



CALIFORNIA STATE  
UNIVERSITY  
**E A S T B A Y**

# **EMERGENCY OPERATIONS PLAN (EOP)**

## I. INTRODUCTION

### PURPOSE

The CSU East Bay Emergency Operations Plan (EOP) establishes the organizational structure, policies, and procedures for directly **responding** to major emergencies. The EOP coordinates the use of University and community resources to protect life and property. Emergencies anticipated by this plan include earthquakes, fires, hazardous materials releases and bomb threats.

As required by Government Code 8607, the CSUEB Emergency Operations Plan (EOP) uses the **Standardized Emergency Management System (SEMS)** and the **National Incident Management System (NIMS)** when responding to multi-agency or multi-jurisdictional emergencies. The common terminology and command structure used by SEMS facilitate coordinated emergency response.

This plan was developed to establish guidelines and procedures to mitigate the potential consequences of a major emergency or event that threatens the health and safety of the California State University, East Bay (CSUEB) students, faculty, staff, visitors and the general public. Through implementation of these operational response policies and guidelines, the overall effects of an emergency event can be minimized.

### SCOPE

The Emergency Operations Plan (EOP) is the official campus level CSUEB Emergency Management plan that guides the emergency response and assigns the roles and responsibilities of departments, units, and individuals during emergencies. Designated personnel are expected to understand and follow the EOP, which supersedes operational portions of the CSUEB Multi-hazard Plan. It is the official Emergency Operations Plan for CSUEB; it supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan or any appendices and annexes hereto.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

This EOP applies to all activities conducted by CSUEB personnel, students and visitors. The emergency management procedures for specific buildings/facilities and departments are consistent in framework but may vary in scope based upon the individual activities, operations and hazards. The EOP shall be approved by the Vice President for Administration and Finance.

### MISSION

It shall be the mission of CSUEB to respond to an emergency in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

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1. Save lives
2. Preserve order
3. Protect the environment
4. Protect property
5. Restore campus operations

It is anticipated that, as operations progress from Priority 1 through Priority 5 responses, the administrative control of the campus will transition from the NIMS/SEMS/ICS structure back to the CSUEB organizational structure.

When an emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, the CSUEB Police Department assumes incident command, makes the appropriate notifications and initiates mitigation and protective action. When the event requires support for police, fire or emergency medical services (EMS) operations, the appropriate agencies/organizations are notified and respond. Depending on the nature of the event and in accordance with NIMS, the UPD IC may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) - located in the Student Services and Administration Building (SSA), Room 4300A - may be activated to support the ongoing response. The CSUEB EOP has been developed and personnel have been trained and assigned to the EOC to promote integration for a multi-organizational response, if required.

### **RESPONSIBILITY**

The administration and implementation of the Emergency Operations Plan is the responsibility of the Chief of University Police Department (UPD), who will also serve as the IC. The Chief shall designate a police sergeant to act as the Emergency Preparedness Coordinator (EPC) and will coordinate campus-wide Emergency Preparedness activities on a daily basis.

### **DEVELOPMENT AND MAINTENANCE OF PLAN**

The EPC, under the direction of the UPD Chief, is responsible for ensuring that this EOP is updated annually and that necessary changes are prepared, coordinated, approved, published and delivered.

### **TRAINING**

Training is essential to make emergency operations personnel ready to respond effectively. This Plan includes provisions for training. The CSUEB campus community will be trained via the SEMS, NIMS, and ICS compliant campus Plan to include, at a minimum;

- A. Overview training of every employee within one year of employment
- B. Specialized training annually for employees designated as building safety coordinators (BSCs) or building safety assistants (BSAs), EOC team members, or members of the campus emergency management team (specialized training includes, but is not limited to, SEMS, NIMS, ICS, and crisis response)
- C. Training will be documented by sign in sheets, class rosters, and certificates of completions that will be placed in training files maintained in the EOC (training records shall be kept for a minimum of seven years)

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### GUIDELINES FOR ACTIVATION OF THE EOC

The Emergency Operations Center (EOC) is activated for any major emergency, catastrophic incident, and/or when multi-unit or interagency coordination is required. If necessary, the IC shall recommend that the Emergency *Policy* Executive (University President) or the Emergency *Operations* Executive (Vice President for Administration and Business Affairs) declare a Campus State of Emergency.

The EOC may be activated under any of the following conditions:

- On the order of the IC when **interagency or multi-jurisdictional** resources are required
- On the order of the Emergency *Policy* Executive or Emergency *Operations* Executive, when the existence of a **Campus State of Emergency** has been proclaimed in accordance with the appropriate emergency statute
- When a **Local Emergency** has been proclaimed by the City of Hayward or Alameda County in the area which includes CSUEB
- When a **State of Emergency** has been proclaimed by the Governor in the area which includes CSUEB
- By Presidential declaration of a **National Emergency**

### LEVELS OF EMERGENCY

**Level 1:** The emergency can be managed using **normal campus resources**. The Emergency Operations Center (EOC) is not activated. Examples are small chemical spills and auto accidents.

**Level 2:** The emergency requires **multi-unit or multi-departmental resources**. The EOC is partially activated. The IC staffs the EOC according to need and available personnel. Examples are single building fires and bomb threats.

**Level 3:** The emergency response is beyond normal campus resources. The Emergency Operations Center is fully activated and all designated Incident Command System personnel are notified. This is the highest level of emergency envisioned by the EOP. A campus state of emergency may be declared.

### CLASSIFICATION OF EVENTS

**Incident** - An incident is an occurrence or event which is caused by human action or natural phenomena and requires the response of emergency personnel to prevent or minimize the loss of life, property damage, and destruction of natural resources. Incidents may result in extreme peril to the safety of persons and property and may lead to or create conditions of a disaster. Incidents may also be rapidly mitigated without loss or damage. Large incidents, which do not at the time meet the disaster level definition, may call for local governments to declare a "Local Emergency." Incidents require the on-scene field response of an IC, along with tactical and support resources organized in accordance with an Incident Command System structure.

Examples of Incidents:

- Protest demonstration
- Sink hole in street

- Building fire
- Multi-casualty accident
- Downed utility lines

**Emergency** – A condition that may result in extreme peril to the safety of persons and damage to property. In this context, an emergency and an incident could mean the same thing, although an emergency has a broader meaning and could involve several incidents.

The California Emergency Services Act describes three (3) states of emergency:

- State of Emergency
- Local Emergency
- State of War Emergency

Examples of Emergencies include:

- Earthquake
- River flooding
- Major wildfire

**Disaster** – A disaster is a sudden or calamitous emergency event bringing great damage, loss or destruction. They may occur with little or no warning, such as an earthquake or flash flood and can develop from one or more incidents, such as a major brush fire.

## **II. GOVERNANCE, COMMAND AND CONTROL**

The manner in which CSUEB conducts emergency operations on campus is governed by State and Federal legislation. The ability to declare a campus State of Emergency is governed by CSUEB policy. The President has the authority to declare a University State of Emergency. Usually, such a declaration will be made upon the recommendation of the Chief of Police and other administrators.

### AUTHORITY

This Plan is promulgated under the authority of the President. The CSUEB Emergency Operations Plan fulfills the University's responsibilities to adhere to the:

1. **Standardized Emergency Management System (SEMS)**, described by California Government Code 8607 (a), for managing response to multi-agency and multi-jurisdictional emergencies in California. SEMS, adopted by the State of California in 1995, incorporates the use of the Incident Command System.
2. **Incident Command System (ICS)**, the Master Mutual Aid agreement (MMA), existing mutual aid systems, and the County operational area concept and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates the flow of information and coordination between responding agencies. It provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident and suggestions for corrective actions, if any.

**3. National Incident Management System (NIMS)** is prescribed by Homeland Security Presidential Directive 5 – Management of Domestic Incidents. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. It also utilizes the Incident Command System, as described above, to coordinate response activities on a national level.

**4. California State University Emergency Management Program-**  
Executive Order # 1013

**COMMAND AND CONTROL**

**Emergency Policy Executive - University President**

- Declares a Campus State of Emergency when required (California Administrative Code, Title 5, Sections 41302, 424020)
- Functions as the highest level of authority during an emergency

**Emergency Operations Executive - Vice President for Administration and Finance**

- Approves the EOP
- Chairs the Emergency Policy Group which advises the University President about the EOP
- Declares a Campus State of Emergency when required, if the Emergency *Policy* Executive is unavailable.

**Incident Commander (IC) – Chief of Police**

Chief of Police, University Police Department (the chief may appoint a Deputy Incident Commander during emergencies, as deemed appropriate). The IC:

- Directs the implementation of the Emergency Operations Plan and activates the Emergency Operations Center if necessary
- Is the member of the Emergency Policy Group who develops and reviews the EOP
- Oversees emergency training and education for designated personnel
- Is the liaison with outside emergency management agencies in preparing the EOP

**Emergency Operations Center (EOC) Staff**

The EOC staff reports to the IC and includes Emergency Operations Section Chiefs (Operations, Logistics, Planning and Administration/Finance) who develop/implement tactical and operational responses to the emergency. The IC, via the Public Information Officer, provides the Emergency *Policy* Executive with current information on the status of emergency response.

**INCIDENT COMMAND SYSTEM (ICS)**

As required by the Standardized Emergency Management System and the National Incident Management System, the EOP uses the ICS when responding to field emergencies. The ICS, based on management by objectives, is organized with the IC as the focus of a command and organizational structure capable of responding to various levels of emergency. The flexibility of ICS allows for rapid expansion of a response when necessary, drawing on personnel who have

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been trained in emergency response. Because ICS uses common terminology at all levels of activity promoting consistent structure and functions for all emergency response organizations, the structure of the Emergency Operations Center may not resemble the everyday operational structure of CSUEB.

### III. EMERGENCY OPERATIONS CENTER

The CSUEB EOC is a dedicated location equipped with work stations for Command, Operations, Logistics, Planning, and Administration/Finance Sections. The primary EOC is located in the SSA, Room 4300A.

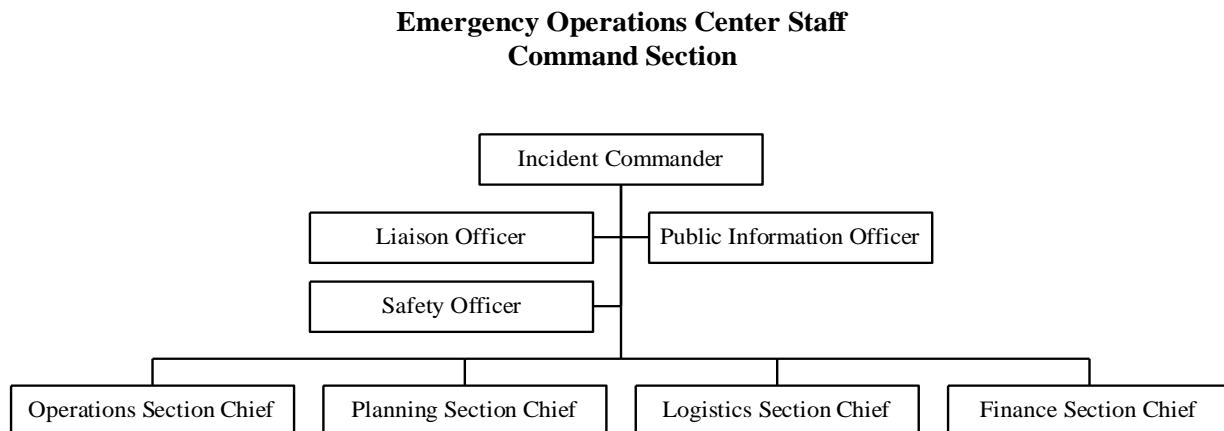
In case of direct damage to the EOC, a fully operational alternative EOC may be activated. The designated fully operational **alternative** site is the Valley Business Technology (VBT) Room # 126. Other potential locations include, but are not limited to: (1) University Library, in room LI 2250; (2) University Police Department; and (3) Facilities Management. Signs directing personnel to the alternative EOC (or other location in use) shall be placed in a conspicuous location, such as the primary EOC entrance door, if it can be done safely.

Designated emergency staff ensure that the EOC can be activated within one hour and remain operational under emergency conditions. Designated personnel assigned to the University Police Department; Environmental Health and Safety; Facilities Management; and Academic Senate shall have assigned keys to the designated EOC locations.

#### EMERGENCY OPERATIONS CENTER STAFF

##### **Command Section**

The Command Section is responsible for emergency policy and coordinating joint efforts of external agencies, private organizations, and internal departments. The Section sets objectives and priorities for emergency response. The IC is the chief of the Command Section and has overall responsibility for management of an emergency. Command Section Staff includes, at the discretion of the Incident Commander, a Command Staff (Public Information Officer, Liaison Officer, and Safety Officer) and General Staff (up to four support Section Chiefs). The IC develops strategies, formulates and implements an action plan, directs the Command Staff and the General Staff, and reviews actions after the emergency.



**Command Staff**

The **Public Information Officer (PIO)** is the only official liaison with the media and other organizations and individuals seeking information about the emergency. Information Officers assigned by other departments will be assistants to the PIO. The PIO keeps the **Emergency Policy Executive** informed.

The **Liaison Officer (LO)** communicates between the Emergency Operations Center (EOC) and personnel assigned by external agencies to coordinate their agency's assistance in a major emergency. A Liaison Officer may be assigned to incidents that involve more than one jurisdiction or agency Liaison Officer. Major responsibilities and duties include:

- Creates a list of assisting and cooperating agencies and Agency Representatives
- Is a contact point for Agency Representatives
- Maintains a list of assisting and cooperating agencies and Agency Representatives
- Assists in establishing and coordinating inter-agency contacts
- Keeps supporting agencies aware of incident status
- Monitors incident operations to identify current or potential inter-organizational problems
- Participates in planning meetings, providing current resource status, including limitations and capabilities of assisting agency resources
- Maintains Unit Log

The **Safety Officer (SO)** develops recommendations to assure safety of personnel and to assess and anticipate hazardous and unsafe situations. Hazardous materials incidents require the assignment of a SO. The SO may exercise emergency authority to directly stop unsafe acts if personnel are in imminent life-threatening danger and are operating outside the scope of the Emergency Action Plan. The priority for the SO is preventing exposure of personnel to immediately dangerous to life or health (IDLH) situations. A SO must be designated by the Incident Commander in situations involving hazardous materials. Only one SO will be assigned for each incident.

The SO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

Responsibilities:

- Participate in planning meetings
- Identify hazardous situations associated with the incident
- Review the Incident Action Plan for safety implications
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed

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- Review and approve the medical plan
- Maintain Unit Log

### OPERATIONS SECTION

The Operations Section coordinates all campus emergency response units in implementing the EOP. When activated by the Incident Commander, an Operations Section Chief manages the section and is a member of the Command Section's General Staff. The Operations Section develops tactical objectives, conducts tactical operations necessary to carry out the Plan, and directs all resources. It establishes Staging Areas to temporarily place unassigned resources.

### PLANNING SECTION

The Planning Section collects, evaluates, and disseminates information, recommends a plan of action, and documents the response. The Section is responsible for strategic planning. When activated by the IC, a Planning Section Chief manages the section and is a member of the Command Section's General Staff. There are five units under the responsibility of the Planning Chief: Resources, Situation Analysis, Damage Assessment, Documentation, Recovery, and Technical Specialists.

Technical Specialists are experts in a particular area who are assigned to the incident and report to the Planning Section if established. Depending on the situation, Technical Specialists work in the Section or are reassigned to the site to direct specific tactical operations. Technical Specialists are usually employees of external agencies.

### LOGISTICS SECTION

The Logistics Section obtains and coordinates facilities, communication systems, transportation, personnel, equipment, and supplies as needed. When activated by the IC, a Logistics Section Chief manages the section and is a member of the Command Section's General Staff.

### FINANCE SECTION

The Finance Section is responsible for cost and personnel accountability and risk assessment. It documents expenditures, purchase authorizations, timekeeping, equipment use, vendor contracting, property damage, and injury claims. When activated the section is managed by the Finance Section Chief who is a member of the Command Section's General Staff. The Finance Section is responsible for the following areas: Procurement, Compensation and Claims, Cost, Time, and Recordkeeping.

### DEACTIVATION OF THE EOC

The Emergency *Policy* Executive (University President) or the Emergency *Operations* Executive (Vice President of Administration and Business Affairs) decides, with advice from the Incident Commander, when to deactivate the EOC. Field teams are notified and record the time of deactivation. Teams requested to remain at the site after deactivation must receive written authorization from the EOC.

## **IV. EMERGENCY PROCEDURES**

### EMERGENCY OPERATIONS CENTER (EOC)

In an emergency, the first arriving emergency responder (e.g. University Police Department, Environmental Health and Safety, Facilities Management) activates the Emergency Operations Plan. He or she is the Incident Commander (IC) on the scene until relieved by the senior person with legal or assigned responsibility for the type of emergency. The IC decides when to activate the EOC.

There is only one Incident Commander (IC) at any given time. An IC who is being relieved must fully brief the incoming IC and notify Command Staff and Section Chiefs that a change in command is taking place. Until the IC assigns Command Staff and Section Chiefs, the IC is responsible for all Sections.

The Incident Commander determines which, if any, sections to activate. As needed, the Incident Commander designates a Public Information Officer, a Liaison Officer, and activates Operations, Logistics, Planning, and Finance Sections by assigning a single chief to a section. The IC or section chief may assign one or more deputy positions.

Activated personnel communicate directly with field command posts, departmental operations centers, Building Safety Coordinators and external agencies from assigned work stations in the Emergency Command Center. An Officer or Section Chief who is being relieved must fully brief his or her replacement and notify other personnel in the section and the IC of the change.

### EOC STAFF EMERGENCY RESPONSE

The EOC Staff manage the response to the emergency from the EOC by:

- Coordinating information, priority setting, and directing strategic activities
- Allocating designated and critical resources among units and departments and locating and requesting supplemental and external resources as necessary
- Communicating with external agencies and providing equipment they require
- Developing information about the emergency to brief the media and the public
- Coordinating damage assessment and recovery activities

Departments, units, and responding teams request aid and supplies from the Section Chiefs who forward the request as necessary to the EOC at the next level of emergency organization. CSUEB responds at the field level (on the scene) and forwards requests to the local area responder, the City of Hayward.

### COMMUNICATION

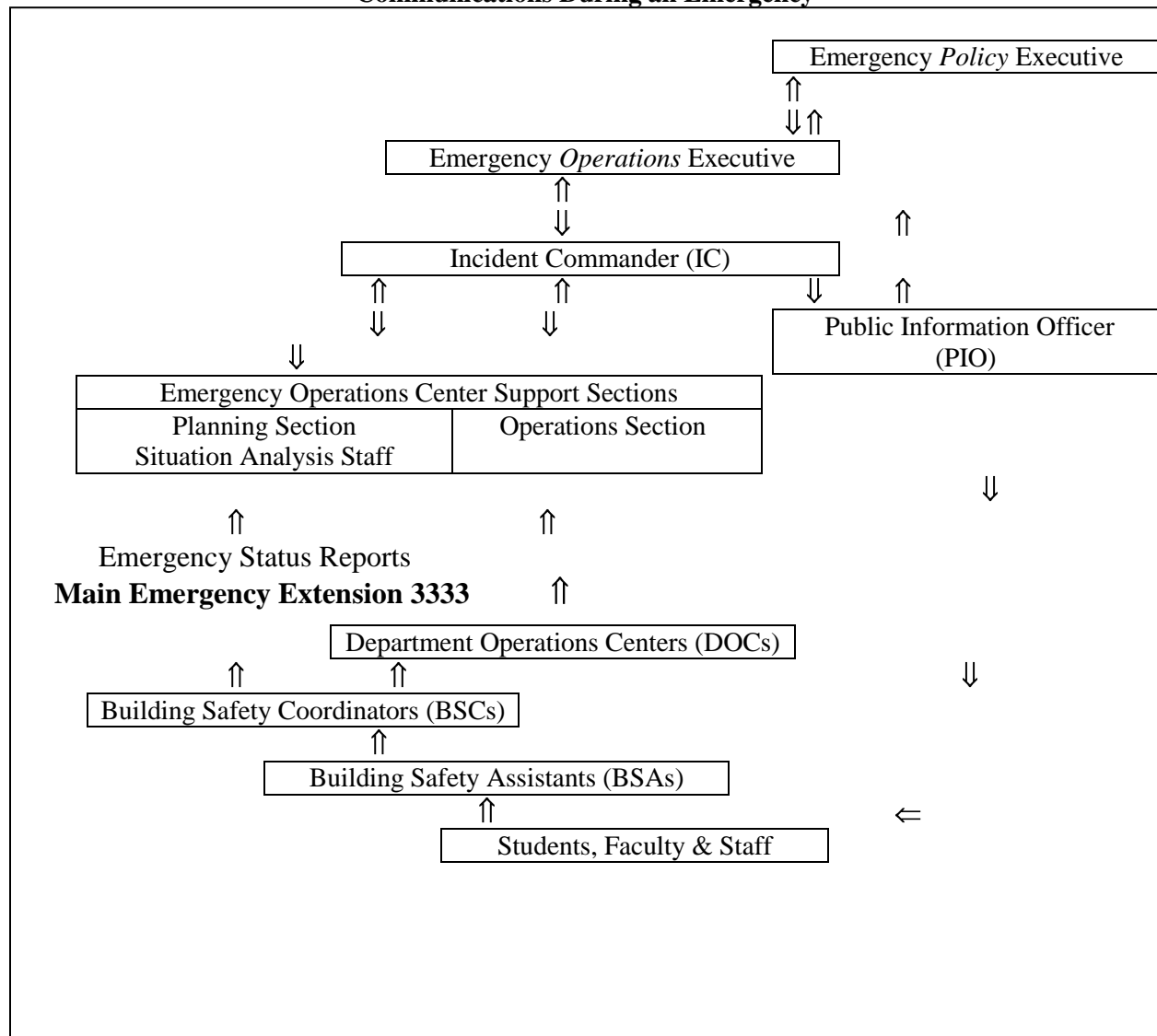
All CSUEB personnel and students play a role in communications; accurate reports from the scene of an incident are essential to providing adequate emergency response. Conversely, the campus community must receive up-to-date instructions about emergency response activities and news of the evolving emergency. The EOC and field teams usually communicate through police radios and walkie-talkies.

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Communication with departments not directly involved in the emergency depends on the type of information to be disseminated, scope of the emergency and available methods of communication. Alternatives include:

- ALERTME System
- Designated messengers (e.g. Building Safety Assistants)
- University Police public address system
- E-mail, especially allmail or mass-mail, if operational
- Electronic bulletin boards and home pages (e.g. CSUEB or other CSU home pages)
- Phone trees and FAX
- Radio announcements on KSUH
- Cable TV
- Announcements by the Public Information Officer via public broadcast stations

### Communications During an Emergency



### EOC OPERATIONS SUPPORT

#### **Department Operations Centers (DOCS)**

Some departments, such as University Police and Facilities Management, establish Department Operations Centers (DOCs) to coordinate the activities of field teams and communicate with the Emergency Operations Center. DOC Managers plan specific actions to carry out the policy decisions and priorities made by Section Chiefs at the EOC and report changes in the field to the Section Chiefs.

#### **Building Safety Coordinators (BSCs)**

Each **Building Safety Coordinator (BSC)** is responsible for developing a **Building Emergency Plan** and designating an **Emergency Assembly Point** in advance. BSCs coordinate the Building Safety Assistants, assigning one Assistant to each floor. In an emergency, BSC coordinate safe evacuation and account for building occupants at the designated assembly point using a building roster prepared in advance. BSCs are the liaison between the Department Safety Coordinators and BSAs and the Emergency Operations Center (EOC) for each building, reporting the status of injuries and damage to the EOC.

#### **Building Safety Assistants (BSAs)**

**Building Safety Assistants (BSAs)** assist the Building Safety Coordinators (BSCs) in notifying building occupants of required evacuations, managing evacuations safely, and accounting for building occupants at designated assembly points. Building Safety Assistants may be stationed at doors to prevent people from entering or reentering an evacuated building. Building Safety Assistants are designated by Building Safety Coordinators and Department Safety Coordinators (DSCs).

#### **Department Safety Coordinators (DSCs)**

Managers of large departments are expected to designate a **Department Safety Coordinator (DSC)** to develop a **Department Emergency Plan** and chair the **Department Safety Committee**. In an emergency, the Department Safety Coordinator is responsible for the safe evacuation of the department, with the assistance of the Building Safety Coordinators and the Building Safety Assistants. Department Safety Coordinators assess injuries and damage to department personnel and property, and make status reports to the Building Safety Coordinators.

#### **Faculty and Staff**

Faculty and staff are expected to read and understand both Building Emergency Plans and when they exist, Department Emergency Plans and be familiar with the emergency procedures and evacuation routes posted near elevators and exit doors. They follow the EOP to report emergencies which require immediate action (e.g. fire), check in with their Building Safety Coordinator, and evacuate buildings to designated areas in an orderly manner. Faculty members are seen as leaders by students and direct their students to assembly areas as required. Unassigned faculty and staff who wish to assist in the Campus response and recovery effort should report to the Labor Pool area.

**All persons employed by the State of California are “Public Employees” and are declared Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Government Code Title 1, Division 4, Chapter 8)**

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### **Students**

Students should be familiar with posted emergency procedures and evacuation routes in each building they use. Students must be prepared to evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Students can report an emergency by calling 9-1-1 from most campus phones, except pay phones.

The Department of Environmental Health and Safety assists students who want to know how to prepare for and respond to emergencies. Students who commute to campus by car should keep in the car enough supplies to sustain themselves for at least 72 hours.

**STUDENTS WHO WISH TO VOLUNTEER IN THE CAMPUS RESPONSE AND RECOVERY EFFORT MUST FIRST REPORT TO THE DESIGNATED LABOR POOL AREA AND REGISTER AS VOLUNTEERS.**

### GUIDELINES FOR EVACUATION

The character and immediacy of an emergency determines the means by which people leave their building or area of campus. There are two stages of evacuation:

- **Stage 1:** Building Safety Coordinators (BSCs), assisted by Building Safety Assistants (BSAs) and Department Safety Coordinators, ensure that all building personnel, students and visitors leave the building and proceed to the **Emergency Assembly Point** for their building. BSCs use a roster to assure that building occupants are accounted for and that the building is appropriately secured.
- **Stage 2:** In a campus-wide emergency, Building Safety Coordinators direct Building Safety Assistants to lead building occupants to the **Emergency Management Area** (the Amphitheater). Further evacuation, if necessary, is coordinated from the Emergency Management Area.

When a fire alarm sounds, everyone must evacuate the building, as required by Fire Marshal regulations. University Police responders (Police, Fire, Environmental Health & Safety) can also order an immediate evacuation. In the event of a bomb threat, the ranking University Police official has the sole authority to assess the credibility of the threat and decide to evacuate a site. In a major earthquake, individuals should drop, cover and hold until the shaking stops, and then evacuate and wait for information from campus emergency services personnel before re-entering a building.

### ASSIGNED AREAS OF RESPONSIBILITY

<b>AREA</b>	<b>PRIMARY RESPONSIBILITY</b>
Alert and Warning -	UPD/ Public Affairs/Relations
Communications -	Public Affairs/Relations
Coroner -	Health Center
Cost -	Finance
Fire -	University Police
Hazardous Materials -	Environmental Health and Safety (EHS)
Law Enforcement -	University Police
Medical -	Health Center

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Message Center -	Public Affairs/Relations
Movement -	University Police
Personnel -	Human Resources
Campus -	President and Executive Cabinet
Public Health -	Health Center/EHS
Public Information -	Public Affairs/Relations
Radioactive Materials -	EHS
Recordkeeping -	Finance
Rescue -	Facilities
Situation Analysis -	Facilities
Utilities -	Facilities
Volunteers -	EHS/Human Resources

### V. **COMMAND SECTION PLAN INTRODUCTION**

The **Command Section** of the **Emergency Operations Center** sets objectives and priorities for emergency response. The Section coordinates joint efforts of external agencies, private organizations, and CSUEB personnel in the planning, mitigation, and response elements of emergency preparedness. The Command Section is made up of EOC staff who manages emergency response centrally from the EOC.

Responsibilities:

- Coordinate information, set priorities, and direct strategic activities
- Allocate designated and critical resources among units and departments
- Locate and request supplemental and external resources as necessary
- Communicate with external agencies and provide equipment they request
- Develop information about the emergency to brief the media and the public
- Coordinate damage assessment and recovery activities

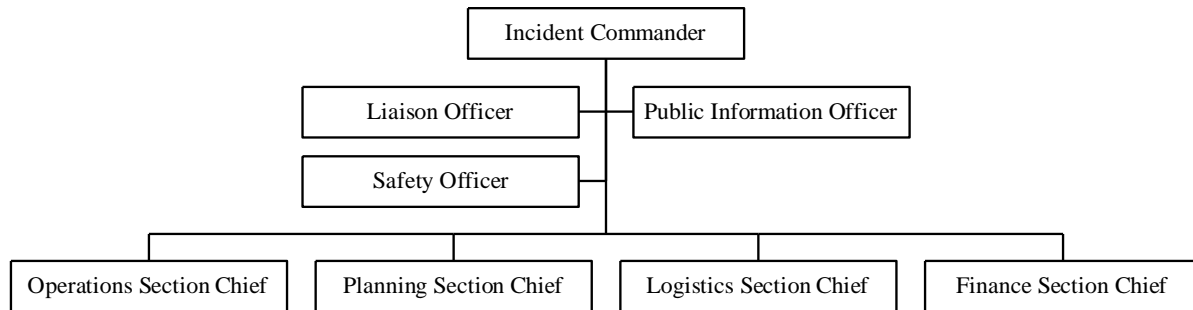
Departments, units, and responding teams request aid and supplies from the Section Chiefs who forward the request as necessary to the EOC at the next level of emergency organization. CSUEB responds at the field level (on the scene) and forwards requests to the local area responder, the City of Hayward.

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**ORGANIZATION STRUCTURE**

The Command Section’s organization structure is depicted in Figure 1.

**Figure 1  
Emergency Operations Center Staff  
Command Section**



**CSUEB COMMAND SECTION ASSIGNMENTS**

Table 1 indicates CSUEB personnel designated to Command Section positions:

<b>TABLE 1 Command Section POSITION TITLES AND ASSIGNMENTS</b>		
<b>COMMAND STAFF</b>		
<b>Position</b>	<b>Primary</b>	<b>Backup</b>
<b>Incident Commander</b>	Chief of Police	1. Police Lieutenant 2. Emergency Preparedness Coordinator 3. Police Sergeant
<b>Liaison Officer</b>	Director, Facilities Planning	1.University Police alternate 2.University Police alternate 3.
<b>Public Information Officer</b>	AVP, University Communications	1. Associate Director of Public Relations 2. Media Relations Officer 3.
<b>Safety Officer</b>	Director, Environmental Health & Safety (EHS)	1.EHS Coordinator 2. Risk Management rep.
<b>GENERAL STAFF</b>		
<b>*Operations Section Chief</b>	Police Lieutenant	1. Emergency Preparedness Coordinator 2. Police Sergeant

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<b>TABLE 1 Command Section POSITION TITLES AND ASSIGNMENTS</b>		
		3. Engineering Manager
<b>*Planning Section Chief</b>	Director, Facilities Operations	1. Facilities Planner
		2. Mgr., Design and Construction
		3.
<b>*Logistics Section Chief</b>	AVP, Risk Management & Internal Control	1. Contracts Mgr
		2. Procurement Director
		3. Crafts Manager, Facilities Management
<b>*Finance Section Chief</b>	AVP, Fiscal Services	1. Procurement Director
		2. Budget Officer
		3. Controller

**COMMAND STAFF**

**Incident Commander**

**Job Description**

The **Incident Commander (IC)** is the chief of the Command Section and oversees the planning, mitigation and training components of the **CSUEB Emergency Operations Plan**. In an emergency, the IC has overall responsibility to develop strategies, formulate and implement an Incident Action Plan, direct the Emergency Operations Center staff, and review actions after the emergency has subsided.

**Designated CSUEB Incident Commanders**

Table 2 indicates CSUEB personnel designated to act as Incident Commanders. University Police has senior authority in emergencies that involve security (e.g. riots, bomb threats), fire, or natural disasters (e.g. earthquakes). For safety emergencies (e.g. hazardous materials releases), the Director of Environmental Health and Safety has senior authority.

<b>TABLE 2 CSUEB INCIDENT COMMANDERS by Type of Incident</b>		
<b>Type of Incident</b>	<b>Primary</b>	<b>Backup</b>
Security/Safety (e.g. Riots, Bomb threats), Fires, Hazardous Materials Spills or Natural Disasters (e.g. Earthquakes, Floods)	Chief of Police	1. Lieutenant, University Police 2. Emergency Preparedness Coordinator 3. Police Sergeant

**Planning and Mitigation Responsibilities**

The Incident Commander:

- Is the member of the Emergency Policy Group who develops and reviews the EOP
- Oversees the establishment of the EOC
- Has managerial oversight for emergency training and education for designated personnel
- Serves as the liaison with outside emergency management agencies in preparing the EOP

### **Role in Emergency Response**

The IC is the overall manager of an incident. Most incidents are handled by a single IC who is selected by qualifications and experience. The IC may designate a Deputy IC from the campus or from an assisting agency. Deputy ICs have the same qualifications as the IC because they must be ready to assume command at any time.

In an emergency, the first arriving emergency responder (e.g. Environmental Health and Safety, Police, Facilities Management) activates the EOC. He or she is the IC on the scene until relieved by the senior person with legal or assigned responsibility for the type of emergency.

There is only one IC at any given time. An IC who is being relieved must fully brief the incoming IC and notify Command Staff and Section Chiefs that a change in command is taking place.

Until the IC assigns Command Staff and General Staff (Section Chiefs), the IC is responsible for all Sections. The IC determines which, if any, personnel to activate. As needed, the Incident Commander designates a **Public Information Officer**, a **Liaison Officer**, and a **Safety Officer** (Command Staff) and activates **Operations, Logistics, Planning, and Finance Sections** (General Staff) by assigning a single chief to a Section. The IC or Section Chief may assign one or more deputy positions.

Activated personnel communicate directly with field command posts, Departmental Operations Centers, Building Safety Coordinators and external agencies from assigned work stations in the Emergency Command Center. An Officer or Section Chief who is being relieved must fully brief his or her replacement and notify other personnel in the Section and the Incident Commander of the change.

### **Emergency Responsibilities List**

In an emergency, the IC has the responsibility to:

- Follow the IC's Job Action Sheet
- Assess the situation and/or obtain a briefing from the previous IC
- Determine Incident Objectives and strategy
- Establish the immediate priorities
- Activate the EOC and the Command Section workstation
- Establish an appropriate organization
- Schedule planning meetings as needed
- Approve and authorize the implementation of an Incident Action Plan
- Ensure that adequate safety measures are in place
- Coordinate activity for all Command and General Staff

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- Coordinate with activated DOCs and EOCs as required
- Communicate with key people and officials
- Approve requests for additional resources or for the release of resources
- Inform the *Emergency Operations* Executive and the *Emergency Policy* Executive of incident status
- Approve the use of trainees, volunteers, and auxiliary personnel
- Oversee the demobilization
- Review actions after the incident
- Maintain the Section Log

### **Agency Representatives**

The Liaison Officer (described above) is the contact for personnel assigned to the incident by outside agencies assisting the campus emergency response agencies. These personnel are liaisons called Agency Representatives, not those with direct tactical assignments or those involved in a Unified Command.

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

#### Responsibilities:

- Ensure that all agency resources are properly checked-in at the incident
- Obtain briefing from the Liaison Officer or Incident Commander
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled
- Attend briefings and planning meetings as required
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident
- Ensure the well-being of agency personnel assigned to the incident
- Advise the Liaison Officer of any special agency needs or requirements
- Report to home agency dispatch or headquarters on a prearranged schedule
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- Ensure that all required agency forms, reports and documents are complete prior to departure
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure

### **The ICS General Staff Positions**

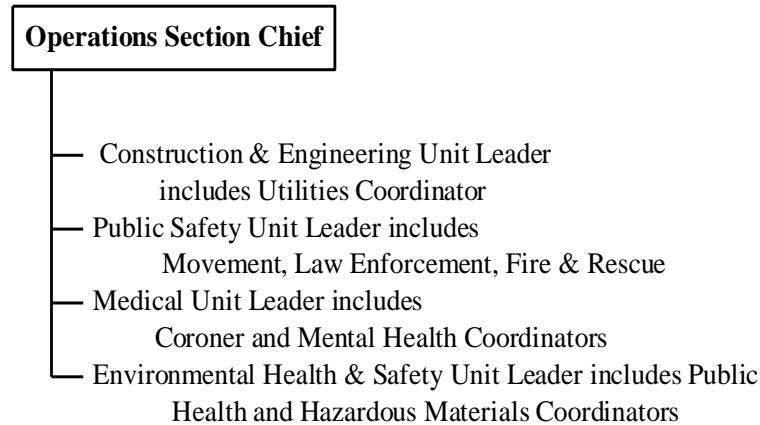
The General Staff consists of the following positions:

- Operations Section Chief

- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

## OPERATIONS SECTION

**Figure 2**  
**Operations Section Organization**



### Operations Section Chief

#### **Law Enforcement and Movement Teams**

##### University Police Unit

Duties include Law Enforcement and Movement, Fire and Rescue

##### Fire Team

The Fire Team, managed by the **Fire Coordinator**, oversees firefighting efforts, manages volunteer firefighting support, determines and recommends fire containment actions as appropriate. The Operations Section Chief will activate the Fire Coordinator if necessary.

##### Rescue Team

The Rescue Team, under the Rescue Coordinator, coordinates its efforts with Fire Team and law enforcement to provide comprehensive rescue services. Fire or police department representatives will determine priorities.

##### Coroner Team

The Coroner Team works under the direction of the Medical Unit and may be activated if the County Coroner is not available.

### Mental Health Team

The Mental Health Team works under the direction of the Medical Unit and provides mental health services as needed.

### Medical Unit

The Medical Unit will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.

Note that the provision of medical assistance to the public or victims of the emergency is normally coordinated through agency DOCs and EOCs and is not an appropriate task for the Logistics Section Medical Unit.

Responsibilities:

- Determine level of emergency medical activities prior to activation of Medical Unit
- Determine if Coroner and Mental Health Teams need to be activated
- Acquire and manage medical support personnel
- Prepare the Medical Emergency Plan (ICS Form 206)
- Establish procedures for handling serious injuries of responder personnel
- Respond to requests for:
  - Medical aid
  - Medical transportation
  - Medical supplies
- Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel

### Environmental Health and Safety Unit

#### **Public Health**

- Conduct campus field survey to detect damage to hazardous materials storage, water and sewage systems.
- Identify sources of contamination dangerous to the physical and mental health of the campus.
- Inform the County Health Officer of the situation and request assistance if needed.
- Advise EOC Director of need to close buildings or areas due to health problems.
- **If County Health Officer is unable to response sufficiently due to extreme emergency situations, consider the following actions as appropriate to the situation:**
  - Assess situation and establish priorities for dealing with potential hazards to campus health
  - Locate sources of potable water
  - Coordinate health-related activities among local public and private response agencies or groups.
  - Coordinate, with the School of Science designee, the collection and disposal of the dead animals
  - Coordinate mosquito and other vector control operations

- Inspect foodstuffs, water, drugs, and other consumables for purity and usability
- Be prepared to make emergency announcements and/or campus postings on health matters
- Provide chemical toilets and other temporary facilities for the disposal of human waste and other disease causing refuse
- Monitor sanitation in feeding facilities
- Coordinate the procurement of portable sewage pumps
- Conduct inspection of health hazards in damaged buildings

### **HAZARDOUS MATERIALS SECTION**

- Works under the direction of Environmental Health and Safety Unit
- Provides specialized support for handling hazardous materials and containing/controlling hazardous materials releases

### **PLANNING/INTELLIGENCE SECTION**

The **Planning/Intelligence Section**, more commonly known as the **Planning Section**:

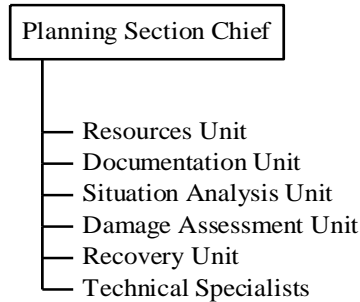
- Collects, evaluates disseminates information about the incident
- Develops and recommends Incident Action Plans for each operation period
- Maintains resource status information on equipment and personnel
- Conducts strategic planning
- Maintains documentation to the response

When activated by the Incident Commander, a **Planning Section Chief** manages the section and is a member of the Command Section's General Staff. There are six units which may be activated as necessary under the responsibility of the Planning Chief:

- Resources Unit
- Documentation Unit
- Situation Analysis Unit
- Damage Assessment Unit
- Demobilization/Recovery Unit
- Technical Specialists

Technical experts assigned to the incident report to the Planning Section if established. Depending on the situation, technical experts work in the Section or are reassigned to the site to direct specific tactical operations.

**Figure 3**  
**Planning Section**  
**Organization**



**Planning/Intelligence Section Chief**

The Planning Chief is responsible for managing the section.

Responsibilities:

- Collect and process situation information about the incident
- Supervise preparation of the Incident Action Plan
- Provide input to the IC and Operations Section Chief in preparing the Incident Action Plan
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate
- Establish information requirements and reporting schedules for Planning/Intelligence Section units (e.g., Resources, Situation Units)
- Determine need for any specialized resources in support of the incident
- If requested, assemble and disassemble strike teams, task forces, platoons, or squads not assigned to operations
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies
- Provide periodic predictions on incident potential
- Report any significant changes in incident status
- Compile and display incident status information
- Oversee preparation of Incident demobilization plan
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan
- Coordinate with Planning/Intelligence Sections at activated agency DOCs and EOCs
- Maintain Unit Log

**RESOURCES UNIT**

The **Resource Status Unit** receives information from Situation Analysis, Damage Assessment, University Police (law enforcement, fire, rescue, etc.) and various other sources. Once this

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information is gathered and forwarded from Situation Analysis, Resources Status will post and keep current all information on the status display boards and maps in the EOC.

This unit is responsible for maintaining the status of all assigned resources (primary and support) at an incident. It achieves this through:

- Overseeing the check-in of all resources
- Maintaining a status-keeping system indicating current location and status of all resources
- Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

Responsibilities:

- Establish check-in function at incident locations
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207)
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204)
- Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment)
- Maintain and post the current status and location of all resources
- Maintain master roster of all resources checked in at the incident
- A Check-In Recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident

### **DOCUMENTATION UNIT**

The **Documentation Unit** is responsible for the maintenance of accurate, up-to-date incident files. The Documentation Unit records all events and operations. In addition, the unit maintains and files all “EOC messages, maintains an official history of the emergency to insure complete documentation for the recovery of funds and provides guidance to other EOC members for assistance in work station documentation procedures. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

Responsibilities:

- Set up work area; begin organization of incident files
- Establish duplication service; respond to requests
- File all official forms and reports
- Review records for accuracy and completeness; inform appropriate units of errors or omissions
- Provide incident documentation as requested
- Store files for post-incident use

### **SITUATION ANALYSIS UNIT**

**The Situation Analysis Unit** collects and processes all information regarding resources and response to the emergency. The Unit tracks when information was collected, who was reporting it, what areas were involved, evaluates it, and forwards the information to Resource Status for posting. In addition, Situation Analysis is responsible for updating the mapping of the emergency and the recording of operations.

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps, and intelligence information.

Responsibilities:

- Begin collection and analysis of incident data as soon as possible
- Prepare, post, or disseminate resource and situation status information as required, including special requests
- Prepare periodic predictions or as requested
- Prepare the Incident Status Summary Form (ICS Form 209)
- Provide photographic services and maps if required

Three positions report directly to the Situation Unit Leader:

- Display Processor - Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate
- Field Observer - Collects and reports on situation information from the field
- Weather Observer - Collects current weather information from the weather service or an assigned meteorologist

### **DAMAGE ASSESSMENT UNIT**

The **Damage Assessment Unit** reviews information that has been gathered to provide a clear picture of the extent the emergency has affected the entire Campus. Inspection reports covering all buildings and grounds must be processed to prepare a clear and concise report for the Incident Commander. In addition, the unit maintains ongoing communications with field units to keep information current and complete.

### **DEMOBILIZATION/RECOVERY UNIT**

**Recovery Unit** is responsible for

- Determining impacts of the emergency requiring recovery planning
- Initiating recovery planning meetings with appropriate individuals and agencies
- Developing the initial recovery plan and strategy for the jurisdiction
- Ensuring that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process

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- Developing the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

Responsibilities:

- Review incident resource records to determine the likely size and extent of demobilization effort
- Based on above analysis, add additional personnel, work space and supplies as needed
- Coordinate demobilization with Agency Representatives
- Monitor ongoing Operations Section resource needs
- Identify surplus resources and probable release time
- Develop incident check-out function for all units
- Evaluate logistics and transportation capabilities to support demobilization
- Establish communications with off-incident facilities, as necessary
- Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan
- Distribute demobilization plan (on and off-site)
- Ensure that all Sections/Units understand their specific demobilization responsibilities
- Supervise execution of the incident demobilization plan
- Brief Planning/Intelligence Section Chief on demobilization progress

### **Technical Specialists**

**Technical Specialists** act as an advisor to the Incident Commander. They provide expertise in specific areas and may assist in the development of the Action Plan. In some cases, such as hazardous materials or Radiologic emergency releases, a Technical Expert might also be assigned directly to the scene of the incident.

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning/Intelligence Section, or be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the following:

- Planning/Intelligence Section Chief
- A designated Unit Leader
- Obtain briefing from Section Chief
- Participate in incident planning meetings, as required
- Determine current status of unit activities
- Confirm dispatch and estimated time of arrival of staff and supplies
- Assign specific duties to staff; supervise staff

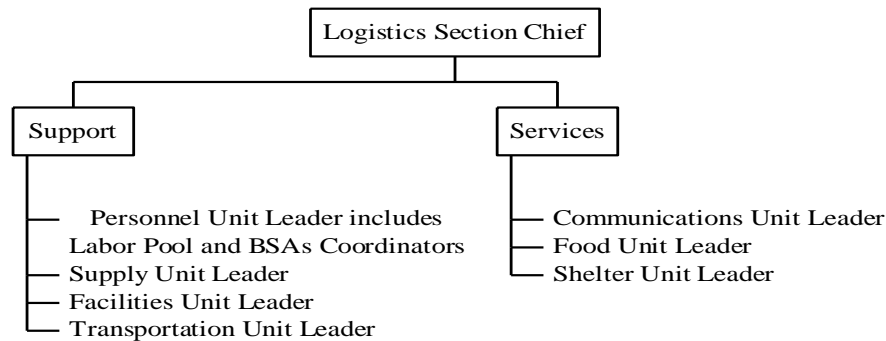
- Develop and implement accountability, safety and security measures for personnel and resources
- Supervise demobilization of unit, including storage of supplies
- Provide Supply Unit Leader with a list of supplies to be replenished
- Maintain unit records, including Unit Log

## **LOGISTICS SECTION**

The **Logistics Section** is responsible for all services and support needs of an incident including obtaining and maintaining essential personnel facilities, equipment and supplies, communication systems, and transportation as needed. When activated by the Incident Commander, **the Logistics Section Chief** manages the Logistics Section and is a member of the Command Section General Staff. The Logistics Section Chief may assign a Deputy who is most often assigned when all designated units (listed below) within the Logistics Section are activated. Seven units may be established within the Logistics Section:

- Personnel Unit
- Supply Unit
- Facilities Unit
- Transportation Unit
- Communications Unit
- Food Unit
- Shelter Unit

**Figure 4  
Logistics Section  
Organization**



### **Logistics Section Chief**

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

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### Logistics Section Chief Responsibilities:

- Manage all incident logistics
- Provide logistical input to the IC in preparing the Incident Action Plan
- Brief Branch Directors and Unit Leaders as needed
- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan
- Supervise requests for additional resources
- Coordinate with activated Logistics Sections at agency DOCs and EOCs
- Oversee demobilization of Logistics Section

### PERSONNEL UNIT

The Personnel Unit Leader's responsibilities include:

- Providing personnel resources as requested in support of the EOC and Field Operations
- Identifying, recruiting and registering volunteers as required
- Developing an EOC organization chart
- Supervising the Personnel Unit

To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.

In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

Arrange for child care services for EOC personnel as required.

Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.

Keeps the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.

### SUPPLY UNIT

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including:

- Tactical and support resources (including personnel)
- All expendable and non-expendable support supplies

Responsibilities:

- Provide input to Logistics Section planning activities
- Provide supplies to Planning/Intelligence, Logistics, and Finance/Administration Sections
- Determine the type and amount of supplies en route
- Order, receive, distribute, and store supplies and equipment
- Respond to requests for personnel, equipment, and supplies

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- Maintain an inventory of supplies and equipment
- Service reusable equipment, as needed.

Two Managers report directly to the Supply Unit Leader:

- Ordering Manager -- Places all orders for incident supplies and equipment
- Receiving and Distribution Manager -- Receives and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment

### **FACILITIES UNIT**

This unit is responsible for set up, maintenance and demobilization of all incident support facilities except Staging Areas. The Facilities Unit will also provide security services to the incident as needed.

Responsibilities:

- Participate in Logistics Section/Support Branch planning activities
- Determine requirements for each incident facility
- Prepare layouts of facilities; inform appropriate unit leaders
- Activate incident facilities
- Obtain and supervise personnel to operate facilities, including Base and Camp Managers
- Provide security services
- Provide facility maintenance services, e.g., sanitation, lighting, etc.
- Demobilize base and camp facilities

Three managers report directly to the Facilities Unit Leader. When established at an incident, they have important responsibilities:

1. **Security Manager** -- Provides safeguards necessary for protection of personnel and property from loss or damage. Duties of the Security Manager will include but are not limited to:

- Establish contacts with local law enforcement agencies as required
- Contact the Resource Use Specialists (if assigned) or Agency Representatives to discuss any special custodial requirements which may affect operations
- Request required personnel to accomplish work assignments
- Ensure that support personnel are qualified to manage security problems
- Develop a security plan for incident facilities
- Adjust the security plan for personnel and equipment changes and release
- Coordinate security activities with appropriate incident personnel
- Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives
- Prevent theft of all property
- Investigate and document all complaints and suspicious occurrences
- Demobilize in accordance with the Incident Demobilization Plan

2. **Base Manager** -- Ensures that appropriate sanitation, security, and facility management services are in place at the Base. Duties of the Base Manager will include but are not limited to:

- Determine requirements for establishing an incident base
- Understand and comply with established restrictions
- Determine personnel support requirements
- Obtain necessary equipment and supplies
- Ensure that all facilities and equipment necessary for base support operations are set up and functioning
- Make sleeping area assignments
- Ensure strict compliance with applicable safety regulations
- Ensure that all facility maintenance services are provided
- Ensure that adequate security and access control measures are being applied
- Demobilize base when directed

3. **Camp Manager** -- On large incidents, one or more camps may be established. Camps may be in place several days or they may be moved to various locations.

Responsibilities:

- Determine or establish number of personnel assigned to camp
- Determine any special requirements or restrictions on facilities or operations
- Obtain necessary equipment and supplies
- Ensure that all sanitation, shower, and sleeping facilities are set up and properly functioning
- Provide direct supervision for all facility maintenance and security services
- Ensure strict compliance with safety regulations
- Ensure that all camp-to-base communications are centrally coordinated
- Ensure that all camp-to-base transportation scheduling is centrally coordinated
- Provide overall coordination of camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives
- Demobilize the camp in accordance with the Incident Action Plan

### TRANSPORTATION UNIT

The Transportation Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

Responsibilities:

- Participate in Support Branch/Logistics Section planning activities
- Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles

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- Order maintenance and repair supplies (e.g., fuel, spare parts)
- Provide support for out-of-service equipment
- Develop the Incident Traffic Plan (should be done by a person experienced in traffic management)
- Maintain an inventory of support and transportation vehicles
- Record time use for all incident-assigned ground equipment (including contract equipment)
- Update the Resources Unit with the status (location and capability) of transportation vehicles
- Maintain a transportation pool on larger incidents as necessary
- Maintain incident roadways as necessary

An Equipment Manager reports to the Transportation Unit Leader and is responsible for the service, repair, and fuel for all equipment; transportation and support vehicle services; and to maintain equipment use and service records.

### **COMMUNICATIONS UNIT**

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

Responsibilities:

- Advise on communications capabilities/limitations
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205)
- Establish and supervise the Incident Communications Center and Message Center
- Establish telephone, computer links, and public address systems
- Establish communications equipment distribution and maintenance locations
- Install and test all communications equipment
- Oversee distribution, maintenance, and recovery of communications equipment, e.g., portable radios and FAX machines
- Develop and activate an equipment accountability system to provide technical advice on:
  - Adequacy of communications system
  - Geographical limitations
  - Equipment capabilities
  - Amount and types of equipment available
  - Potential problems with equipment

### **FOOD UNIT**

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

Responsibilities:

- Determine food and water requirements
- Determine method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain an inventory of food and water
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

## **FINANCE/ADMINISTRATION SECTION**

The **Finance Section**, also known as the Finance/Administration Section, is responsible for cost and personnel accountability and risk assessment. It documents expenditures, purchase authorizations, timekeeping, equipment use, vendor contracting, property damage, injury claims and cost accounting. When activated the section is managed by the **Finance Section Chief** who is a member of the Command Section's General Staff. The Finance Section is responsible for the following areas: Procurement, Compensation and Claims, Cost, Time, and Recordkeeping.

### **FINANCE SECTION CHIEF**

When activated, the Finance Section Chief is responsible for managing all financial aspects of an incident. Only when involved agencies have a specific need for Finance/Administration services is the Section activated. The Finance Chief reports to the Incident Commander and supervises five Unit Leaders:

- Procurement
- Compensation & Claims
- Cost
- Time
- Recordkeeping

The Finance Section Chief's responsibilities include:

- Managing all financial aspects of an incident
- Providing financial and cost analysis information as requested
- Gathering pertinent information from briefings with responsible agencies
- Developing an operating plan for the Finance Section; filling supply and support needs
- Meeting with outside agency representatives, as needed
- Maintaining daily contact with agency DOC's and EOC's on Finance matters (this is particularly critical in proclaimed disasters where State and Federal reimbursement is likely)
- Ensuring that all personnel time records are accurately completed and transmitted to home agencies, according to policy
- Providing financial advice for demobilization planning

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- Ensuring that all obligation documents initiated at the incident are properly prepared and completed
- Briefing agency administrative personnel on all incident-related financial issues that need attention or follow-up

### **PROCUREMENT UNIT**

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are handled by the Procurement Unit which is managed by the Procurement Unit Leader. The Unit is responsible for maintaining equipment time records. The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreement; and processes all rental and supply and fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.

Responsibilities include:

- Reviewing incident needs and any special procedures with Unit Leaders, as needed
- Coordinating with local jurisdiction on plans and supply sources
- Obtaining Incident Procurement Plan
- Preparing and authorizing contracts and land use agreements, as needed
- Drafting memoranda of understanding
- Establishing contracts and agreements with supply vendors
- Providing for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident
- Ensuring that a system is in place which meets agency property management requirements  
Ensuing proper accounting for all new property
- Interpreting contracts and agreements, and resolving disputes
- Coordinating with Compensation/Claims Unit for processing claims
- Coordinating use of funds as required
- Completing final processing of contracts and sending documents for payment
- Coordinating cost data in contracts with Cost Unit Leader

### **COMPENSATION & CLAIMS UNIT**

Compensation and Claims (C&C) oversees the completion of all forms required by worker's compensation and regulatory agencies. A file of injuries and illnesses associated with the incident will also be maintained and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential. The C&C Unit is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

Responsibilities include:

- Establishing contact with the incident Safety Officer and Liaison Officer (or Agency Representative if no Liaison Officer is assigned)
- Determining the need for Compensation for injury and Claims Specialists and order personnel as needed

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- Establishing a Compensation-for-Injury work area within or as close as possible to the Medical Unit
- Reviewing the Medical Plan
- Reviewing procedures for handling claims with Procurement Unit
- Periodically reviewing logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies
- Ensuring that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization
- Assigning, if possible, two specialists who report to the Compensation/Claims Unit Leader

### **COST UNIT**

The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates; and maintains accurate records of incident costs.

Responsibilities include:

- Coordinating with agency headquarters on cost reporting procedures
- Collecting and recording all cost data
- Developing incident cost summaries
- Preparing resources-use cost estimates for the Planning/Intelligence Section
- Making cost-saving recommendations to the Finance/Administration Section Chief

### **TIME UNIT**

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, and compliance with specific agency time recording policies. As applicable, personnel time records will be collected and processed for each operational period. Responsibilities include:

- Determining incident requirements for time recording function
- Contacting appropriate agency personnel/representatives
- Ensuring that daily personnel time recording documents are prepared and in compliance with agency policies
- Maintaining separate logs for overtime hours
- Submitting cost estimate data forms to Cost Unit as required
- Maintaining records security
- Ensuring that all records are current and complete prior to demobilization
- Releasing time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization

The Personnel Time Recorder may report, if activated, to the Time Unit Leader who oversees the recording of time for all personnel assigned to an incident. Also, records all personnel-related items, e.g. transfers, promotions, etc.

**RECORD KEEPER**

The Record keeper is responsible for the security and completion of all financial records.

**VI. President's Responsibilities**

The Campus President establishes the basic policies which govern the Campus Emergency Organization, declares a campus emergency when required, and acts as the highest level of University authority during an emergency.

If, in the opinion of the President, conditions warrant, he/she can officially proclaim a "Campus Emergency." Whenever possible, this will be done in coordination with the Chancellor's Office. Proclaiming a Campus Emergency by the President has the following effects: it activates the Emergency Plan, facilitates campus participation in mutual assistance in the event of declaration of local emergency and/or State of Emergency, ensures that supervisors are acting under Presidential delegation in directing activities outside regular scope of employees' duties, and helps ensure appropriate payment of Workers' Compensation reimbursement for extraordinary expenses, and federal disaster relief, where applicable. It must be emphasized that records should be as accurate and complete as possible in order to file claims for such coverage, to seek reimbursement for extraordinary expense, and to seek federal disaster relief, where appropriate. Further information on authority for emergency operations is provided in "Authority."

The Emergency Operations Executive is responsible for all aspects of the campus emergency plan, training, and implementation. Key to the Emergency Management Organization is the establishment of a Campus Emergency Operations Center (EOC) whose leadership, staffing, and location are pre-identified and equipped. During an emergency, the EOC will be activated and staffed to the extent required.

Standard Operating Procedures (SOPs) have been developed that provide "how to" information for specific operations or activities during an emergency. Each campus functional unit with an assigned responsibility has developed SOPs for fulfilling these responsibilities. Since an emergency may occur at a time when many individuals with emergency responsibilities are not on campus, call-back procedures have been developed. Critical sites (e.g., buildings containing toxic or radioactive materials, utility cutoff locations, etc.) have been identified and SOPs for those personnel working in the field during an emergency have been developed. SOPs for protection of vital records, including computer data bases, have also been developed.

**VII. Concept of Operations**

Concepts presented in the Emergency Management Plan consider the full spectrum of emergency responses (from a minor involvement, Level I, to total involvement from a destructive impact, Level III). Some emergencies will be preceded by a buildup period which, if recognized and utilized effectively, can provide advance warning to individuals on campus who might be affected. Other emergencies occur with little or no advance warning, thus requiring mobilization and commitment of campus resources just prior to or after the onset of the emergency situation. All available elements of the Campus Emergency Management Organization must respond promptly and effectively to any foreseeable emergency, to include the provision and utilization of mutual aid.

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### Department Emergency Plans

Key specialized departments have specific department emergency plans that are followed in conjunction with the University Emergency Plan. Facilities Management and Student Health Services are examples of such departments.

### Emergency Assembly Areas

Each building has designated emergency assembly areas (EEAs). When a building needs to be evacuated, exit the building and proceed to the designated EEAs. Account for all members of your department or unit and report them to the Building Safety Coordinator.

### Campus Closure Procedures (Implemented by Director of Facilities Management)

1. Assign personnel for building closure
2. Assign personnel for closing down of power plant
3. Maintain list of buildings closed
4. Assign personnel to deliver barricades to entry points on campus
  - a. Harder Road - Carlos Bee Boulevard
  - b. Campus Drive
  - c. East and West Loop Roads
5. If needed, assign field teams to assist University Police staff in announcing campus closure to classrooms

### SEISMIC HAZARD (EARTHQUAKE) PREPAREDNESS PLAN

Earthquakes are a source of continued concern on the CSU East Bay (especially on the Hayward campus). It is the policy of the University, to the maximum feasibility by present engineering practices and funding, to provide reasonable levels of earthquake safety for its faculty, students, staff, and public. This policy includes the following program for abatement of immediate seismic hazards.

All appurtenances such as bookcases over 48 inches in height, wall cabinets, display cabinets, lockers, heavy and large laboratory equipment, and compressed gas cylinders shall be fastened to the wall or floor in a manner to preclude their falling over in a moderate earthquake.

All lockers, cabinets, or any other fixtures permitted in corridors by the Fire Marshal must be firmly attached to prohibit their falling or breaking. Shelving containing bottles of chemicals must have seismic retaining strips or devices installed. Storage of large, heavy items must be maintained as low as possible. Heavy items that must be maintained at a level above 48 inches must be attached or restricted in such a manner as to preclude their falling in a moderate earthquake. All campus personnel shall have earthquake emergency training conducted annually within their departments.

Overall responsibility for compliance and funding of this policy rests with department chairpersons and department heads. The Environmental Health and Safety Department will act in an advisory capacity and assist as required.

### Earthquake Essentials

## **CSUEB EMERGENCY OPERATIONS PLAN**

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**Water:** minimum 1 gallon per person per day. Keep a small bottle of household bleach and an eye dropper for purification (2 drops per quart, 1/2 teaspoon per 5 gallons). Water can be stored in household bleach bottles or any clean, heavy, plastic container with a tight-fitting lid. Pick up a sealed gallon of water on your next trip to the grocery store.

- Flashlight: with extra alkaline batteries
- Portable radio: with extra batteries
- Sheet or pillow case: for bandages
- First aid kit
- Personal medication
- Rope - can be used for making a shelter
- Feminine sanitary supplies - also use as bandages
- Swiss army knife with can opener and screw driver
- Extra pair of glasses - especially contact lens wearers
- Clothes: Warm clothes Heavy shoes Heavy work gloves
- Food: Non-perishable foods requiring no preparation and low in salt - granola, nuts, seeds, dried fruit, fruit leather, high protein bars, unsalted crackers, peanut butter, flavored beverage powders

### Office Survival Kit

Some of the items recommended on the list, may be used by all persons in the office. These items can be assembled either by individuals volunteering to bring the items to be stored or by purchasing the items from a fund developed by joint employee contributions. The recommendations for items included in an office survival Kit assume all employees in the office also have their own mini-survival kits in their cars. Duplication of some items will assure a larger supply of necessities when needed. In addition, it may not be possible or desirable to get to the parking lot during the emergency.

- Water - sealed gallon jugs (one per person), juices, change every 6 months
- Large flashlight - and extra batteries or a lantern
- Portable radio - and alkaline batteries - need not be expensive
- Blanket - and a pillow case for bandages
- Tools - crowbar, rope for moving fallen objects
- First Aid Kit

### **Recommendations for Personal Office Survival Kit:**

- Small Flashlight for your desk
- Prescription medicine - rotate for freshness Extra pair of eye-glasses, contact lens kit
- Food - packaged non-perishable food (may be used and replaced as snacks), can opener
- Pair of heavy work gloves to help move fallen debris that may block the exits or stairs
- Pair of heavy shoes to put on in an emergency to avoid injury stepping on broken glass and other debris
- Other items you will need for yourself if you are at CSUEB during a disaster

**TERMINATION AND RECOVERY**

The EOC Director will determine when to terminate the emergency, deactivate the EOC and transition to normal campus governance and operations. Recovery is the time period beginning just prior to termination of the emergency, until the building/facility or campus is returned to normal campus governance and operational status.

Termination of the Emergency initiates transitioning from the Emergency Phase into the Recovery Phase. Once the decision is made to enter the Recovery Phase, personnel involved in the response will be informed of this transition. The recovery efforts will initially utilize the EOC as the primary planning and coordinating center.