



Channel Islands

CALIFORNIA STATE UNIVERSITY

Emergency Operations Plan

Prepared by:

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Promulgation Statement

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for California State University Channel Islands. It provides a framework for use in performing emergency functions during a major emergency or disaster.

This Emergency Operations Plan includes the four phases of emergency management. They are:

Prevention - those activities which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness - those activities developed to save lives and minimize damage;

Response - immediate activities which prevent loss of lives and property and provide emergency assistance; and,

Recovery - short and long term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with federal and California statutes, and California State University Executive Order 1013. It will be tested, revised and updated as required. I have delegated responsibility for emergency planning activities to the Chief of Police.

Signed:

President Richard R. Rush

Emergency Operations Plan Revision Sheet

Date of Revision _____, 20__

The attached pages of the CSU Channel Islands Emergency Operations Plan have been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the plan.

Plan Component

Remove Pages Numbered

Insert Pages Numbered

Date Revisions Posted _____, _____.

PURPOSE OF THE PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of CSU Channel Islands.

The plan goal is to provide a means to utilize all available resources to MITIGATE or prevent potential emergencies or disasters whenever possible, PREPARE to deal efficiently with the effects of inevitable events, RESPOND to the needs to save lives and protect property, and promote a means to RECOVER rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific, covering the entire range of emergency and disaster situations from natural disasters to man-made disasters.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who is to do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating department must – in part - depend upon its own expertise to develop the procedures describing "how" to carry out its assignments in support of the plan.

SITUATIONS AND HAZARD ANALYSIS

Situation:

CSU Channel Islands (CI), located in Ventura County covers an area of almost 900 acres and has a service population of approximately 5,000 people.

Lewis Road and California State Highway 101 provide major road access to CI.

Fire protection Service is provided by the Ventura County Fire Department. The closest fire station is located at the Camarillo Airport on Las Posas and Pleasant Valley Roads.

The nearest hospital is St. John's Pleasant Valley located in the City of Camarillo.

Mutual Aid System – CI is incorporated within the Statewide Law Enforcement Mutual Aid Plan, the California Fire Service and Rescue Emergency Mutual Aid Plan and the California Disaster and Civil Defense Master Mutual Aid Agreement.

The Ventura County Transportation Commission (VCTC) provides transit bus service to the CI campus.

Law enforcement services are provided by the CI Police Department with headquarters located inside Placer Hall. Dispatching services are provided by the CI Police Department.

Physical Plant services are provided by the CI Operations, Planning and Construction (OPC) Unit with headquarters inside Arroyo Hall. Physical Plant equipment is located at the Ironwood Hall Shops.

The Carden Pre-School is located on the CI campus.

There are a small number of private businesses on campus who lease space from CI.

Hazard Analysis:

Flooding - Calleguas Creek and Long Grade Creek flow adjacent to CI property and have been the cause of some problems in the past. Extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas on Campus and University Glen. The frequency of extreme weather events fluctuates from year to year.

High Wind Events – Violent Santa Ana windstorms are probable during the late summer, fall and early winter months. These windstorms can result in downed trees and power lines.

Wildfire - Wildfires are possible in mountainous areas adjacent to campus during late summer and fall. The mountains and valleys contain significant amounts of brush which can serve as fuel for a serious conflagration. Fire mitigation methods are basically good, with special efforts being made during fire seasons.

Earthquake - Earthquakes have been felt in the immediate area and remain a geological probability. CI is located within a moderate earthquake zone but it may be significantly impacted by an earthquake event due to the high number of unreinforced masonry buildings.

Liquefaction – A transition of soils from a solid state to a liquefied state – has been identified as a possibility for CI property in the event of an earthquake. Liquefaction can decrease the ability of soil deposits to support foundations for buildings and bridges.

Pesticide Spray and Dust Drift – CI's property is immediately adjacent to extensive agricultural lands. While the use of mitigation efforts designed to facilitate the use of drift reducing application technologies and best management practices to minimize drift have been in place for some time the drift of spray and dust from pesticide applications can expose people to pesticide residues that can cause health and environmental effects and property.

Power Outage – CI and University Glen are supported by single and separate electrical supply lines serviced by Southern California Edison. The loss of these supply lines will create a significant disruption in services as redundant electrical supply services – in the form of generators – are not comprehensively available.

Food and Water Shortages - The shortage food or water supplies could threaten the welfare of the residents of CI and University Glen due to the campus' remote location. The dependency upon off-campus sources can become a problem when normal deliveries are interrupted.

Pandemic – An epidemic of infectious disease could threaten the welfare of the CI population due to the close social proximity of classroom, lab and office activities.

CONCEPT OF OPERATIONS

General:

1. Operations conducted under this plan require a rapid and coordinated response by every CI department.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
3. The CI Police Department will be the coordinating agency for all activity in connection with Emergency Management.
4. The Emergency Operations Group (EOG) and/or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. The primary EOC is located in the Training Room at University Hall.
6. Alternate EOC is located in the CI Police Department.

Operations:

1. Operation of the plan commences when the President, or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property.
2. Alert and order the mobilization of the CI EOG organization.
3. Activate the CI Emergency Operations Center (EOC). Size and composition of the Staff is to be determined by the magnitude of the disaster.
4. Alert the general population of the disaster or impending disaster.
5. Arrange for the evacuation or shelter-in-place of affected individuals.
6. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the CI geographical boundaries.
7. Alert the California State University Office of Risk Management.
8. Alert Ventura County Emergency Management Office for assistance and coordination of other County and/or State agencies with disaster capabilities.
9. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.

ORGANIZATION AND RESPONSIBILITIES

Organization:

1. The President, Cabinet and EOG will convene as necessary to perform administrative and operational duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Chief of Police or the AVP for Operations Planning and Construction shall be the Incident Commander of the CI Emergency Management resources and shall be responsible for organization, administration and operations.
3. The Emergency Management Coordinator, under the supervision of the Chief of Police, shall be responsible for the planning, coordination and operation of the Emergency management activity.
4. The employees, equipment and facilities of all CI departments and auxiliaries will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. Emergency response activities may also include volunteer agencies and/or persons offering services, upon acceptance thereof.
6. Duties assigned to CI department or auxiliary shall be the same or similar to the normal duties of the Department or Auxiliary.
7. The Emergency Management Coordinator shall oversee the management of personnel and departments designated for emergency management purposes.

Responsibilities:

The CI EOP consists of this basic plan with appropriate annexes to cover emergency operations as follows:

ANNEX A. Direction and Control: Includes staffing and functioning of the EOC and succession of command.

ANNEX B. Evacuation: Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. Communications: Includes local emergency communications to be utilized for all types of disasters.

ANNEX D. Alert and Warning: Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E. Shelter: Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.

ANNEX F. Law Enforcement: Includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster.

ANNEX G. Fire and Rescue: Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.

ANNEX H. OPERATIONS, PLANNING & CONSTRUCTION: Includes maintaining the University's roads, bridges, and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX I. Emergency Public Information: Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

ANNEX J. Resource Management: Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

ANNEX K. Hazardous Materials: Includes the identification of HAZMAT facilities and transportation routes within the University. It also outlines responsibilities for responding to a HAZMAT incident.

ANNEX L. Emergency Medical Services

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing policy or procedure where applicable. Several have been added or extended to cope with emergency situations. Each University department or auxiliary has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks. Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually.

ADMINISTRATION

Emergency Management Staff:

The Chief of Police shall be the director of emergency management. The Emergency Management Coordinator will report to the Chief of Police and will be the individual responsible for day-to-day emergency management operations.

The Chief of Police shall have the general supervision of the Emergency Management program and Emergency Management Coordinator. This will include any direction and guidance necessary.

The Chief of Police will be responsible for:

1. Chairing all Emergency Management meetings.
2. Provide expertise and guidance to the E.M. Coordinator preparing the EOP.
3. Preparing and promoting policies and/or procedures when necessary.
4. Providing resources to the E.M. Coordinator in establishing and operating an EOC.
5. Provide guidance in the annual Emergency Management budget and preparation of reports.

The E.M. Coordinator shall be responsible for:

1. The preparation of the basic plan and its review and update.

2. Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the Chief of Police.
3. Schedule training, drills, and exercises in accordance with all applicable NIMS/SEMS regulations and CSU Executive Orders. The purpose of such training, drills, and exercises shall be to train and test CI's response capability.
4. Shall be responsible for coordination with the Ventura County Office of Emergency Services and the California Emergency Management Agency.
5. Will encourage participation by staff members for Emergency Management training courses and seminars.
6. Shall prepare annual reports for Emergency Management.
7. Be responsible for establishing and setting up the EOC.
8. Be the EOC Manager and provide for adequate staffing.
9. Attend training courses, meetings and seminars and seminars at local, state and regional levels.

RESOURCES AND SUPPORT

Resources:

1. Normal supply methods will be utilized.
2. If emergency supplies are required and normal supply methods are unavailable they will be coordinated by the Emergency Operations Group, Logistics Chief, under the authority of the Incident Commander.
3. CI has a central procurement warehouse and distribution system. Emergency supplies will be stored at the Central Warehouse at Ironwood Hall.

Support:

1. Support from other CSU resources may be requested by contacting the CSU Office of Risk Management.
2. Support from Ventura County municipalities or special districts may be requested by contacting the Ventura County Office of Emergency Services and/or in accordance with any executed mutual aid agreements.
3. Support from other State departments and/or agencies may be requested through the Ventura County Office of Emergency Services.
4. Support from federal departments and/or agencies may be requested through the Ventura County Office of Emergency Services.

PLAN DEVELOPMENT AND MAINTENANCE

Plan Development

CI officials developed this Emergency Operations Plan (EOP) for the property owned and controlled by the institution. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their

ability within the guidelines provided. It is intended that this EOP be the primary outline for emergency or disaster operations.

Plan Maintenance

The Emergency Management Coordinator will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of emergency response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance CI's emergency response capability.

AUTHORITIES AND REFERENCES

Federal

1. Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents"
 - a. National Incident Management System (NIMS)
 - b. National Response Framework (NRF)

State of California

1. California Emergency Services Act, California Government Code §8550 – 8668
2. California Disaster Assistance Act, California Government Code §8680 – 8692
3. Interstate Civil Defense and Disaster Compact (1951)
4. Emergency Management Assistance Compact (2005)
5. California Disaster and Civil Defense Master Mutual Aid Agreement
6. Standardized Emergency Management System guidelines, CCR, Title 19, Division 2, Chapter 1.

California State University System

1. Executive Order 1013

California State University Channel Islands

1. Memorandum, Delegation of Authority, President Richard Rush, 04/08/2010

EXERCISES AND TRAINING

Exercises:

Exercises shall be conducted as follows:

1. Tabletop: An informal discussion of simulated emergency shall occur at least once annually.
2. Drill: A single emergency response function, single agency involvement, often a field component shall occur at least once annually
3. Functional Exercise: EOC is activated, policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, shall occur at least once every other year
4. Full Scale Exercise: EOC is activated, takes place in real time, employees treat real people and use emergency equipment, coordinates with many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, and produces high stress, shall occur at least once every seven (7) years.
5. Building Evacuation Drills: Building evacuation drills shall be conducted annually.

At the completion of each exercise, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the campus emergency management team and maintained by the E.M. Coordinator for a period of not less than five (5) years.

Training:

Training shall be conducted as follows:

1. Overview Training of the EOP shall be occur with every employee within one (1) year of employment
2. Specialized Training for employees designated either as building marshal, EOC team member, or member of the campus emergency management team shall occur annually. Specialized training includes, but is not limited to:
 - a. SEMS
 - b. NIMS
 - c. ICS
 - d. Crisis Response

Training records for all campus training shall be maintained by the E.M. Coordinator for a minimum of seven (7) years.

ANNEX A DIRECTION AND CONTROL

Purpose:

1. To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect CSU Channel Islands.
2. To provide emergency information and advice to students, faculty, staff, residents, and other stakeholders.

Situation and Assumptions:

1. Situation:
 - a. (See Situation, Basic Plan).
 - b. The primary EOC is located in the Training Room at University Hall
 - c. The alternate EOC is located in the Police Department at Placer Hall, or police mobile units if necessary.
 - d. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed CI's normal capability to respond.
 - e. The decision to order activation of the EOC will be made by direction of the President, Vice-President for Finance and Administration, or the Chief of Police. The primary staff will consist of:
 1. Vice-President, Finance & Administration;
 2. Incident Commander
 3. Incident Commander Scribe
 4. Public Information Officer
 5. Safety Officer
 6. Liaison Officer
 7. Operations Section Chief
 8. Planning Section Chief
 9. Logistics Section Chief
 10. Finance/Administration Section Chief
 11. The type of disaster/emergency and response may require additional staff to include technical specialists.
2. Assumptions:
 - a. The EOC will be adequate for direction and control.
 - b. Communications will be available.
 - c. Close coordination will occur with County and State officials, CSU officials, volunteers and other community partners.

Concept of Operation

The EOC staff, upon activation will prepare the EOC for operation, and:

1. Ensure that information is being received from field forces, recorded and evaluated.
2. Based on evaluation, coordinate response.
3. Develop and maintain a situation map identifying problem areas and deployment of responders.
4. Determine the capability of the University to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
5. Issue information and advice to the general public. Be prepared to brief media and answer questions.
6. Prepare for possible long term EOC operation, if warranted.
7. Determine procedures for damage assessment and recovery operations.

Organization and Assessment of Responsibilities

1. Vice President for Finance & Administration:
 - a. Serve as the Liaison between the EOC and the President, Cabinet, and CSU Chancellor's Office.
2. Incident Commander – has authority to:
 - a. Have clear authority and know agency policy.
 - b. Ensure incident safety.
 - c. Establish the EOC.
 - d. Set priorities, and determine incident objectives and strategies to be followed.
 - e. Establish ICS organization needed to manage the incident.
 - f. Approve the IAP.
 - g. Coordinate Command and General Staff activities.
 - h. Approve resource requests and use of volunteers and auxiliary personnel.
 - i. Order demobilization as needed.
 - j. Ensure after-action reports are completed.
 - k. Authorize information release to media.
3. Public Information Officer – has authority to:
 - a. Determine, according to direction from IC, any limits on information release.
 - b. Develop accurate, accessible, and timely information for use in press/media briefings.
 - c. Obtain the IC's approval of news releases.
 - d. Conduct periodic media briefings.
 - e. Arrange for tours and other interviews or briefings that may be required.
 - f. Monitor and forward media information that may be useful to incident planning.
 - g. Maintain current information summaries and/or displays on the incident.

- h. Make information about the incident available to incident personnel.
 - i. Participate in Planning Meetings.
 - j. Implement methods to monitor rumor control.
4. Safety Officer – has authority to:
- a. Identify and mitigate hazardous situations.
 - b. Create a safety plan.
 - c. Ensure safety messages and briefings are made.
 - d. Exercise emergency authority to stop and prevent unsafe acts.
 - e. Review the IAP for safety implications.
 - f. Assign assistants qualified to evaluate special hazards.
 - g. Initiate preliminary investigation of accidents within the incident area.
 - h. Review and approve the Medical Plan.
 - i. Participate in Planning Meetings to address anticipated hazards associated with future operations.
5. Liaison Officer – has authority to:
- a. Act as a point of contact for Agency Representatives.
 - b. Maintain a list of assisting and cooperating agencies and Agency Representatives.
 - c. Assist in setting up and coordinating interagency contacts.
 - d. Monitor incident operations to identify current or potential inter-organizational problems.
 - e. Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.
 - f. Provide agency-specific demobilization information and requirements.
6. Operations Section Chief – has authority to:
- a. Ensure safety of tactical operations.
 - b. Manage tactical operations.
 - c. Develop operations portions of the IAP.
 - d. Supervise execution of operations portions of the IAP.
 - e. Request additional resources to support tactical operations.
 - f. Approve release of resources from active operational assignments.
 - g. Make or approve expedient changes to the IAP.
 - h. Maintain close, contact with the IC, subordinate Operations personnel, and other agencies involved in the incident.
7. Planning Section Chief – has authority to:
- a. Collect and manage all incident-relevant operational data.
 - b. Supervise preparation of the IAP.
 - c. Provide input to the IC and Operations in preparing the IAP.
 - d. Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP.
 - e. Conduct/facilitate Planning Meetings.

- f. Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.
 - g. Compile and display incident status information.
 - h. Establish information requirements and reporting schedules for Units (e.g. Resources Unit, Situation Unit).
 - i. Determine need for specialized resources.
 - j. Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
 - k. Establish specialized data collection systems as necessary (e.g. weather).
 - l. Assemble information on alternative strategies.
 - m. Provide periodic predictions on incident potential.
 - n. Report significant changes in incident status.
 - o. Oversee preparation of the Demobilization Plan.
8. Logistics Section Chief – has authority to:
- a. Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel, and all off-incident resources.
 - b. Manage all incident logistics.
 - c. Provide logistics input to the IAP.
 - d. Brief Logistics staff as needed.
 - e. Identify anticipated and known incident service and support requirements.
 - f. Request additional resources as needed.
 - g. Ensure and oversee development of the Traffic, Medical, and Communications Plans as required.
 - h. Oversee demobilization of Logistics Section and associated resources.
9. Finance/Administration Section Chief – has authority to:
- a. Manage all financial aspects of an incident.
 - b. Provide financial and cost analysis information as requested.
 - c. Ensure compensation and claims functions are being addressed relative to the incident.
 - d. Gather pertinent information from briefings with responsible agencies.
 - e. Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.
 - f. Determine the need to set up and operate an incident commissary.
 - g. Meet with assisting and cooperating Agency Representatives as needed.
 - h. Maintain daily contact with agency(s) headquarters on finance matters.
 - i. Ensure that personnel time records are completed accurately and transmitted to home agencies.
 - j. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
 - k. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
 - l. Provide input to the IAP.

Administration and Logistics

1. The IC has the primary responsibility for assuring that the EOC is physically opened.
2. First person at the EOC has responsibility for assuring that primary staff have been notified (not necessarily do the actual notification).
3. Primary staff has a responsibility for providing communications to their respective EOC staff.
4. IC or Communications Officer, if one designated, will arrange for additional telephones or extensions in the EOC if needed.
5. The E.M. Coordinator has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.).
6. The Logistics Chief is responsible for emergency utility (power, sewer, water, and network) services at the EOC if necessary.

ANNEX B EVACUATION

Purpose

1. To provide procedures that would assist the University in accomplishing or assisting in an orderly evacuation of people.

Situation and Assumptions

1. CI has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the University's population.
2. CI could also be utilized as a host area for evacuees from disasters or emergencies outside its boundaries. CI has entered into an agreement with Ventura County Public Health to serve as a regional mass care/shelter/immunization facility in the event of a large scale disaster.

Mission

To carry out essential functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

Concept of Operations

Any staff member involved in emergency response has responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect CI. This recommendation, time permitting, will be directed to the IC for implementation and coordination from the EOC. All University departments have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

Assignment of Responsibilities

1. The E.M. Coordinator is responsible for:
 - a. Development and coordination of evacuation plans.
 - b. Maintain liaison with County, State and Federal authorities and authorities of other nearby jurisdictions.
 - c. Coordination of the activity of all other University departments and auxiliaries.
 - d. Reviewing and updating this annex on an annual or as needed basis.
2. The Operations Chief is responsible for:
 - a. Directing the evacuation if situation warrants.
 - b. Fire Inspections and establishing procedures for adequate fire control for shelter occupancy.

- c. Coordinating with Logistics Chief on transportation to shelters.
 - d. Emergency traffic and crowd control.
 - e. Security of evacuated areas and shelters.
 - f. Clearing of debris from roadways and/or shelter areas.
3. The Planning Section Chief is responsible for:
- a. Developing an IAP that provides for the care and shelter of evacuated persons.

Direction and Control

Responsibility for implementing an evacuation, time permitting, rests with the Incident Commander. Coordination will be accomplished through the EOC under the general direction of the IC. The IC will coordinate the actions and responsibilities of the EOC primary staff.

Communications

A communication plan to aid in the evacuation effort shall be developed by the Logistics Section Chief.

ANNEX C COMMUNICATIONS

Purpose

To identify communication equipment and procedures that will be utilized during an emergency.

Situation

1. The Public Information Officer will be responsible for coordinating all emergency communications activities during an emergency.
2. The PIO has the primary responsibility for alert/notification of the University during an emergency. The Police Dispatcher has the responsibility to immediately alert/notify the University in the event the PIO is unavailable.
3. The University's main method of alert/notification is the Singlewire IP Telephone/Speaker mass notification system and the Reverse 911 system maintained by Ventura County OES. The secondary method is campus-wide email and web site postings. The final method of emergency communication is loudspeakers and signage.
4. Police and OPC services have sufficient radios and telephones for day-to-day emergency operations.
5. Communication and documentation of incident activities within the EOC will be accomplished through the use of the Web-EOC software system.

Assumptions

1. The Singlewire IP telephone/speaker mass notification system will be used immediately to notify the University community of an emergency that threatens their safety.

Mission

1. To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

Organization and Assignment of Responsibilities

1. Police Department
 - a. To maintain Police Department telephone, base and portable radio systems, and base satellite telephone systems.
2. IT
 - a. To maintain the Singlewire mass notification system, email systems, and the campus IP network.
3. OPC
 - a. To maintain base and portable radio systems.

4. E.M. Coordinator

- a. To maintain liaison with County and State agencies and to ensure they are aware of the local communications system procedures.
- b. To maintain portable satellite telephone systems and GETS card access for EOC personnel.
- c. To maintain the Web-EOC software system and supporting hardware.
- d. Revise and update this annex annually or as necessary.

Concept of Operations

In an emergency, the primary EOC will be located in the Training Room at University Hall. The EOC will use telephones for primary communications. The EOC has two (2) listed telephone lines, one (1) listed fax line, and one (1) unlisted telephone line. (The unlisted line can be used for outgoing calls only) In addition to telephone communications, the Police Department and OPC utilize two-way radio communications. The Police Department's base station is located in Placer Hall. The OPC base station is located in Arroyo Hall. Each member of the EOC has a one (1) issued cellular telephone that can be utilized in addition to the above telephone and radio systems. There is excellent reception throughout the University for cellular phone usage by AT&T and Verizon customers.

ANNEX D ALERT AND WARNING

Purpose

To identify responsible authorities and the method that will be utilized to alert University authorities and warn the general population.

Situation

1. The PIO is the primary notification/warning official for the University
2. The Police Department Communications Center has the responsibility for notification/warning if the PIO is unavailable.
3. Notification to authorities is primarily accomplished by telephone, email, and/or text message.
4. Warning or instruction to the general public is primarily accomplished through the Singlewire Mass Notification IP Telephone System, Reverse 911, Web-site postings, email, PA systems, or person-to-person.

Assumptions

1. The Singlewire system, Reverse 911, and email will be available for emergency warnings and instructions.
2. The CI web-site will be utilized for emergency warnings and instructions.
3. Public Safety and University personnel will be utilized for emergency warning and instructions.
4. The use of Department specific telephone trees may be required.
5. Warning time will vary depending on the hazard and speed of onset but shall immediately follow an evaluation of necessary actions.

Mission

1. To notify the EOC staff and general public if the situation or hazard requires.

Organization and assignment of Responsibilities

1. PIO
 - a. To receive warning notification from the Police Department personnel or from other University personnel and disseminate as required.
 - b. To continually monitor situation and disseminate updated warnings/information as required.
2. Police Department Communications Center
 - a. To disseminate warning and information as required if the PIO is unavailable.
3. Incident Commander
 - a. To alert the EOC primary staff when EOC is activated.

- b. Verify all warning or information prior to dissemination.
- 4. E.M. Coordinator
 - a. To provide liaison with County, State, and Federal agencies.
 - b. Assure that the County and State EM offices are aware of the University warning point and that procedures are up to date and operational for reception by the Police Communications Center if any warning is disseminated by State or County EM offices.
 - c. Revise and update this annex annually or as necessary.
 - d. Ensure that personnel are trained and that functions are exercised.
 - e. Maintain language data bank with Cal-NENA for non-English speaking groups as appropriate.

Concept of Operations

The Police Department Communications Center has primary responsibility for initial reception of any information regarding a disaster or emergency. Communications Center personnel have a responsibility to notify the EOC Incident Commander and PIO so they can initiate dissemination of the information as appropriate. If the IC or PIO are unable to be contacted, or unable to disseminate information, or the information is so critical – particularly if it involves immediate shelter or evacuation - that it must be issued immediately, the Communications Center personnel shall disseminate it as required.

Communications

The Police and OPC will use their main two-way radio frequency for interface including a land-line to the EOC and their respective base station if the situation so requires. Primary communications with the media, County EOC, CSU System Office, and other surrounding local governments will be by IP telephone. Cellular and/or satellite telephone systems can be utilized as back-up if necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation warrants vehicle PA systems or messengers will be used.

ANNEX E SHELTER

Purpose

To define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

Situation

1. The University could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
2. If such a disaster occurs, shelter will be provided in predetermined locations selected by the Ventura County Department of Public Health and the American Red Cross.
3. Activation of shelters will be determined by the IC and will be dependent on the magnitude of the disaster.
4. The American Red Cross has both the expertise and experience in operating public shelters.
5. Special needs for the handicapped and those with language barriers are recognized and will be provided for.

Assumptions

1. The American Red Cross will recruit necessary volunteers to complement Red Cross staff in shelter operations.
2. The Red Cross will coordinate with the EOC for any additional support that can be provided by the University.
3. Shelter at the University will not normally be stocked with supplies. The Red Cross will obtain supplies through local sources when possible.

Mission

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

Execution

1. Organization
 - a. E.M. Coordinator will be liaison between the University and Ventura County Public Health and the Red Cross Shelter Coordinator.
 - b. Members of the Red Cross and volunteers, possibly recruited from the local populace, will constitute each individual shelter organization.
 - c. The EOC will coordinate outside shelter assistance requested from campus departments.

2. Alert Notification
 - a. EOC will notify the Ventura County Office of Emergency Services of the need for shelter services.
3. EOC
 - a. A Ventura County Public Health official and/or a representative of the Red Cross shall report to the EOC when necessary to assist in the coordination of shelter operations.
 - b. Status chart or boards will be utilized at the EOC to indicate the location of a shelter and available space, etc.
 - c. A log of incoming and outgoing messages concerning shelter operations will be maintained.
 - d. Coordination with other emergency services will be accomplished through the Incident Commander.
 - e. Primary shelter communications will be by telephone. Two-way radios or messengers may also be utilized when available.
4. Concept of Operations
 - a. The Red Cross and the EOC will coordinate designation of the shelters as part of this plan. The Red Cross will have a position reserved in the University's Emergency Operations Center.
 - b. The Red Cross will be the sole operator of the University's emergency shelters.
 - c. Fire inspections may be performed by OPC personnel
 - d. Assistance in security, inside and outside, will be coordinated with the Police Department.
 - e. Health requirements and inquiries about missing persons will be a Red Cross responsibility assisted by the EOC, if necessary.
 - f. Public information concerning shelters will be coordinated through the PIO.
 - g. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the EOC.
 - h. The EOC will be consulted prior to release of shelter occupants. Public Safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.
5. Training and Exercise
 - a. It is expected that the Red Cross will train shelter staff. The E.M. Coordinator will include University personnel as needed.
 - b. If additional or special training is required, it will be coordinated through the E.M. Coordinator.
 - c. Shelter exercises will be held at the request of the Red Cross. The E.M. Coordinator will assist with exercises.

ANNEX F LAW ENFORCEMENT

Purpose

To provide for disaster and emergency response by the CI Police Department.

Situation

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the University.
2. The location of the University, two routes of ingress and egress, flood plain, mountainous, rural would affect a response to disasters.
3. The University has a population of approximately 5,000 people at peak use located in three primary areas: University Glen Residential, Student Residential, Academic facilities. This can create a demand for response at widely separated locations.

Assumptions

1. Assistance will be available from the Ventura County Sheriff's Department and other area law enforcement agencies during a major disaster or emergency affecting the University.
2. Assistance may be secured from outside the University by requesting mutual aid from the Ventura County Operational Area EOC or the CSU System Office.
3. Assistance requested from the University from outside resources will be provided at the discretion of the Police Chief and/or Incident Commander.

Mission

1. Protection of Life and Property
2. Maintaining law and order
3. Emergency traffic control
4. Crowd control
5. Assisting in evacuating
6. Assisting in warning of residents.

Administration and Logistics

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies and equipment will be secured through area supply agencies and administered by the Police Chief or his designee.
3. Emergency funding will be requested through the EOC during, or after disasters or emergencies.
4. Legal questions will be referred to the EOC.

5. Records of purchasing and disbursements applicable to the disaster/emergency will be kept through established EOC procedures.

Concept of Operations

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. All off-duty personnel will be called in.
2. All personnel will be placed on stand-by.
3. All equipment will be checked and prepared for use.
4. Feeding and lodging of emergency personnel will be instituted.
5. Security and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
6. Area police assistance is provided and coordinated through the Ventura County Operational Area EOC.
7. Evacuation of endangered areas will be accomplished as a function of Annex D, Alert and Warning. Shelters will be established in accordance with Annex E, Shelters.
8. The Police Chief, or designee, will report to the EOC, if activated, to serve as the IC.
9. The Police Chief will recommend activation of the EOC if circumstances indicate.

Organization and Assignments

1. The CI Police Department consists of approximately 30 personnel.
2. The Police Chief is responsible for day-to-day and emergency operations of his department and for coordination with other University departments and auxiliaries.
3. A Police Sergeant has authority delegated by the Chief for disaster planning and for maintaining and updating this police annex annually or on an as-needed basis and coordinating changes with other University departments and auxiliaries.
4. The line of succession for the Department is as follows:
 - a. Chief
 - b. Lieutenant
 - c. Sergeant/E.M. Coordinator
 - d. Watch Commander
5. The Watch Commander has the responsibility on-scene, of reporting to an established command post or of recommending or creating a command post if the situation indicates.

Direction and Control

1. The Police Department is located inside Placer Hall.
2. The Police Chief exercises direction and control of the Departments' emergency forces.

3. This is accomplished at Police Headquarters under normal operating conditions and at the University's EOC if activated for an emergency.
4. Maps and markers, charts, etc., needed to display the following information will be located in the EOC and maintained by the Sergeant/E.M. Coordinator:
 - a. Deployment of Personnel.
 - b. Location of vehicles.
 - c. Lodging (Shelter) areas.
 - d. Location of emergency command post (field).
 - e. Location and nature of problem(s).
 - f. Weather information.
 - g. Type and location of disaster area.
 - h. Location of identified high hazard areas.
 - i. Other pertinent information.

Communication

1. Emergency Communications equipment is maintained and operated through the University Police Department by a full-time dispatcher.
2. Twenty-four hour dispatch is covered by the University Police Department.
3. The Police have radio capability for communicating with Ventura County Public Safety Agencies, California Highway Patrol, and other CSU Police Departments.
4. The Police Department also dispatches and acts as a telephone answering agent for the Ventura County Community College District Police Department.
5. Contact with the Ventura County Operational Area EOC is accomplished through the EOC and/or the University Police Department.

Training and Exercises

1. Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Exercises for Department personnel will be conducted in cooperation with the Sergeant E.M. Coordinator.

ANNEX G FIRE AND RESCUE

Purpose

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Ventura County Fire Department.

Situation

1. The Ventura County Fire Department has the primary responsibility of responding to emergencies in the University where fire or threat of fire may exist.
2. The Fire Department can expect assistance from other local, regional, and state agencies and departments upon request.
3. Fire Department personnel assisted in the development of hazard analysis for the University.

Assumption

1. Occurrence of an emergency could require a major response from the Department and/or have an effect on their capability to respond to emergencies occurring at the University.

Mission

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist in warning and evacuation.
3. To assist and cooperate with other University departments responding to disaster.

Administration

1. The Fire Department is headed by a Chief.
2. The primary Fire Station serving the University is Station #50 located at the Camarillo Airport.
3. The Fire Department is continuously in the process of coordinating emergency response plans with the University Police Department.
4. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the E.M. Coordinator.

Concept of Operations

1. The Police Department Dispatcher is responsible for requesting the services of the Ventura County Fire Department.
2. The Fire Officer in charge of the incident has responsibility for requesting additional assistance if needed.

3. Initial response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

Responsibilities

1. Fire Chief or Designee:
 - a. Responding to fire or threat of fire.
 - b. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 - c. Assisting other University agencies, if requested, when life or property is threatened.
 - d. Assisting in dissemination of warning/information.
 - e. Recommending and assisting in evacuation if situation warrants.
 - f. Requesting assistance from Mutual Aid System and other University departments.
 - g. Keeping the EOC and other proper authorities informed of situation.
 - h. Normal operation of the Fire Department.

Direction and Control

Direction and control, as a function, is generally covered in Annex A.

1. Requests for off-site assistance shall be requested by the Officer in charge through the Fire Department's established communication protocol.
2. A command post shall be established at the scene with responding agencies reporting on arrival.
3. If the situation warrants the opening of the University's EOC, the Officer in charge shall assure that communications with the EOC are established and s/he or a designee shall go to the EOC to provide information and coordination.

Communications

1. The Fire Department maintains its own two-way radio communication system capable of communicating with the Ventura County Operational Area EOC, other fire departments, medical services, and hospitals.
2. The University Police two-way radio communication system is programmed to be able to communicate with Fire Department personnel.

ANNEX H OPERATIONS, PLANNING & CONSTRUCTION

Purpose

To assign responsibilities and outline a method for Operations, Planning & Construction (OPC) to safeguard lives and property in the event of a disaster.

Situation

A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the University. (See Basic Plan)

Assumptions

1. Assistance will be available from other State agencies as well as Ventura County resources coordinated by the Operational Area.
2. All assistance from outside resources is coordinated through the Ventura County Operational Area and/or the CSU Chancellor's Office.

Mission

1. To provide staffing, vehicles, and equipment to maintain roadways and other University infrastructure: buildings, electrical, water, sewer, HVAC and to assist other University departments and auxiliaries, when requested, with personnel, material and equipment, before, during and after disasters or emergencies.

Administration and Logistics

1. Normal channels will be used for day to day operations.
2. Emergency supplies will be secured by OPC in consultation with the E.M. Coordinator.
3. Limited emergency supplies are maintained at the OPC shops at Ironwood Hall.
4. Emergency funding will be requested through the EOC during and after a disaster or emergency.
5. Legal questions will be referred to the E.M. Coordinator and/or the EOC.
6. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

Warning

1. OPC will receive warning of a disaster or emergency through communications by telephone, two-way radio or messenger. They may also receive notification from the Police Department Communication Center.
2. OPC personnel are on call and can be reached by telephone. The Police Department Communication Center maintains a list of applicable phone numbers.

Concept of Operation

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. The AVP for OPC or designee, will report to the EOC, if activated and serve as the Planning Chief.
2. Pre-impact preparations:
 - a. Notify key public works personnel
 - b. Assign duties and crews
 - c. Check all appropriate equipment
 - d. Check fuel supply
3. If necessary to restore or maintain essential services:
 - a. Call in off-duty employees.
 - b. Make use of local contractors.
 - c. Request additional resources through the EOC.

Organization and Assignment of Responsibilities

1. The AVP for OPC is responsible for:
 - a. Day to day and emergency operations of their department, and coordination with other University departments.
 - b. An up-to-date inventory of departmental resources and personnel maintained at the OPC offices and by the E.M. Coordinator.
 - c. Clearing of debris from roads.
 - d. Building assessment
 - e. Maintaining water and sewer system.
 - f. Supplying emergency power, if needed.
 - g. Coordination of emergency transportation through the EOC.
 - h. Emergency operations training for department personnel.
 - i. Maintenance and repair of University vehicles and equipment.
 - j. Maintaining and updating this annex, annually or as needed.
 - k. Testing or evaluating it annually in coordination with the E.M. Coordinator
 - l. Reporting to the EOC, if opened, and/or recommending opening the EOC if the situation warrants.

Direction and Control

1. Emergency Management Office is located at Placer Hall, Police Department
2. The AVP for OPC is located in Arroyo Hall.
3. Direction and control of OPC resources is accomplished from the Ironwood Hall Shops under normal conditions and the EOC, if activated for an emergency.
4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for

further action will be placed and maintained by the Planning Section Chief (AVP for OPC) at the EOC.

Communications

1. Day to day and emergency communications are maintained and operated from the OPC Work Center located in Arroyo Hall.
2. The department has a radio capability for communicating with the maintenance staff, the Police Department, and the EOC.

ANNEX I EMERGENCY PUBLIC INFORMATION

Purpose

To outline the role of the Public Information service in the event of a natural or man-made disaster.

Situation

1. The Director of Communications & Marketing has a comprehensive Emergency Communications Manual and protocol for disseminating emergency public information.
2. The Singlewire mass notification system is the University's primary method of delivering emergency information to the campus community.
3. The University's email system and web-site and alternative methods of delivering emergency information to the campus community.

Assumptions

1. The University has power and network capabilities necessary to deliver emergency public information.
2. The PIO or designee will ensure that emergency public information is disseminated to the University community, media, and other stakeholders as necessary.

Mission

To provide accurate and official information and instructions to the people through all available resources, during and after an emergency.

Execution

1. Organization:
 - a. The PIO, or designee, will designate personnel to assist in providing fast accurate reporting during emergencies.
2. Warning:
 - a. The PIO, or designee, will be alerted by the Police Department Communications Center when any emergency situation exists.
 - b. The PIO will alert any necessary assistants.
3. Concept of Operations:
 - a. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the IC.

- b. The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
 - c. All releases, information, instructions will be cleared with the IC before being disseminated to the Public.
4. Assignment of Responsibilities
- a. The Public Information Officer, or designee, will be responsible for the following:
 - i. Maintaining a list of local news media personnel within the city together with their phone numbers.
 - ii. Maintaining any other material necessary to carry out their assignment.
 - iii. Maintaining a file of all news releases.
 - iv. Establishing an information center at the EOC for the media.
 - v. Preparing appropriate news releases.
 - vi. Coordinating information for public release with the other emergency services.
 - vii. Contacting the Emergency Broadcast Station to determine EBS entry.
 - viii. Notifying the public of information and instructions outlined in the Emergency public information package and assuring that the package is up to date.

Administration and Communications

- 1. Administration:
 - a. The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the E.M. Coordinator.
- 2. Communications:
 - a. The primary communications method between the PIO and news media will be by telephone.
 - b. The primary methods of communications between the PIO and the community will be:
 - i. Singlewire
 - ii. Email
 - iii. Website

ANNEX J RESOURCE MANAGEMENT

Purpose

To assign responsibilities and outline a method for managing resources before, during, and after a disaster.

Situation

1. University resources have been typed and identified.
2. The University has identified off-site vendors who are able to deliver resources in the event of a disaster.
3. The Ventura County Operational Area EOC has typed and identified various regional resources that may be made available to the University.
4. The California State University System, Office of Risk Management has resources available for use by the University.

Assumptions

1. All identified and typed University resources will be available in a disaster.
2. The Ventura County Operation Area EOC will be the primary supplier of additional resources necessary to manage a disaster.
3. All resources expected of off-site vendors will be available.

Mission

1. To provide all appropriate resources necessary to respond and recover from a natural or man-made disaster or emergency.

Administration and Logistics

1. Normal channels will be used for the day-to-day of resources.
2. Emergency resources will be secured and coordinated by the Logistics Section Chief of the EOC in consultation with the Planning Section Chief, the Operations Section Chief, and the IC.
3. Emergency resources are maintained at the OPC shops at Ironwood Hall and the Police Department.
4. Emergency funding will be requested through the EOC during and after a disaster or emergency.
5. Legal questions will be referred to the E.M. Coordinator and/or the EOC.
6. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

Concept of Operation

In the event of a disaster or emergency occurs, the following will be instituted:

1. The Logistics Section Chief, will report to the EOC, if activated.
2. Pre-impact preparations:
 - a. Notify key support personnel
 - b. Obtain situation briefing from IC, and meet with Planning Section Chief
 - c. Prepare status report for all appropriate equipment
 - d. Prepare EOC resources for use
3. If necessary to restore or maintain essential services:
 - a. Call in off-duty employees.
 - b. Make use of local contractors.
 - c. Request additional resources through our off-campus vendors.

Organization and Assignment of Responsibilities

1. The Logistics Section Chief is responsible for:
 - a. All the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance, fuel, food service, communications, and medical services for incident personnel.

Direction and Control

1. The Logistics Chief will operate from the EOC and shall report directly to the IC..
2. Direction and control of resources during an emergency is accomplished by telephone, radio and messenger.
3. Documentation of resource status will be maintained by the Logistics Section Chief .

Communications

1. Day-to-day resource communications are maintained and operated from the OPC Work Center located in Arroyo Hall.
2. The Logistics Section Chief has two-way radio capability during an emergency for communicating with the resource staff, the Police Department, and the Staging Area.

ANNEX K HAZARDOUS MATERIALS

Purpose

1. To provide a hazard analysis of hazardous materials that is located at the University. This annex provides information regarding the University's response to a hazardous materials emergency. Information regarding follow-up procedures to a hazardous materials emergency is also included.

Hazard Analysis

1. The CI Chemical Emergency Plan, as prepared by the Director of Environmental, Health, and Safety and included as an Appendix to this Emergency Operations Plan includes an analysis of hazardous materials to include:
 - a. Hazards identification
 - b. Probability and Impact Assessment

Concept of Operations

1. See CI Chemical Emergency Plan

Organization and Assignment of Responsibilities

1. See CI Chemical Emergency Plan

Direction and Control

1. See CI Chemical Emergency Plan

Communications

1. See Basic Plan
2. See CI Chemical Emergency Plan

ANNEX L
MCI EMERGENCY MEDICAL SERVICES

This Annex is adopted directly from the Ventura County Public Health Department's Emergency Medical Services (EMS) Plan for Ventura County.

Dispatch Protocol

1. The Police Dispatcher shall then dispatch police officers to the scene.
2. Police dispatchers shall, upon receiving information of an incident where the potential of mass casualties exists shall immediately notify the Ventura County Fire District Dispatch Center and relay the information they have received.

First-responder Protocol

1. The first arriving police unit will confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, and report this information to the dispatcher.
2. If a Mass Casualty Incident (MCI) is declared the first responding officer shall:
 - a. Institute the Incident Command System (ICS)
 - b. Establish a Command Post (CP)
 - c. Begin preparing for the establishment of a Staging Area (SA)
 - d. Provide first-responder services to the scene.

Communications

1. See basic plan.