. Avoid any exposed electrical wires, gas outlets, water mains, and overhead objects.
 - Once outside move away from buildings and any overhead objects
 - Once outside contact Building Marshals from another area or Emergency Responders

IF OUTDOORS

- STAY OUTDOORS
- Move away from any buildings, trees, overhead wires, or light poles
- Drop and Cover
 - Drop to your knees with your back to any windows and knees together
 - Clasp both hands behind your head covering your neck
 - Leaning over bury your face between your arms and legs.
 - Close your eyes tightly.
 - Try to remain calm and stay in place until the shaking stops
- Stay in the open until earthquake is over or you are given further directions
- Assess any injuries and provide first aid where able.
- Report any known injured or trapped persons to a Building Marshal or Emergency Responder.
- Follow the instructions of Building Marshals or Emergency Responders.

IF IT IS DIFFICULT TO DROP COVER AND HOLD ON:

- If you are in a wheelchair, recliner or bed, do not try to transfer to or from your chair during the shaking. Wait until the shaking stops to transfer.
- Wheelchair user: lock your wheels; cover your head and neck, after the shaking stops. The force of the earthquake may knock you off your feet or throw you to the ground. If you have mobility or balance issues, the shaking may make it even harder for you to move around.

CSULB EMERGENCY OPERATIONS PLAN

- If you have difficulty getting back up from dropping under a desk or able, consider using alternate methods of Drop, Cover, and Hold On to protect yourself. Be sure you have made arrangements to have someone check on you, in case you need assistance.
- If it helps – count out loud until the earthquake stops. It can help keep you calm, and if others in your home can hear you, they will know you are okay. If you have practiced counting out loud during your drills, it can serve as a reminder for others to keep calm and remember what to do.

University Administration / University Police

- As soon as possible assess the extent of injuries and level of damage to campus facilities.
- Priority in response will be given to rescuing injured and/or trapped individuals, triaging and treating injured persons, and securing property against further loss.
- Confirm that the CSU Long Beach Emergency Operations Center in the Horn Center is structurally safe for operations. If it is deemed unsafe locate a safe location to deploy the University Police Mobile Communications Center.
- Based on the severity of the situation the CSU Long Beach EOC may be activated. Activation and staffing levels will be in accordance with the guideline outlined in the CSU Long Beach Emergency Operations Plan Volume 2 – Emergency Operations Center Guidelines.
- When the CSU Long Beach EOC is activated the EOC Director will maintain overall command of campus-wide response efforts. Command of individual incidents on the campus will be the responsibility of the University Police or those persons designated by the EOC Command Staff.
- Due to the nature of the incident the University will manage the response effort in accordance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

CSULB EMERGENCY OPERATIONS PLAN

- Based on the response needs the EOC Director / Incident Commander shall consider requesting the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - Other CSU campuses
 - The CSU Critical Response Unit
 - State and Federal Agencies
 - Volunteer Agencies

- Based on the severity of the situation the CSU Long Beach EOC Command Staff or University Police Incident Commander will provide a recommendation to the University Administration on cancellation of classes or closure of campus.

- The University Police and/or EOC personnel will activate the Resource Information Management System (RIMS) and/or the Emergency Management Information System (EMIS) and establish communications with the City of Long Beach, County of Los Angeles, and Region I EOCs.

- The CSU Long Beach Office of Public Affairs will be responsible for preparing and delivering updated response effort information to the general population as well as the media.

- The CSU Long Beach Police Department will be responsible for providing incident command as well as overall site security.

- CSU Long Beach Facilities Management will be responsible for shutting off utility and power sources to campus buildings.

- The CSU Long Beach Health Center staff will be responsible for establishing and staffing medical triage centers on campus.

- The CSU Long Beach Housing Office will be responsible for establishing and staffing Care and Shelter Operations on the campus.

- Determination of habitability of University facilities will be made by specially trained campus personnel. Any building closed by those personnel will remain closed and off limits until deemed structurally safe to enter.

- If it becomes necessary to evacuate the campus then the procedures listed under Tab H – Evacuations will be followed. If it is not possible or feasible to evacuate the campus then a sheltering operation will be instituted.

CSULB EMERGENCY OPERATIONS PLAN

- In accordance with Federal, State and Local guidelines the CSU Long Beach campus will prepare to act as a Mass Care and/or Mass Shelter Facility.
- Those members of the campus community who also serve as Emergency Operations Center Staff should make contact with the Emergency Operations Center (562) 985-1992 or the University Police (562) 985-4101 or make their way to the University EOC as soon as possible.
- Those members of the campus community who have been notified they are “Essential Personnel” in a disaster response should contact their supervisor or the University Police (562) 985-4101 or make their way to their designated rally point as soon as possible.

Campus Volunteer Organization

- Where warranted CSU Long Beach Building Marshals will coordinate evacuation of damaged campus facilities. Following evacuation the Marshals will close their facility to entry to anyone except Emergency Responders. Facilities may be reopened following inspection and determination of structural integrity.
- In the event Staging Areas are used the CSU Long Beach Building Marshals will assist in movement to those areas.
- Those members of the campus community who are involved in the Campus Emergency Response Teams or Urban Search and Rescue Teams are encouraged to contact the University Police and assist in rescue operations.
- Members of the campus community who are not properly trained in building entry and search will NOT make entry to damaged buildings.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized. If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all repairs have been completed.
- There is no longer a need to keep the area closed.

NOTE: Some areas may remain closed longer than others.

EVACUATION PROCEDURES

The evacuation of campus buildings or the entire campus may be required due to emergency situations occurring on or near the campus. Whenever possible the evacuation will be done in a systematic, controlled, and planned manner.

CSULB has deployed the BeachALERT emergency notification system that allows the University to send important information and instructions during emergency situations to students, faculty, and staff via home phones, cellular phones, text messaging and e-mail. Messages can be sent simultaneously to multiple numbers and devices to ensure the campus community receives important messages during emergency situations.

University Building Marshal Program

To facilitate the safe evacuation of campus buildings and to help inform emergency responders of urgent needs the campus utilizes a Building Marshal Program. This program is staffed by specially trained volunteers who work in individual classrooms and offices within buildings on the campus. When an evacuation is warranted the Building Marshals are responsible for:

- Assisting in the safe and complete evacuation of a building
- Preventing re-entry into an evacuated building to non-emergency responders
- Reporting injured or trapped persons to emergency responders
- Ensuring a head count is done at the Evacuation Assembly Area to identify any missing persons

Staging Areas

In order to facilitate the safe and orderly evacuation of the campus a Staging Area system may be employed to control the release of people. This system would normally be used following a major disaster where the buildings have been deemed uninhabitable and a full campus evacuation has been ordered. The University maintains two primary Staging Areas and two secondary Staging Areas:

Primary Staging Areas
The Upper Campus Quad
The Athletic Fields

Secondary Staging Areas
Parking Lot G7, G8, G9
Parking Lot G2

Under the Staging Area system people evacuated from their buildings are moved to one of the staging areas. There they are held for a period of time until roadways are deemed safe and open or it is decided they must be sheltered on the campus.

Campus-wide Evacuation

When it is necessary to completely evacuate the campus due to emergency conditions or executive order a systematic and controlled approach will be used. When campus buildings are deemed safe for occupancy personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Staging Area system above will be used.

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

- The Chief of University Police or his/her representative of the need to evacuate.
- The Assistant Vice President of Public Affairs or her/his representative of the need for information broadcasts asking all persons to stay away from campus.

The University Police with the assistance of the Building Marshals shall be responsible for coordinating the evacuation process. Where the campus has been ordered closed and no campus facility is under eminent danger the evacuation of the campus will take place as described below with an appropriate amount of time between each area. Where facilities are threatened, those facilities and those immediately around it will take precedence then the list will be followed.

Order of Evacuation

1. Child Development Center (Bldg 59)
FCS Child Center (Bldg 5)
Student Health Center (Bldg 2)
Nursing (Bldg 3)
2. Housing Office, Residential Halls. – Residents may remain inside their residences at their discretion.
3. Education 1 (Bldg 22)
Education 2 (Bldg 23)
4. Performing Arts (Bldg 72)
5. Music (Bldg 71)
6. Main Library / Library East (Bldg 20)
Multimedia (Bldg 21)
7. Macintosh Humanities (Bldg 24)
University Television Center (Bldg 28)
University Theatre (Bldg 27)
Student Theater (Bldg 26)

CSULB EMERGENCY OPERATIONS PLAN

8. Sports Athletics and Recreation (Bldg 77),
Athletic Fields
Pyramid (Bldg 73)

9. Liberal Arts 1 (Bldg 14)
Liberal Arts 2 (Bldg 13)
Liberal Arts 3 (Bldg 12)
Liberal Arts 4 (Bldg 11)
Liberal Arts 5 (Bldg 10)
Lecture Hall 150/151(Bldg 17)
Faculty Office 2 (Bldg 16)
Faculty Office 3 (Bldg 15)

10. Stephen and Nini Horn Center (Bldg 84)
College of Business (Bldg 85)
Brotman Hall (Bldg 1)

11. Fine Arts 1 (Bldg 32)
Fine Arts 2 (Bldg 33)
Fine Arts 3 (Bldg 34)
Fine Arts 4 (Bldg 35)
Faculty Office 4 (Bldg 36)

12. Physical Education (Bldg 47)
Applied Arts and Sciences 1 (Bldg 48)
Applied Arts and Sciences 2 (Bldg 49)

13. Vivian Engineering Center (Bldg 50)
Engineering 2 (Bldg 51)
Engineering 3 (Bldg 52)
Engineering 4 (Bldg 53)
Engineering and Computer Science Center (Bldg 83)
Social Sciences and Public Administration (Bldg 46)

14. Psychology (Bldg 9)
Bookstore (Bldg 8)
Food Service Area (Bldg 7)

15. Facilities Management (Bldg 57)
Central Plant (Bldg 86)
University Print Shop (Bldg 66)
Engineering Technology (Bldg 56)
Design (Bldg 54)
Human Services and Design (Bldg 55)
Foundation Building (Bldg 82)

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16. University Student Union (Bldg 6)
17. Peterson Hall 1 (Bldg 37)
Peterson Hall 2 (Bldg 38)
Peterson Hall 3 (Bldg 39)
Science Lecture Halls (Bldg 40)
Faculty Office 5 (Bldg 42)
Microbiology (Bldg 41)
Molecular Science (Bldg 94)
18. Earl Burns Miller Japanese Gardens (Bldg 76)

To facilitate the movement of cars off campus the University Police will coordinate with the Parking Department to control traffic and vehicle movement on campus. University Parking will be responsible for placement of traffic control devices and assisting in traffic control at on-campus intersections. Whenever possible the University Police will assist by staffing the intersections of Atherton Avenue and Merriam Way as well as key intersections throughout campus.

Localized Evacuations

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

Emergency Evacuation Assembly Areas

EMERGENCY EVACUATION ASSEMBLY AREAS



FACILITY LEGEND

30 - AB	ACADEMIC SERVICES	38 - LER	LANDSCAPE ARTS
31 - CDC	ART GALLERY	39 - LA	LECTURE HALL 100/101
32 - SAC	BARRETT ATHLETIC ADMINISTRATION BUILDING	40 - LA1	LIBRARY LATE 1
33 - BKS	BOOKSTORE	41 - LA2	LIBRARY LATE 2
34 - BH	BUSINESS ADMINISTRATION	42 - LA3	LIBRARY LATE 3
35 - CHL	CHILD DEVELOPMENT CENTER	43 - LA4	LIBRARY LATE 4
36 - CAM	CAMPUS	44 - LA5	LIBRARY LATE 5
37 - CDE	CHILD DEVELOPMENT CENTER	45 - LA6	LIBRARY LATE 6
38 - CDE	CHILD DEVELOPMENT CENTER	46 - LA7	LIBRARY LATE 7
39 - CDE	CHILD DEVELOPMENT CENTER	47 - LA8	LIBRARY LATE 8
40 - CDE	CHILD DEVELOPMENT CENTER	48 - LA9	LIBRARY LATE 9
41 - CDE	CHILD DEVELOPMENT CENTER	49 - LA10	LIBRARY LATE 10
42 - CDE	CHILD DEVELOPMENT CENTER	50 - LA11	LIBRARY LATE 11
43 - CDE	CHILD DEVELOPMENT CENTER	51 - LA12	LIBRARY LATE 12
44 - CDE	CHILD DEVELOPMENT CENTER	52 - LA13	LIBRARY LATE 13
45 - CDE	CHILD DEVELOPMENT CENTER	53 - LA14	LIBRARY LATE 14
46 - CDE	CHILD DEVELOPMENT CENTER	54 - LA15	LIBRARY LATE 15
47 - CDE	CHILD DEVELOPMENT CENTER	55 - LA16	LIBRARY LATE 16
48 - CDE	CHILD DEVELOPMENT CENTER	56 - LA17	LIBRARY LATE 17
49 - CDE	CHILD DEVELOPMENT CENTER	57 - LA18	LIBRARY LATE 18
50 - CDE	CHILD DEVELOPMENT CENTER	58 - LA19	LIBRARY LATE 19
51 - CDE	CHILD DEVELOPMENT CENTER	59 - LA20	LIBRARY LATE 20
52 - CDE	CHILD DEVELOPMENT CENTER	60 - LA21	LIBRARY LATE 21
53 - CDE	CHILD DEVELOPMENT CENTER	61 - LA22	LIBRARY LATE 22
54 - CDE	CHILD DEVELOPMENT CENTER	62 - LA23	LIBRARY LATE 23
55 - CDE	CHILD DEVELOPMENT CENTER	63 - LA24	LIBRARY LATE 24
56 - CDE	CHILD DEVELOPMENT CENTER	64 - LA25	LIBRARY LATE 25
57 - CDE	CHILD DEVELOPMENT CENTER	65 - LA26	LIBRARY LATE 26
58 - CDE	CHILD DEVELOPMENT CENTER	66 - LA27	LIBRARY LATE 27
59 - CDE	CHILD DEVELOPMENT CENTER	67 - LA28	LIBRARY LATE 28
60 - CDE	CHILD DEVELOPMENT CENTER	68 - LA29	LIBRARY LATE 29
61 - CDE	CHILD DEVELOPMENT CENTER	69 - LA30	LIBRARY LATE 30
62 - CDE	CHILD DEVELOPMENT CENTER	70 - LA31	LIBRARY LATE 31
63 - CDE	CHILD DEVELOPMENT CENTER	71 - LA32	LIBRARY LATE 32
64 - CDE	CHILD DEVELOPMENT CENTER	72 - LA33	LIBRARY LATE 33
65 - CDE	CHILD DEVELOPMENT CENTER	73 - LA34	LIBRARY LATE 34
66 - CDE	CHILD DEVELOPMENT CENTER	74 - LA35	LIBRARY LATE 35
67 - CDE	CHILD DEVELOPMENT CENTER	75 - LA36	LIBRARY LATE 36
68 - CDE	CHILD DEVELOPMENT CENTER	76 - LA37	LIBRARY LATE 37
69 - CDE	CHILD DEVELOPMENT CENTER	77 - LA38	LIBRARY LATE 38
70 - CDE	CHILD DEVELOPMENT CENTER	78 - LA39	LIBRARY LATE 39
71 - CDE	CHILD DEVELOPMENT CENTER	79 - LA40	LIBRARY LATE 40
72 - CDE	CHILD DEVELOPMENT CENTER	80 - LA41	LIBRARY LATE 41
73 - CDE	CHILD DEVELOPMENT CENTER	81 - LA42	LIBRARY LATE 42
74 - CDE	CHILD DEVELOPMENT CENTER	82 - LA43	LIBRARY LATE 43
75 - CDE	CHILD DEVELOPMENT CENTER	83 - LA44	LIBRARY LATE 44
76 - CDE	CHILD DEVELOPMENT CENTER	84 - LA45	LIBRARY LATE 45
77 - CDE	CHILD DEVELOPMENT CENTER	85 - LA46	LIBRARY LATE 46
78 - CDE	CHILD DEVELOPMENT CENTER	86 - LA47	LIBRARY LATE 47
79 - CDE	CHILD DEVELOPMENT CENTER	87 - LA48	LIBRARY LATE 48
80 - CDE	CHILD DEVELOPMENT CENTER	88 - LA49	LIBRARY LATE 49
81 - CDE	CHILD DEVELOPMENT CENTER	89 - LA50	LIBRARY LATE 50
82 - CDE	CHILD DEVELOPMENT CENTER	90 - LA51	LIBRARY LATE 51
83 - CDE	CHILD DEVELOPMENT CENTER	91 - LA52	LIBRARY LATE 52
84 - CDE	CHILD DEVELOPMENT CENTER	92 - LA53	LIBRARY LATE 53
85 - CDE	CHILD DEVELOPMENT CENTER	93 - LA54	LIBRARY LATE 54
86 - CDE	CHILD DEVELOPMENT CENTER	94 - LA55	LIBRARY LATE 55
87 - CDE	CHILD DEVELOPMENT CENTER	95 - LA56	LIBRARY LATE 56
88 - CDE	CHILD DEVELOPMENT CENTER	96 - LA57	LIBRARY LATE 57
89 - CDE	CHILD DEVELOPMENT CENTER	97 - LA58	LIBRARY LATE 58
90 - CDE	CHILD DEVELOPMENT CENTER	98 - LA59	LIBRARY LATE 59
91 - CDE	CHILD DEVELOPMENT CENTER	99 - LA60	LIBRARY LATE 60
92 - CDE	CHILD DEVELOPMENT CENTER	100 - LA61	LIBRARY LATE 61
93 - CDE	CHILD DEVELOPMENT CENTER	101 - LA62	LIBRARY LATE 62
94 - CDE	CHILD DEVELOPMENT CENTER	102 - LA63	LIBRARY LATE 63
95 - CDE	CHILD DEVELOPMENT CENTER	103 - LA64	LIBRARY LATE 64
96 - CDE	CHILD DEVELOPMENT CENTER	104 - LA65	LIBRARY LATE 65
97 - CDE	CHILD DEVELOPMENT CENTER	105 - LA66	LIBRARY LATE 66
98 - CDE	CHILD DEVELOPMENT CENTER	106 - LA67	LIBRARY LATE 67
99 - CDE	CHILD DEVELOPMENT CENTER	107 - LA68	LIBRARY LATE 68
100 - CDE	CHILD DEVELOPMENT CENTER	108 - LA69	LIBRARY LATE 69
101 - CDE	CHILD DEVELOPMENT CENTER	109 - LA70	LIBRARY LATE 70
102 - CDE	CHILD DEVELOPMENT CENTER	110 - LA71	LIBRARY LATE 71
103 - CDE	CHILD DEVELOPMENT CENTER	111 - LA72	LIBRARY LATE 72
104 - CDE	CHILD DEVELOPMENT CENTER	112 - LA73	LIBRARY LATE 73
105 - CDE	CHILD DEVELOPMENT CENTER	113 - LA74	LIBRARY LATE 74
106 - CDE	CHILD DEVELOPMENT CENTER	114 - LA75	LIBRARY LATE 75
107 - CDE	CHILD DEVELOPMENT CENTER	115 - LA76	LIBRARY LATE 76
108 - CDE	CHILD DEVELOPMENT CENTER	116 - LA77	LIBRARY LATE 77
109 - CDE	CHILD DEVELOPMENT CENTER	117 - LA78	LIBRARY LATE 78
110 - CDE	CHILD DEVELOPMENT CENTER	118 - LA79	LIBRARY LATE 79
111 - CDE	CHILD DEVELOPMENT CENTER	119 - LA80	LIBRARY LATE 80
112 - CDE	CHILD DEVELOPMENT CENTER	120 - LA81	LIBRARY LATE 81
113 - CDE	CHILD DEVELOPMENT CENTER	121 - LA82	LIBRARY LATE 82
114 - CDE	CHILD DEVELOPMENT CENTER	122 - LA83	LIBRARY LATE 83
115 - CDE	CHILD DEVELOPMENT CENTER	123 - LA84	LIBRARY LATE 84
116 - CDE	CHILD DEVELOPMENT CENTER	124 - LA85	LIBRARY LATE 85
117 - CDE	CHILD DEVELOPMENT CENTER	125 - LA86	LIBRARY LATE 86
118 - CDE	CHILD DEVELOPMENT CENTER	126 - LA87	LIBRARY LATE 87
119 - CDE	CHILD DEVELOPMENT CENTER	127 - LA88	LIBRARY LATE 88
120 - CDE	CHILD DEVELOPMENT CENTER	128 - LA89	LIBRARY LATE 89
121 - CDE	CHILD DEVELOPMENT CENTER	129 - LA90	LIBRARY LATE 90
122 - CDE	CHILD DEVELOPMENT CENTER	130 - LA91	LIBRARY LATE 91
123 - CDE	CHILD DEVELOPMENT CENTER	131 - LA92	LIBRARY LATE 92
124 - CDE	CHILD DEVELOPMENT CENTER	132 - LA93	LIBRARY LATE 93
125 - CDE	CHILD DEVELOPMENT CENTER	133 - LA94	LIBRARY LATE 94
126 - CDE	CHILD DEVELOPMENT CENTER	134 - LA95	LIBRARY LATE 95
127 - CDE	CHILD DEVELOPMENT CENTER	135 - LA96	LIBRARY LATE 96
128 - CDE	CHILD DEVELOPMENT CENTER	136 - LA97	LIBRARY LATE 97
129 - CDE	CHILD DEVELOPMENT CENTER	137 - LA98	LIBRARY LATE 98
130 - CDE	CHILD DEVELOPMENT CENTER	138 - LA99	LIBRARY LATE 99
131 - CDE	CHILD DEVELOPMENT CENTER	139 - LA100	LIBRARY LATE 100

LEGEND

- EVACUATION ZONES
- RALLY POINTS

EOC Activation

The CSU Long Beach EOC may be activated during a campus-wide evacuation. Decision to activate and level of activation will be made in accordance with procedures set out in the CSU Long Beach Emergency Operations Plan Volume 2 – Emergency Operations Center Procedures.

University Administration / University Police

- ❑ As the chief investigative body for the University the University Police will maintain Incident Command on all incidents that could reasonably lead to a criminal investigation. In incidents where the University Police will not be the primary investigator agency Incident Command will be transitioned to the agency responsible for such investigation upon their arrival. As a matter of course the Long Beach Fire Department will have Incident Command on all fires and hazmat incidents to which they respond.
- ❑ The University Police Incident Commander will ensure that the appropriate level of notification is made to the University Police Administration and that the appropriate reports are filed detailing the events and actions taken.
- ❑ Due to the impact on surrounding streets and neighboring schools the Long Beach Police Department, Long Beach Fire Department, and Long Beach Unified School District should be notified of a campus wide evacuation as soon as possible.

**Services to Students with Disabilities
Disaster Emergency Preparedness Plan
For People with Disabilities**

GUIDELINES FOR PEOPLE WITH DISABILITIES IN EMERGENCIES

Evacuation of people with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that you are familiar with your needs during evacuation. You are encouraged to convey these needs to your instructor at the beginning of each semester. While attending class, try to position yourself near a doorway for an easier exit. Become familiar with the building and its exits. Follow signs to exits. The following guidelines are important to follow:

- Establish a buddy system and alternate for each class. People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.
- If assistance is not immediately available, disabled people should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. S/He should continue to call for help until rescued.
- People who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school materials in the room to avoid wasting time.
- Wait for rescue and remain calm.
- DO NOT re-enter a building until permitted by emergency personnel.

If you suspect a fire is behind a door; cover your hand to provide protection, first and then test the door by touching it. If it is hot then do NOT use the door as an exit. Try to find an alternate route for an exit.

A cautionary note on elevators: Do NOT use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

The campus community should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuation of people with disabilities will be given high priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.
- Attempt a rescue evacuation **ONLY** if you have had rescue training.
- Check on people with special needs during an evacuation, determine if they have established a “buddy system,” and ensure their safe evacuation.
- Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If the situation is life threatening, call 9-1-1.
- Do **NOT** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

BLINDNESS OR VISUAL IMPAIRMENT

- Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred method when acting as a “Sighted Guide”). Do **NOT** grasp a visually impaired person’s arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

CSULB EMERGENCY OPERATIONS PLAN

- Some individuals may have Guide Dogs that may be disoriented during the emergency, and may require additional assistance.
- White canes and other mobility aids should NOT be left behind.

DEAFNESS OR HEARING LOSS

- Buildings on the CSU Long Beach campus are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where anyone appears to not be recognizing an alarm is sounding/flashing an alternative warning technique is required. Two alternative methods of warning are:
 - Write a note stating what the emergency is and what the evacuation route is i.e. “Fire – go out the rear door to Parking Lot”.
 - Turn the room lights on and off to gain attention – then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
- Offer visual instructions to advice of safest route or directions by pointing toward exits or evacuation map.
- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.

MOBILITY IMPAIRMENTS

- Mobility-impaired persons should NOT be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility Impairments cannot exit, they should move to a safer area, most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- Notify emergency responders immediately about any people remaining in the building and their locations.
- If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair – preferably with arms, or using an evacuation chair.

PEOPLE USING CRUTCHES, CANES OR WALKERS

- The same procedures outlined for the Mobility Impaired should be used. Crutches, canes and walkers should NOT be left behind.

NON-AMBULATORY

- Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.
- All 2+ story buildings will require persons to be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well being. If the person prefers to be moved in their wheelchair the wheelchair user will be carried facing away from the stairs.
- Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety.
- If moving a person more than three (3) flights, a “relay team” arrangement is needed. If a wheelchair is left behind, do NOT leave it in an exit path or doorway to become an obstacle.
- Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests).
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously in danger.
- Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regards to:
 - Ways of being removed from a wheelchair
 - The number of people needed for assistance
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair.
 - Being carried forward to backward on a flight of stairs.
 - After-care. If a person is removed from the wheelchair (i.e., a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed.

- ❑ The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the University Police of the location of wheelchairs to be retrieved.

POWER OUTAGES

- ❑ If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, a Building Marshal, Disabled Students Services, or the University Police should be notified.

- ❑ If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at 985-4101 from a campus telephone to request evacuation assistance.

- ❑ On campus phones should continue to operate in the event of a power failure, however there may be no power to the display or lighting functions.

EMERGENCY EVACUATION TIPS AND OVERVIEW

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

CSULB EMERGENCY OPERATIONS PLAN

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through the Office of Safety and Risk Management in coordination with the Disabled Student Services Center.
- Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting. Batteries may have to be removed and life support equipment could be connected.
- Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going,
- Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary.
- Certain lifts may need to be modified depending on a person's disability.
- Persons who must be taken out of the wheelchair to be transported can be carried by:
 - Pack-Strap Carry: Initiate the technique at the top of a flight of stairs where the carrier can use the handrail for support in lifting.
 - If the student has no arm strength or is less than half the carrier's weight, use the "cradle", similar to the technique used when picking up a small child.
- A straight back chair or evacuation chair requires at least three strong people are available who can control the chair (if the person agrees to this method).

CSULB EMERGENCY OPERATIONS PLAN

SUMMARY

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Develop plans that cover regular working hours, after hours, and weekends.

Everyone needs to take responsibility for preparing for emergencies. People with abilities should consider what they would do and whether they need to take additional steps to prepare.

At alarm, options are:

- In an extreme emergency, leave the building immediately and notify emergency personnel of a disabled person needing assistance.
- In a moderate emergency, help the disabled person to your department's area of safe refuge assembly point, leave the building, and notify emergency personnel of a disabled person needing assistance.
- Assist the disabled person to evacuate.

ACCOUNTING FOR MISSING PERSONS

Department or unit coordinators, Building Marshals, faculty, and staff that have direct knowledge (roster, sign-in sheet) and access to a list of persons who were in the classroom or building, should convene at the designated Evacuation Assembly Area to conduct a headcount and identify any missing persons.

Department or unit coordinators and Building Marshals should have access to a Building Emergency Plan for their building that should include at a minimum a roster of permanent, full-time staff that reside within that building. Faculty are encouraged to maintain class rosters/sign-in sheets each time their class is in session.

Upon arrival at the assembly area, department or unit coordinators, Building Marshals, faculty, and staff shall make every attempt to:

- Identify the names and last known locations of any unaccounted for person and pass that information on to Lead Building Marshal or emergency personnel on scene
- Identify and account and non-affiliates who are present, such as vendors, guests/visitors, or community members

EXPLOSION

Explosions may occur on the CSU Long Beach campus for a variety of reasons. They may be from deliberately set devices, a result of naturally occurring disasters, or the result of an accident. The following procedures should be followed for any explosion occurring on campus.

Campus Community

IF INDOORS

- If possible, move away from windows; try to get underneath a solid object such as a desk or table. Otherwise, move to an interior wall.
 - Drop to your knees with your back to the windows and knees together
 - Clasp both hands behind your head covering your neck
 - Leaning over bury your face between your arms and legs.
 - Close your eyes tightly.
 - As soon as possible move away from windows and overhead fixtures.

- Assess any injuries and provide first aid where capable.

- Notify the University Police at 9-1-1. Provide the dispatcher with all available information regarding the explosion.

- Assess any damage. If the area appears safe, do not evacuate unless instructed to by Building Marshals or emergency responders.

- In the event it is unsafe to remain inside or an evacuation has been ordered Faculty and Staff should
 - Follow the instructions of the Building Marshals
 - Try to maintain class integrity. This allows for a more accurate count of missing persons.
 - Note any injured that cannot be moved and report them to Building Marshals, University Police, or Emergency Responders as soon as possible.
 - Following an evacuation of the building attempt to identify any missing students and whether fellow students know of their whereabouts. Notify Building Marshals, University Police, or Emergency Responders of any unaccounted for persons.

CSULB EMERGENCY OPERATIONS PLAN

- In the event Building Marshals are NOT available to assist and an area needs to be evacuated, the following procedures should be followed:
 - Try to maintain class integrity and begin to self evacuate
 - Move by the safest route possible towards an exit. Avoid any exposed electrical wires, gas outlets, water mains, and overhead objects.
 - Once outside move away from the source of the explosion
 - Once outside contact Building Marshals from another area or Emergency Responder

IF OUTDOORS

- Turning away from the source of the explosion.
 - Drop to the ground with your feet pointed towards the source of the explosion
 - Clasp both hands behind your head covering your neck
 - Bury your face between your arms.
 - Close your eyes tightly.
 - As soon as possible move away from the area.
- Assess any injuries and, if safe, provide first aid where capable.
- Notify the University Police at 9-1-1. Provide the dispatcher with all available information regarding the explosion.
- Refrain from using cellular phones or portable walkie-talkies as the radio frequency energy transmitted at the antenna could cause the detonation of any other devices in the area.

University Administration/University Police

- As the chief investigator agency with jurisdiction for the campus the University Police will maintain incident command for any incident likely to lead to a criminal investigation. In incidents where the University Police will not be the primary investigatory agency incident command will be transitioned to the agency responsible for such investigation upon their arrival. As a matter of course the Long Beach Fire Department will have incident command on all fires, mass casualty incidents, and hazardous materials incidents to which they respond.
- University Police will establish a safety perimeter around the area of the explosion. Size of the perimeter will be based on type and size of the explosion and the possibility of secondary devices.
- If the explosion is of suspicious origin emergency responders will take into consideration the possibility of secondary devices and act accordingly.

CSULB EMERGENCY OPERATIONS PLAN

- It is a tactic of terrorists to plant a second bomb (secondary device) near the first. This device is placed in such a way as to target emergency responders.
- ❑ Refrain from using cellular phones and portable radios within 1000 feet of the suspected device. Radio Frequency transmitted could be enough to detonate a secondary device should one be located nearby.
- ❑ If it is safe to do so, initiate first aid on explosion victims OR evacuate victims from immediate area as quickly as possible.
- ❑ Assist Building Marshals in evacuation of any and all affected buildings or perimeter buildings
- ❑ Based on the response needs the University Police Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than other

THREAT OF EXPLOSION

For a variety of reasons a member of the campus community may become aware that an explosion is imminent or possibly imminent. If a member of the campus community becomes aware an explosion may occur the following steps should be followed.

NOTE: If a bomb is suspected or a bomb threat is received see TAB C – Bomb Threat

Campus Community

IF INDOORS

- Evacuate the area around the source of explosion as quickly and safely as possible.
- Work with area Building Marshals to effect an orderly and safe evacuation of any threatened building.
- Notify the University Police by dialing 9-1-1 from any campus phone.

IF OUTDOORS

- Evacuate the area around the source of explosion as quickly and safely as possible.
- Notify the University Police by dialing 9-1-1.

University Administration/University Police

- University Police will establish a safety perimeter around the area of the explosion. Size of the perimeter will be based on type and size of the threat.
- As the chief investigator agency with jurisdiction for the campus the University Police will maintain incident command for any incident likely to lead to a criminal investigation. In incidents where the University Police will not be the primary investigatory agency incident command will be transitioned to the agency responsible for such investigation upon their arrival. As a matter of course the Long Beach Fire Department will have incident command on all fires, mass casualty incidents, and hazardous materials incidents to which they respond.
- If the threat of explosion is of suspicious origin emergency responders will take into consideration the possibility of secondary devices and act accordingly.

CSULB EMERGENCY OPERATIONS PLAN

- It is a tactic of terrorists to plant a second bomb (secondary device) near the first. This device is placed in such a way as to target emergency responders.
- ❑ Refrain from using cellular phones and portable radios within 1000 feet of the suspected device. Radio Frequency transmitted could be enough to detonate a secondary device should one be located nearby.
- ❑ Assist Building Marshals in evacuation of any and all affected buildings or perimeter buildings

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all Investigations has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others

FIRE

A fire may break out on the CSU Long Beach campus for a number of reasons. University buildings are equipped with smoke detectors and fire alarms which are set to provide both visual and audio alarms in the event a fire is detected or a fire alarm pull station is activated. When a fire is detected on campus the following procedures should be followed.

Campus Community

IF INDOORS

- Any member of the campus community who sees a building on fire or who reasonably believes a building is on fire AND there are no alarms sounding in that building should immediately activate a fire alarm pull station. Evacuate the building, assisting the building marshals. Report the location of the fire to arriving emergency responders.
- If a fire alarm sounds while you are inside a building. Evacuate, following the instructions of the Building Marshals. Once outside move away from the building.
- Faculty should try to keep their classes together during an evacuation this will allow for an accounting of any missing persons. Any missing person should be reported to emergency responders.
- Assist in rendering first aid to the injured where able.

IF OUTDOORS

- Any member of the campus community who sees a building, storage facility, trash can, vehicle or other structure/object on fire on campus should immediately contact the University Police by dialing 9-1-1.
- Move a safe distance away from the fire and wait for emergency responders.
- Assist in rendering first aid to the injured where able.

University Administration/University Police

- University Police will institute an emergency response to all fire alarms or reports of fire on campus.
- University Police Communications Officers will be responsible for notification of the Long Beach Fire Department of the need for a response.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ University Police will meet with Building Marshals for the area to determine the level of evacuation, location of any injured or trapped persons.
- ❑ For large structure fires or fires beyond the ability of the University Police to extinguish the University Police will establish a safety perimeter around the incident and close the area to entry to all unauthorized personnel.
- ❑ University Police will transition incident command for any fire response to the Long Beach Fire Department upon their arrival at the incident. If the fire's origin is determined to be suspicious the Long Beach Fire Department Arson Investigation Unit will be the lead investigatory agency. The University Police will fully cooperate and support any investigation.
- ❑ The University Police Incident Commander will be responsible for ensuring that the appropriate level of notifications are made to the University Police Administration and that the appropriate reports are filed detailing the incident.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

CSULB EMERGENCY OPERATIONS PLAN

Fire Prevention

- All fire equipment at the University is maintained in accordance with state and local regulations. Fire equipment is inspected on a regular schedule and re-charged, repaired, or replaced as needed.
- At least once a year the University performs a fire drill which requires the complete evacuation of all campus buildings.
- The University Housing Office staff routinely performs evacuation drills for all Residence Halls.
- The Office of Environmental Health and Safety offers training to the University Community on the safe operation and operational limitations of fire extinguishers.

FLOOD

Many areas of the CSU Long Beach campus are subject to flooding. Except in the case of flash floods the onset of most floods is a relatively slow process which involves the build up of water of a period of time. Closure of roadways on and around the campus may restrict the ability of the campus community to move about or leave the campus. If flooding occurs the following procedures should be followed.

Campus Community

- When a member of the campus community becomes aware of flooding either inside a building or on campus grounds they should contact the University Police at (562) 985-4101 or for emergencies 9-1-1.
- If a building is ordered evacuated follow the instructions of the Building Marshal and the procedures outlined in Tab H - Evacuation.

University Administration/University Police

- During periods of severe weather conditions and forecasts will be monitored by radio/TV broadcast and internet sources.
- University Police will monitor the levels of water in all creeks, aqueducts, and channels. Reporting flood conditions where appropriate.
- Facilities Management personnel will work to insure water drains remain open and flowing.
- Where necessary, based on current conditions and predicted rainfall amounts the University President or his/her representative will consider ordering the campus closed.
- If the campus is ordered closed the procedures outlined in Tab H- Evacuations will be followed. If conditions do not permit an evacuation then sheltering locations will be established on high ground or other suitable location.
- If the campus is ordered closed the University Public Affairs office will use any available medium to relay the closure to students, staff, faculty as well as general public.
- During severe flooding, or whenever necessary, Facilities Management will consider shutting off water mains to avoid contamination of campus water supply.
- Based on the severity of the situation the CSU Long Beach EOC may be activated. Activation and staffing levels will be in accordance with the guideline outlined in Volume 2 – Emergency Operations Center Guidelines of the CSU Long Beach Emergency Operations Plan.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations and/or necessary repairs have been completed.
- There is no longer a need to keep the area closed.

NOTE: Some areas may remain closed longer than others.

HAZARDOUS MATERIALS INCIDENTS

Hazardous Materials incidents may occur on the CSU Long Beach campus for a variety of reasons. There are hazardous materials stored in various areas on campus, vehicles carrying hazardous materials frequently travel on or about the university campus, businesses operating near the campus generate hazardous materials, and hazardous materials may be released into the atmosphere intentionally. The following procedures should be followed in the event of a hazardous materials incident.

Campus Community

INCIDENT INVOLVING KNOWN MATERIAL

- ❑ If there is a hazardous materials spill or incident **involving a material you are familiar with** you should:
 - Determine if the spill will cause an immediate threat to individuals in the area.
 - Where appropriate consult the Material Safety Data Sheet (MSDS) for information on precautions and health concerns for the substance.
 - Evacuate the area and deny entry if there is a threat.
 - Where able render first aid to any injured persons
 - During normal business hours contact the Office of Safety and Risk Management at (562) 985-2283 and report the spill.
 - During off hours and weekends or when persons are injured report the incident to the University Police at 9-1-1 or for non-emergencies at (562) 985-4101.
 - If evacuation of a building or area is necessary then you should:
 - Move crosswind to avoid the fumes.
 - **NEVER MOVE DOWNWIND OF A SPILL**
 - Follow the directions of the Building Marshals
 - Faculty should maintain class integrity whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders.
 - Meet with Emergency Responders from University Police or Safety Risk Management; provide responders with a description of what occurred any injured persons, and/or the MSDS for the substance.

INCIDENT INVOLVING UNKNOWN MATERIAL

- ❑ If there is a hazardous materials spill or incident **involving a material you are UNFAMILIAR with** you should:
 - **Evacuate the area IMMEDIATELY.**
 - Move crosswind to avoid the fumes.
 - **NEVER MOVE DOWNWIND OF A SPILL**
 - Follow the directions of the Building Marshals
 - Faculty should maintain class integrity whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders.
 - Close the area off and deny entry to anyone but emergency responders.
 - Notify the University Police at 9-1-1
 - Meet with arriving responders from the University Police and Office of Safety and Risk Management. Provide responders with a description of what occurred, and any injured persons

University Administration / University Police

- ❑ The University Police Dispatcher will notify personnel from Office of Safety and Risk Management when any hazardous material or other suspicious spill is reported.
- ❑ Where necessary the Office of Safety and Risk Management will consider activating the CSU Long Beach Campus Hazardous Materials Response Team to assist in managing the incident.
- ❑ University emergency responders will utilize the CSU Long Beach Hazardous Materials Contingency Plan when responding to any release of hazardous material to the air, water, soil, or campus facility. For details on the Contingency Plan contact the Office of Safety and Risk Management at (562) 985-2283.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ In accordance with the Standardized Emergency Management System and the National Incident Management System the University Police shall maintain Incident Command for any response effort led by University personnel or contractors. If the Long Beach Fire Department or the Los Angeles County Fire Department is requested to respond to the incident, then Incident Command shall normally be transitioned over to the responding Fire agency.
- ❑ When either the scope of the incident or the necessary level of personal protective equipment needed to safely respond to the incident exceeds the level of the CSU Long Beach campus responders, the University Police Incident Commander shall request aid from either the City of Long Beach Fire Department, the County of Los Angeles Fire Department, or the University approved Hazardous Materials Response contractor.
- ❑ Based on the response needs the Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response
- ❑ Based on the nature of the hazardous material the Incident Commander will determine whether to evacuate campus buildings/areas or institute a shelter in place response. If ordered, all evacuations will be mandatory. See the following section for more information on sheltering in place.
- ❑ The University Public Affairs Office will coordinate the release of information regarding the hazardous material and its effects with the Office of Safety and Risk Management, Student Health Center, and/or Long Beach Health Department.
- ❑ The Office of Safety and Risk Management shall be responsible for any mandatory hazardous materials release notifications to Local, State, or Federal agencies.

SHELTER IN PLACE

At times during either a disaster or emergency response it may be safer for people to remain inside until the incident has been mitigated. Due, in part, to their construction and air management systems buildings may provide better protection against exposure particularly in the initial stages of an OUTDOORS hazardous material release.

When sheltering in place, remain inside close all windows and doors, wedging cloth or other suitable material under door jam to reduce ventilation. In the event the University orders a shelter in place operation emergency responders will coordinate with Facilities Management to shut off of heating, cooling, and ventilation systems to the affected areas. In the event a shelter in place order is given members of the campus community are asked to remain inside until the “all clear” order is given by emergency responders.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others

LANDSLIDE/GROUND SUBSIDENCE

Due to its location and geologic makeup the ground under the CSU Long Beach is susceptible to subsidence and/or landslide. This may result in the closure of roadways, and/or evacuation of buildings, and campus areas. In the event of a landslide or ground subsidence the following steps should be taken.

Campus Community

- When either a landslide or ground subsidence is observed contact the University Police at 9-1-1. Provide the dispatcher with
 - The location of the incident
 - Any known injuries or trapped person
 - Any areas that are damaged or appear threatened
- Move away from the area.
- If you are in an area that appears threatened, evacuate
- Where capable assist in treating injured.

University Administration / University Police

- The University Police will notify Facilities Management as well as the Office of Safety and Risk Management in the event a landslide/subsidence is discovered on campus.
- University Police will establish a safety perimeter around the area of the landslide/subsidence. Size of the perimeter will be based upon the danger presented for further earth movement.
- In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) the University Police will maintain incident command for any multi agency or multi jurisdiction response on the University campus. As a matter of course the University Police will pass incident command off to the Long Beach Fire Department on all fires, mass casualty incidents, and hazardous materials incidents to which Fire responds.
- If the University deems a building to be threatened or damaged by the incident it may be ordered evacuated. Any evacuation of the building will be mandatory.
- The University Police will coordinate with the Office of Public Affairs to provide public information updates to the campus community as well as the media.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ Based on the severity of the situation the CSU Long Beach EOC may be activated. Activation and staffing levels will be in accordance with the guideline outlined in Volume 2 – Emergency Operations Center Guidelines of the CSU Long Beach Emergency Operations Plan.

- ❑ Based on the response needs the Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

NATIONAL DEFENSE EMERGENCY

In the event the University is made aware of a National Defense Emergency that may affect the University the following steps should be followed.

University Administration / University Police

- Based on the credibility of the threat and the amount of warning the University Administration should consider closing campus.
- Activate the Resource Information Management System (RIMS) and/or the Emergency Management Information System (EMIS) and establish communications with the City of Long Beach, County of Los Angeles, and Region I EOC.
- Coordinate with the Region I EOC (Los Angeles County EOC) and assist in determining and establishing a county-wide response.
- In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) the University Police will maintain incident command for any multi agency or multi jurisdiction response on the University campus. As a matter of course the University Police will pass incident command off to the Long Beach Fire Department on all fires, mass casualty incidents, and hazardous materials incidents to which Fire responds.
- If the University deems a building to be threatened or damaged by the incident it may be ordered evacuated and/or closed. Any evacuation of the building will be mandatory.
- The University Police will coordinate with the Office of Public Affairs to provide public information updates to the campus community, the community at large, and the media.
- Based on the severity of the situation the CSU Long Beach EOC may be activated. Activation and staffing levels will be in accordance with the CSU Long Beach Emergency Operations Plan Volume 2 – Emergency Operations Center Guidelines.
- Based on the seriousness of the situation and level of need the University Police Administration should consider activating the CSU Critical Response Unit. When activated the CSU CRU command staff will liaise with the CSU Long Beach Police Incident Commander.
- In accordance with federal law prepare to act as a mass care shelter should the need arise.

PERSONAL MEDICAL EMERGENCY

Injury and illness are the most common campus related emergencies. The University maintains a Health Center for students and access to a nearby Workman's Compensation Clinic for staff and faculty. Visitors to the University as well as any seriously injured student, staff, or faculty member may receive emergency treatment at any one of several local hospitals.

Non-emergency situations

- Non-emergency situations are those where there is **NO threat to life** or **NO need for IMMEDIATE medical attention**.
- In the event medical attention is needed for a non-emergency situation contact the University Police at (562) 985-4101. After arrival on scene the University Police will assess whether Long Beach Fire Department paramedic assistance is needed.
- For incidents involving students, where the Student Health Center is able to treat, the University Police will provide transportation from the incident to the Health Center. When it is determined a student needs either emergency medical attention or paramedic assessment the Long Beach Fire Department will be contacted for assessment and transportation.
- For non-emergency injuries involving staff, faculty, or volunteers working for the University, while at work, they will be referred to the appropriate Workman's Compensation treatment location. In all incidents where emergency medical treatment or paramedic assessment is necessary the Long Beach Fire Department will be contacted for assessment and transportation to an area hospital.
- For non-emergency injuries involving visitors to the University, they will receive on scene assistance from the University Police or Long Beach Fire Department Paramedics. Transportation for further medical treatment will be the responsibility of the injured party and may be performed, at cost, by a private ambulance, Long Beach Paramedics, or other methods.
- The University Police will ensure that the appropriate form and level of notification and report is filed regarding the incident.

Emergency Situations

- Emergency situations are those where there **is a threat to life** or **need for IMMEDIATE medical attention**.
- Anyone witnessing an emergency medical situation should contact the University Police at 911 immediately.

CSULB EMERGENCY OPERATIONS PLAN

- Where trained administer first aid to the extent possible
- Where appropriate the University Police may close the area around an injured person to facilitate treatment.
- The University Police normally immediately contact the Long Beach Fire Department and begin a paramedic response on all calls that appear to be life threatening.
- Transportation methods for further medical treatment of emergency patients will be determined by the Long Beach Fire Department.

Death on campus

- Anyone discovering a death on campus should IMMEDIATELY contact the University Police at 9-1-1 or (562) 985-4101.
- The University Police Incident Commander will ensure the appropriate level of notifications is made to the University Police Administration and that the appropriate reports are filed detailing the incident and actions taken.
- The University Police will immediately secure the scene around the deceased. If necessary the area will be ordered evacuated. Any evacuation order is mandatory.
- The University Police will liaise with the Office of Public Affairs to help facilitate the release of public information and coordinate any media response.
- The University Police will coordinate with the Office of Student Life and Development and the Counseling and Psychological Services office for any notifications to family members.
- The University Police will contact and coordinate with the Los Angeles County Coroner's Office.
- The University Police will contact and coordinate with the Office of Safety and Risk Management.

MEDICAL/INJURY DOCUMENTATION

- In accordance with Workman's Compensation laws an employee or campus volunteer's supervisor must provide injured employee's with an EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS within 24 hours of the accident.
- All on campus automobile accidents resulting in injury must be reported to the University Police.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ All off campus automobile accidents involving University vehicles OR private vehicles driven by University personnel **while on University business** are subject to local law enforcement rules and should be reported to the jurisdiction where the accident occurred.
- ❑ The driver of a University OR State Owned vehicle which is involved in an accident must record all pertinent information on the Accident Identification Card, Std Form 269, **before** leaving the scene of the accident. If another vehicle is involved the driver of that vehicle will be given the appropriate portion of Std Form 269.
- ❑ All accidents involving University vehicles OR private vehicles driven by University personnel which result in injury to any person or which involve serious damage to private property must be reported immediately to the State Office of Insurance and Risk Management at (916) 445-2184. The driver of the State Owned vehicle must complete and submit the Report of Vehicle Accident Form, Std Form 270 within 48 hours of the accident. If that person is unable to complete the form then the immediate supervisor or person who authorized the employee to use the vehicle will ensure that the form is completed and inform the Auto Liability Self Insurance Unit of the Office of Insurance Risk Management at (916) 445-2184.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations has been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

POWER OUTAGES

California has experienced severe power shortages resulting in power companies shutting off power to various jurisdictions on a rotational basis for periods up to 90 minutes.

General notes about power outages

- Do NOT call 9-1-1 solely to report the outage. Excessive calls to the 9-1-1 system tie up the lines and prevent those with life threatening emergencies from reaching assistance.**
- The University Facilities Management Department and/or University Police may receive advance notification of an impending power outage. Wherever possible attempts will be made to notify the University community of the impending outage, however outages are likely to occur with little or no warning.
- When reacting to power outages remember that if the University loses power, the surrounding area will in all doubt be blacked out as well.
- Traffic signals and street lights will not be operating. When driving during an outage remember that ALL intersections normally controlled by a traffic signal IMMEDIATELY become FOUR-WAY STOPS. ALWAYS stop at a darkened intersection, and then proceed with caution.
- Disabled persons needing assistance in leaving a building should contact the University Police at (562) 985-4101 or the Disable Students Services at (562) 985-5401.
- Campus telephones should continue to operate as normal and voice mail should continue to operate as well. However all telephone lighting and dialing displays will not be functioning.
- When leaving the upper floors of a building remember the elevators will not be operating. Anyone trapped inside an elevator should use the emergency phone to contact the University Police for assistance.
- The University will monitor the dates and times of each power outage to ensure the power outage periods do not exceed a total of 90 hours per calendar year when a serving electric utility by contractual arrangement requests the University to decrease electrical power demand.
- All operations using hazardous materials will be safely and promptly terminated upon power outage.

CSULB EMERGENCY OPERATIONS PLAN

- If working on a computer make it a practice to save frequently.
- If in a room with no natural light source, ensure that you have access to a flashlight or lantern; designate someone close to an outside door to open the door if the lights go out.
- Familiarize yourself with the path of exit from your building.
- The Physical Planning/Facilities Management website (<http://ppfm.csulb.edu/>) is accessible through the CSULB home page (<http://www.csulb.edu>). The website contains information about the power crisis and outages from the ISO.
- A situation update and additional instructions will be made available through the Office of Public Affairs. The information may also be available on the News and Events website (<http://www.csulb.edu/News-Events/>), which is accessible through the CSULB home page.
- Campus shuttles will continue to operate on their regular schedules.

In the event of a power outage during day

- The University will remain open. Business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing the Deans, Directors, Department Chairs, or Faculty Members may reassign staff or classes to outside locations.
- Faculty retain the discretion of canceling the remainder of a class if instructional quality or student safety is compromised.
- Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.
- Help those who need assistance.
- Do not attempt to use elevators.

CSULB EMERGENCY OPERATIONS PLAN

In the event of a power outage during hours of darkness

- Remain on campus for fifteen minutes in the event power is restored quickly. If power is not restored within fifteen minutes, instruction will stop and the campus business will close for the remainder of the evening.
- Faculty should remind students of the general rules regarding power outages as outlined above, the need to exercise caution and avoid panic.
- University Police Community Services Officers with flashlights and radio communication to the University Police will be available to provide assistance and current information. The CSO's will be stationed at the following posts:
 - Brotman Hall
 - College of Business Food Court
 - Main Library Entrance
 - Parking Lot 5
 - University Student Union Bell Tower
 - University Student Union Escalator
 - The bottom of the Brotman Hall Pedestrian Bridge
 - The Outpost
 - The Merriam Drive Pedestrian Tunnel
 - The Parkside Residence Halls Office
 - The Residence Commons Office

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

SEVERE WEATHER

Due to its location in the Greater Los Angeles area the CSU Long Beach campus may occasionally be subject to severe weather. In the event of such an incident the follow guidelines should be followed.

WIND RELATED

Campus Community

- Although rare severe windstorms and tornados can occur in the Los Angeles Area.
- If a severe windstorm occurs take cover inside along an interior wall staying away from windows.
 - Drop to your knees with your back to the windows and knees together
 - Clasp both hands behind your head covering your neck
 - Leaning over bury your face between your arms and legs.
 - Close your eyes tightly.
 - Try to remain calm and stay in place until the windstorm stops
 - As soon as possible move away from windows and overhead fixtures.
- Remain inside if it is safe otherwise evacuate the area

University Administration / University Police

- The National Weather Service will be monitored for alerts and weather advisories.
 - A windstorm “Watch” is issued when a thunderstorm is expected to have winds in excess of 55 mph or a tornado may develop as a result of the storm and the storm is expected to move into a specific area
 - A windstorm “Warning” is issued when a thunderstorm has winds in excess of 55 mph or a tornado has developed and is within an expected area.
- Following the windstorm assess the campus for injured persons and/or damaged facilities.
- Any campus facility sustaining damage may be ordered evacuated for safety reasons. Any ordered evacuation is mandatory and will last until the building is deemed safe to enter by the University.
- University Police will normally maintain incident command on any multi-jurisdictional response to the incident. However, in the event of a mass casualty or search and rescue operation incident command will normally be transitioned to the Long Beach Fire Department upon their arrival at the incident.

CSULB EMERGENCY OPERATIONS PLAN

- ❑ The University Police Incident Commander will be responsible for ensuring that the appropriate level of notifications are made to the University Police Administration and that the appropriate reports are filed detailing the incident.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations or repairs have been completed.
- There is no longer a need to keep the area closed.

NOTE: Some areas may remain closed longer than others.

LIGHTNING

Although somewhat rare in Southern California lightning storms pose a very serious threat to the well being of the CSU Long Beach campus community. In the event of a lightning storm the following guidelines should be followed.

Campus Community

- ❑ If you are **OUTSIDE** when a thunder/lightning storm moves into the area. **GO INTO A BUILDING OR FULL ENCLOSED VEHICLE.**
 - **AVOID** all metal objects such as fences and machinery, trees, open shelters, high ground, open spaces, and water.
 - **REMAIN** inside for at **LEAST** 30 minutes following the **LAST** strike in the area.

CSULB EMERGENCY OPERATIONS PLAN

- If you are outside in a storm and feel your hair standing on end and/or hear “crackling noises” you are in lightning’s electric field. **A LIGHTNING STRIKE IN YOUR IMMEDIATE AREA IS IMMINENT.**
 - If you cannot immediately get inside you should immediately remove all metal objects (including: cell phones, radios, ball caps, backpacks), place your feet together, duck your head, and crouch down low in a baseball catchers stance with your hands on your knees. Seek shelter inside a fixed building as soon as it is safe to move.
- People who have been struck by lightning DO NOT carry an electrical charge. It is safe to render first aid to a victim.

University Administration / University Police

- The National Weather Service will be monitored for alerts and weather advisories.
 - A thunderstorm “Watch” is issued when a thunderstorm is expected to into a specific area
 - A thunderstorm “Warning” is issued when a thunderstorm has developed and is within an expected area.
- Following the thunderstorm assess the campus for injured persons and/or damaged facilities.
- University Police will normally maintain incident command on any multi-jurisdictional response to the incident. However, in the event of a mass casualty incident command will normally be transitioned to the Long Beach Fire Department upon their arrival at the incident.
- The University Police Watch Commander will be responsible for ensuring that the appropriate level of notifications are made to the University Police Administration and that the appropriate reports are filed detailing the incident.

Return to Normal Operations

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations or repairs have been completed.
- There is no longer a need to keep the area closed.

NOTE: Some areas may remain closed longer than others.

HEAT RELATED

Campus Community

- If severe or intense heat is predicted reduce outdoor activity to a minimum.
- Drink plenty of hydrating fluids, such as water, and wear sunscreen.
- If you witness a person overcome by heat or feel yourself being overcome by heat seek medical attention immediately.
 - Contact the University Police at 9-1-1.

University Administration / University Police

- During periods of intense heat outdoor physical activity should be limited.
- Supervisors should encourage employees to drink water frequently.

SHELTER IN PLACE / LOCKDOWN

Certain incidents may require building occupants to stay put and remain inside. Examples of some events that would initiate a Shelter-in-Place order are extreme weather and flooding, gas leak, an outdoor chemical release, civil unrest, or any number of general threats or criminal acts.

The specific instruction may differ depending on the exact nature of the incident, always use your best judgement and follow any instruction from emergency personnel.

At its most basic definition, a Shelter-in-Place order simply means to stay inside and stay put. There may be additional steps to take depending on the exact nature of the threat.

Generally, there are two types of shelter-in-place orders that may be issued on campus:

- More often than not, a shelter-in-place will be ordered due to an environmental threat, such as extreme weather or a gas or chemical release. Under such orders, occupants should close all windows and doors, and consider using sheeting or fabric to block the area under doors to prevent air from seeping in. If there is a threat of flooding, occupants should move to an upper floor if possible.
- In the event of a criminal threat or act of violence, you may need to lockdown your space to the best of your ability. A lockdown is a more involved Shelter-in-Place technique that will limit someone's ability to enter your space. When locking down, occupants should close all doors and windows, locking them if possible. If doors do not have locks, use furniture or other large available items to barricade doors closed. Turn off the lights, silence cell phones, and remain quiet until you receive an "all clear" message or are escorted out by law enforcement.

Note: During active shooter or armed intruder incidents, lockdown is generally not going to be ordered by the campus. Rather, emergency messaging will be "RUN, HIDE, FIGHT", with lockdown representing the "HIDE" portion of the response tactic.

Campus Community

If a Shelter-in-Place Order is issued:

- Remain indoors, and close all windows and doors, locking them if possible
- Move to an interior room if able, away from exterior windows
- If there is a gas leak or chemical spill, using clothing or other fabric to block the base of the door(s) and any other areas where air may seep in
- For flooding, move to upper floors if possible

CSULB EMERGENCY OPERATIONS PLAN

- If the order is issued in response to a criminal threat or act of violence, lockdown your space to the best of your ability
- Do not leave the area until you receive an “all clear” message or are directed to do so by first responders
- Follow the directions of the Building Marshals, official emergency alert communications, or from emergency personnel on scene

SMOG ALERT

When the Air Quality Management District notifies the CSU Long Beach campus that a smog alert is in effect for the area the following steps should be taken.

Campus Community

- Anyone observing a member of the campus community having respiratory distress should contact the University Police at 9-1-1.

University Administration / University Police

- The agency notified should contact the Office of Safety and Risk Management and report the notification.
- During a First Stage Smog Alert all vigorous and strenuous activities should be reduced or shortened.
- During a Second Stage Smog Alert all forms of vigorous activity must be discontinued or cancelled.
- During a Third Stage Smog Alert students, staff, and faculty should remain indoors and restrict movement as much as possible.
- During any smog alert try to reduce or eliminate the use of University vehicles and/or gas powered engines as much as possible.

TERRORISM

Terrorism can take many forms, from an individual with a gun or bomb to groups using chemical, biological, or nuclear weapons. Although the attack may be centered off campus, due to its nature it may affect the University. In many instances the incident will not be immediately identifiable as a terrorist attack. University response should follow those guidelines listed in this Event Checklist for the type of event occurring.

In those instances where it is determined that an act of terrorism is likely to have caused the emergency the following steps should be taken in addition to those in the appropriate Event Checklist:

Campus Community

- If you observe a person or persons who appear out of place or who are acting in a suspicious manner contact the University Police at 9-1-1 or (562) 985-4101.
- Be prepared to provide the University Police Dispatcher with:
 - Description of the suspect(s)
 - Description of what they are doing that makes them suspicious
 - Location last seen
 - Types of weapons seen (if any)
- If you observe a suspicious situation that you feel needs to be further investigated contact the University Police at 9-1-1 or (562) 985-4101.
- If you receive a suspicious package contact the University Police at 9-1-1. Do not open the package. See page 3 of this tab for further information.

University Administration / University Police

- In accordance with the Standardized Emergency Management System, the National Incident Management System, and Incident Command System emergency response for any suspected terrorist attack on the University campus will be coordinated through the University Police unless relieved of that responsibility by the Federal Bureau of Investigation.
- Unless relieved of that responsibility by the Federal Bureau of Investigation the CSU Long Beach Police Department will have primary investigatory responsibility for any terrorist attack on the CSU Long Beach campus.

CSULB EMERGENCY OPERATIONS PLAN

- The University Police Incident Commander will ensure that the appropriate level of notifications is made to the University Police Administration and that the appropriate reports are filed detailing the event and actions taken.
- Based on the level of response needed the University will consider activation of the Emergency Operations Center.
- Based on the response needs the Incident Commander will request the University Police Chief, or his/her designee, to institute a mutual aid request to any necessary response organization needed to assist in the response effort. This may include, but is not limited to:
 - The City of Long Beach
 - The County of Los Angeles
 - State and Federal Agencies
 - The CSU Critical Response Unit
 - Other CSU campuses
 - Volunteer Agencies which specialize in disaster response
- If a partial or complete evacuation of the campus is deemed necessary then the evacuation will take place as described in Tab H – Evacuation Procedures.

Return to Normal Operations

For evacuation purposes and notifications of emergencies the campus ENS (Emergency Notification System) may be utilized.

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

SUSPICIOUS PACKAGES

In the past government facilities around the country have received packages or envelopes which contained bombs or either a threat of, or in some cases actual strains of, anthrax. Many of these packages have turned out to be hoaxes, however, as a government institution the CSU Long Beach needs to remain alert to a possible attack.

The following information is intended to provide the campus community with some answers to questions regarding the threat.

IDENTIFICATION OF SUSPICIOUS PACKAGES

While there is no guaranteed way to identify every threatening package the following characteristics are generally held to be suspicious:

- Excessive postage
- Poorly handwritten/printed address
- No return address
- Incorrect titles in address
- Addressed to a title, but NOT a name
- Misspellings of common words
- Discoloration or oily stained packaging
- Odd odors coming from package
- Excessive weight for size of package
- Lopsided, uneven or lumpy envelope
- Protruding wires or aluminum foil
- Excessive sealing material such as masking tape, string, strapping tape
- Ticking sound coming from the package
- Marked with restrictive notations such as “Personal”, “Confidential”, or “For your Eyes Only.”
- Postmark is from a city or state that does not match the return address

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE

- **DO NOT PANIC**
- Do not shake or empty the contents
- If possible gently place the package in a plastic bag or container
- If you do not have any container, then cover the package with anything (clothing, trashcan, paper, etc). Do not remove the cover.
- If a substance sills out of the package **DO NOT CLEAN IT UP** cover the spill with anything and immediately leave the area. **DO NOT REMOVE THE COVER**
- Leave the room and close the door. Do not allow anyone other than emergency responders to enter the area.
- Do not touch your face until after you have thoroughly washed your hands with soap and water.

CSULB EMERGENCY OPERATIONS PLAN

- Contact the police at 9-1-1
- If substance spills onto clothing remove the clothing as soon as possible and place it in a plastic bag or some other container that can be sealed. Give the container with the contaminated clothing to emergency responders.
- If substance spills onto exposed skin shower as soon as possible using soap and water. Do not use bleach or other cleaning chemicals on your skin.
- Create a list of all people who came into contact either with the package or the substance or who were in the room at the time the package was discovered. Give this list to emergency responders so medical follow-up procedures can be implemented as well as to facilitate investigation of the incident.

FURTHER INFORMATION

Information on various types of chemical and biological weapons of mass destruction can be found on-line at a number of websites. The short list below is by no means exhaustive but provides the campus community with a source to begin further discovery.

- www.cdc.govCenter for Disease Control
- www.dhs.govDepartment of Homeland Security Official site
- www.who.int/en/.....World Health Organization
- www.mayoclinic.comThe Mayo Clinic
- www.ready.govDepartment of Homeland Security Preparedness site

UTILITY FAILURE

Failure of utilities serving the CSU Long Beach campus may occur. These outages may be of short duration or for extended periods. Every effort will be made to return utility service to the campus as timely as possible. In the event of a utility failure the following guidelines should be followed.

Campus Community

- If the failure occurs during normal working hours (Monday through Friday 8 am to 5 pm) contact the Facilities Management Help Desk at (562) 985-4357.
- If the failure occurs after normal working hours or on the weekend contact the University Police at (562) 985-4101.
- If trapped in an elevator use the Emergency Phone to contact the University Police.
- If flooding is discovered cease all work with electrical equipment and follow the contact guidelines above.
- If you smell natural gas cease all work and immediately evacuate the area. Contact the University Police at 9-1-1.
- If you discover a telecommunications failure use another working phone to contact Telecommunications at (562) 985-4480

University Administration / University Police

- Repair of services to the University will be coordinated by Facilities Management personnel.
- If water contamination is suspected or verified the Office of Safety and Risk Management will liaison the Environmental Protection Agency and/or the Long Beach Water Department to determine the location and extent of contamination.

ANNEXES
TO THE CSU LONG BEACH EMERGENCY OPERATIONS PLAN
AND OTHER RELATED CAMPUS PLANS

1. **“Evacuating Persons Who Need Assistance”**
 - a. Responsible Party: Emergency Manager, University Police
2. **“Facilities Business Emergency Plan”**
 - a. Responsible Party: AVP, Physical Planning and Facilities Management
3. **“Crisis Communications Plan”**
 - a. Responsible Party: Strategic Communications / Emergency Manager, University Police
4. **“Hazardous Material Contingency Plan”**
 - a. Responsible Party: Director, Environmental Health and Safety
5. **“Pandemic – Infectious Disease Plan”**
 - a. Responsible Party: Emergency Manager, University Police
6. **“Post-Earthquake Inspection Procedures”**
 - a. Responsible Party: Director, Design and Construction / Emergency Manager, University Police
7. **“Public Health Point of Dispensing (POD) Plan”**
 - a. Responsible Party: Director, Student Health Center
8. **“Student Health Center Disaster Plan”**
 - a. Responsible Party: Director, Student Health Center
9. **“Student Crisis Management Plan”**
 - a. Responsible Party: Dean of Students