



California State University, Bakersfield
Emergency Operations Plan

October 2017

Prepared by:

**California State University, Bakersfield
University Police Department
Emergency Management
Mail Stop: 6 PS
9001 Stockdale Highway
Bakersfield, CA 93311
(661) 654-2677**



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- Finance/Admin Section Chiefs
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- Liaison Officer
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 - After-Action Report form
 - <http://www.caloes.ca.gov/>

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- Emergency Operations Personnel Rosters
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Letter of Promulgation

The preservation of life and property is an inherent responsibility of local, state, and federal government. California State University, Bakersfield (CSUB) has prepared this all-hazards Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the campus community and visitors in a time of an emergency or crisis.

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

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

This EOP is an extension of the State of California Emergency Plan. It will be reviewed and exercised regularly and be revised as necessary to meet changing conditions.

CSUB's administration gives its full support to this plan and urges all officials, staff, faculty, and students, individually and collectively, to do their share in the total emergency effort of CSUB. It provides for the authority and responsibility of assigned CSUB emergency management and response personnel to perform their tasks before, during, and after any emergency.

Concurrence of this promulgation letter constitutes the adoption of NIMS, SEMS, and the Incident Command System (ICS) by CSUB. This EOP will become effective upon adoption by the CSUB President.

A handwritten signature in cursive script, appearing to read "A. Mitchell".

President
California State University, Bakersfield

10/25/17

Date



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Approval and Implementation

This EOP is written to provide guidelines for emergency management operations for CSUB with the purpose of protecting life and property and minimizing the impact of emergencies or disasters to CSUB as much as possible. This plan supersedes any and all previous versions of the plan.

All departments that have assigned emergency management and response roles and responsibilities will review the EOP. The EOP will be submitted to the CSUB Vice President for Business and Administrative Services/CFO for review and then to the CSUB President for adoption. Upon concurrence by the CSUB President, the plan will be officially adopted and promulgated. The CSUB Emergency Manager, without the signed consent of the CSUB President, can make minor revisions to this plan. The CSUB President, or designee must approve all major revisions to the plan. Changes to the plan will be transmitted to appropriate entities and recorded on the Record of Changes and Record of Distribution.

All personnel identified in the EOP shall abide by and cooperate fully with the actions described in this plan when it is executed. Any or all parts of the EOP may be activated based on authority of the CSUB President.

Signed:



Chief of Police
California State University, Bakersfield
(Emergency Manager)

10/25/17
Date



Vice President for Business and Administrative Services/CFO
California State University, Bakersfield
(Emergency Executive)

10/25/17
Date



President
California State University, Bakersfield

10/25/17
Date



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Record of Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated to and implemented by emergency response personnel. All revisions to the plan will be managed through the CSUB Emergency Manager.

If any major or significant changes to this plan need to be made, the revised EOP will be considered an updated version of the plan, and the cover page and approvals page should reflect that it is a new plan.

Record of Changes			
No.	Date	Name	Summary of Changes (including reference to page numbers)
1			
2			
3			
4			
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6			
7			
8			
9			
10			



Record of Distribution

At minimum, one (1) hard copy of the EOP will be located in the CSUB Emergency Operations Center, one (1) in the Office of the CSUB President, one (1) in the Office of the CSUB Vice President for Business and Administrative Services/CFO, and two (2) in the CSUB University Police Department (UPD). All other personnel and departments will have an electronic version of the plan.

Non-sensitive material, including the Basic Plan, will be posted on the UPD's website to be available to the public and media. Sensitive material, such as functional and hazard-specific annexes, will be accessed through a secured online portal to which only authorized CSUB personnel have a password.

After any modification to this plan, the CSUB Emergency Manager will ensure the updated version is made available to CSUB staff and external partners. An email notification will be sent to all relevant personnel needing access to the plan. These individuals and departments will be listed below, as well as any entity receiving a hard copy of the plan.

Record of Distribution				
Title	Name	Department/Entity	Delivery Date	No. Copies



I. Introduction

CSUB has a responsibility to provide for the safety and security of the campus community, including students, faculty, staff, and visitors. In support of providing for the campus community, CSUB must work with external partners and entities to ensure the most effective and efficient response to an emergency or disaster situation. This EOP addresses CSUB's planned response to emergencies associated with natural disasters, technological incidents, human-caused incidents, and national security emergencies.

A. Purpose

The CSUB EOP identifies the campus emergency planning program, functional organization and key roles, and response policies and procedures. The plan also addresses the integration and coordination with other government agencies at all levels when required.

The EOP is supported by functional and hazard-specific annexes that focus on responsibilities for specific functions or types of emergencies such as a major earthquake, fire, or hazardous materials incident, which may occur at any time, day or night. The CSUB President, or designee, activates the plan when an extraordinary emergency is anticipated or when such an emergency reaches proportions beyond the capacity of routine procedures.

Through this plan and the CSUB Emergency Management Program, CSUB places emphasis on:

- Emergency/disaster planning;
- Training of full-time and part-time faculty and staff, temporary employees, and volunteers;
- Public awareness and education;
- Identifying the resources needed to cope with emergency/disaster response; and
- Prevention and mitigation measures to reduce losses from disasters.

B. Plan Organization

The EOP is a collection of components rather than a single document and includes a Basic Plan, Annexes, Attachments, and Rosters. Together, all of these plan elements coordinate to form one EOP, which can be employed in its entirety, or in part to respond to and manage disasters that may affect CSUB. The four portions of the plan are described below.

Part 1, Basic Plan

The Basic Plan provides the structure and organization of CSUB's emergency operations. It details how CSUB will prepare for and manage emergency operations from a CSUB and administrative



level. It provides roles and responsibilities, describes the concept of operations, and identifies how CSUB will work with external partners during a disaster. The Basic Plan describes CSUB's overarching approach to emergency operations and should therefore remain relatively unchanged, requiring revisions infrequently. In this plan, Sections I-IX encompass the Basic Plan.

Part 2, Annexes, Attachments and Rosters

Annexes

Annexes can be used as stand-alone plans, but assume the Basic Plan is operational. They are specific to a function that CSUB must perform in a disaster situation. This plan includes the following Annexes:

Hazard Annexes:

- Dam Failure
- Dust Storm
- Earthquake
- Fire Hazard
- Flood
- Hazardous Materials Incident
- Public Health Emergency
- Terrorism
- Wildfire Hazard

Functional Annexes:

- Animal Facility Response and Recovery
- Bomb Threat (Pending-by January 1, 2018)
- Campus Closure
- Campus Evacuation - Transportation
- Campus Fire Medical Response
- Emergency Notification
- EOC Call Process
- International Students
- Mass Casualty
- Mental Health
- Persons with Access and Functional Needs
- Pipeline Incident
- Power Outage
- Presidential Emergency Declaration
- Seismic Review Board Emergency Response



Attachments

Attachments are stand alone as tools/guidance for specific aspects of CSUB's emergency operations. They can be pulled from the plan and used alone, but they assume familiarity with and coordination to the Basic Plan. This EOP includes the following attachments:

- EOC Position Checklists
- Inventories
- NIMS, SEMS, and ICS
- State Employees as Disaster Service Workers and California Labor Code

Rosters

Rosters provide detailed information and/or fuller sets of data for specific aspects of emergency operations referenced in the Basic Plan. These contain data that may need to be updated frequently, such as names and phone numbers. This plan includes the following rosters:

- Emergency Operations Personnel Rosters
- Facilities Roster
- Procurement Roster
- Building Marshal Roster

C. Situation Overview

CSUB is located within the City of Bakersfield, County of Kern and State of California, and in the Inland Administrative Branch, Region V of the State Office of Emergency Services. CSUB is bordered by business districts to the south, north, and west (including a hospital) and by the Arvin-Edison Canal to the east. ARCO Oil Company maintains a crude oil pipeline that traverses the campus on the northwest parallel to the Arvin-Edison Canal.

The City of Bakersfield is located at latitude 35° 22' 23" N (35 degrees, 22 min, 23 sec, North) and longitude is 119° 1' 4" W (119 degrees, 1 min, 4 sec, West). CSUB occupies 375 acres and has an average daily population (during the academic semester) of approximately 10,000 people.

CSUB has one childcare center, a student health care center, on-campus housing for approximately 600 persons, and several food service providers.

The following threats have a potential to affect the city and CSUB:

- An earthquake may affect major segments of the total population.
- Two major highways (and light rail lines) traverse or pass near the city and transportation incidents (including hazardous material incidents), as well as pipeline ruptures or illegal dumping, may affect the city.



- There are industrial portions of the city, which face the potential for hazardous materials incidents from the stationary hazardous materials users.
- A transportation incident such as a major air crash or trucking incident may affect areas within the city, including CSUB.
- Many areas of the city, including CSUB, may be subject to flooding.
- There is one major dam located upstream from the city (the Lake Isabella Dam). A dam failure may result in river channel overflow.
- The city has not historically been vulnerable to tropical storms and severe winter storms but is subject to occasional high winds.
- A civil unrest incident may affect areas within the city, including CSUB.

Any single incident or a combination of incidents may require evacuation and/or sheltering of the campus community and parts of the city population. CSUB may be utilized as an evacuation point for the public and the CSUB community.

CSUB has its own police and facilities management departments but relies on the city for fire response and utilizes the American Red Cross for assistance with emergency shelters and other necessary emergency services. Due to CSUB's limited resources and response capacity, CSUB will coordinate all response operations with local entities and external partners to request additional resources and support.

D. Scope and Applicability

This EOP addresses CSUB's planned response actions to emergencies or disasters. The plan does not address day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on incidents that require multiple CSUB resources to handle and require coordination with external partner entities.

This plan is a preparedness document, designed to be read, understood, and exercised prior to an emergency or disaster. The plan incorporates the concepts and principles of the National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) into the emergency operations of CSUB. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities.

E. Objectives

The major goals of the EOP and supporting guidance are the preservation of life, protection of property and the environment, and continuity of campus operations. Secondary objectives include:

- Define the scope of preparedness and incident management activities.



- Provide overall management and coordination of emergency operations (to include on-scene incident management) by establishing response priorities; describing the organizational structures, roles, and responsibilities; identifying policies and protocols for emergency support; and facilitating recovery activities and other functions as determined appropriate.
- Design a plan that is flexible enough for use in all emergencies/disasters.
- Pre-designate jurisdictional and/or functional area representatives to the Incident Command (IC), Unified Command (UC), and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Include pre-incident and post-incident public awareness, education, and communications plans and protocols.
- Establish a mutual understanding of the authority, responsibility functions, and operations of CSUB management during an emergency.
- Coordinate or maintain a liaison with appropriate federal, state, and local governmental agencies and applicable segments of the private sector, including the requesting of resources and additional support as needed to manage response operations.
- Create a communication system for emergency operations.
- Provide campus alert and warning procedures.
- Provide for the dissemination of emergency public information.
- Collect and evaluate damage information and other essential data, and provide accurate documentation required for cost recovery efforts.
- Develop mutual aid and other support agreements with appropriate local and state agencies.
- Address the needs of People with Access and Functional Needs (PAFN) during all aspects of emergency management and response operations.

F. Planning Assumptions

The following planning assumptions are utilized for the development and implementation of the CSUB EOP:

- CSUB is responsible for emergency/disaster response actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property, preserve the environment, and limit disruption to campus operations.
- CSUB will utilize NIMS and SEMS in emergency/disaster response operations.
- CSUB will use ICS and the Multi-Agency Coordination System (MACS) for incidents and events.
- As specified in CSUB's emergency management organizational chart, the Chief of Police, as the EOC Director, will coordinate CSUB's emergency operations.
- CSUB will participate in the Kern County Operational Area. (In the state's Emergency Management Organizational structure, CSUB is considered a Special District on the same reporting level as local government).
- Mutual aid assistance will be requested when disaster response and relief requirements exceed CSUB's ability to meet them.



- All CSUB operating procedures will be followed unless directed otherwise by the CSUB President or designee.
- All on-duty personnel are expected to remain on duty until relieved of duty. Designated off-duty personnel will be expected to return to work in accordance with CSUB's policies.
- The CSUB EOC will be activated when determined necessary to manage emergency operations on campus.
- Coordination with local entities, partners, and other jurisdictions will take place through the EOC, if activated.
- While in an emergency or disaster status, normal work shifts may be adjusted to enable the best response efforts.
- CSUB will rely on the City of Bakersfield and Kern County emergency plans to assist in the coordination of emergency operations that exceed the capacity of CSUB.



II. Concept of Operations

The Concept of Operations explains in broad terms CSUB's intent with regard to handling emergency responsibilities to protect students, faculty, staff, and visitors.

A. General

Emergency management and response operations involve a full spectrum of activities, from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural, human-caused, and technological disasters. Some emergencies/disasters will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advanced warning, thus requiring immediate activation of the EOP and commitment of resources. All departments should be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid agreements, with the main purpose of protecting students, faculty, staff, and visitors of CSUB. The main purpose of actions taken before, during, and after an emergency is to mitigate the impact on the campus community and surrounding areas. The emergency management cycle, which includes mitigation and prevention, preparedness, response, and recovery, provides guidance on such actions that should be taken.

Mitigation and Prevention

Prevention is the responsibility of each campus community member, academic or administrative department, and CSUB as a whole. Mitigation activities regarding emergency management initiatives and functions are handled through projects and planning identified by CSUB. Through day-to-day operations, as well as long-term planning, CSUB emergency management personnel will keep in communication with each academic and administrative department, external agencies, and other pertinent stakeholders regarding emergency plans, notification procedures, and training providing preparedness and prevention activities at CSUB.

Preparedness

At CSUB, preparedness is the responsibility of all members of the CSUB community. Preparedness can best be defined as the state of readiness to respond to a crisis, disaster, or any other type of emergency. The capacity to respond to and recover from emergencies and disasters is only developed through planning, training, and exercising. Emergency management personnel (through UPD), is responsible for providing education on hazards to the CSUB community in partnership with other pertinent departments across campus. Education of the CSUB community will include familiarizing them with protective measures they can implement to improve preparedness and resiliency among the population. In addition, UPD will be responsible for developing a training and exercise schedule for those who have roles in emergency operations.



Response

Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood is approaching or a security threat may be realized. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the campus community
- Allocating/distributing equipment and resources

Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency operations. They seek to reduce the probability of secondary damage and speed recovery operations. Response operations on campus are the responsibility of and controlled by CSUB, as led by UPD, and supported by the City of Bakersfield and/or Kern County emergency operations, as appropriate.

During the response phase, CSUB may implement initial continuity activities as well. These activities will ensure the continuation of essential functions throughout CSUB according to CSUB's Business Continuity Plans (BCP) as maintained by the department of Safety and Risk Management.

Recovery

Recovery activities are those following a disaster to restore CSUB to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life among the campus community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

Recovery includes both short and long-term activities. Short-term operations seek to continue and restore critical services and provide for the basic needs of the CSUB community. Long-term recovery focuses on restoring CSUB to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital CSUB services, and reconstruction of damaged areas.

B. Activation

The CSUB EOP will be activated in response to the following circumstances:

- On the order of the CSUB President, Emergency Executive, Emergency Manager, or other designated authority according to an impending or actual emergency that may impact CSUB;
- When the Governor has proclaimed a State of Emergency in an area that includes CSUB;



- Automatically, on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code);
- A Presidential Declaration of a National Emergency; or
- Automatically, on receipt of an attack warning or the observation of a nuclear detonation.

C. Emergency Activation Levels

CSUB emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster:

Level Three (Low Level)

Level three activation may be a minor to moderate incident wherein campus resources are adequate and available. A Local Emergency may be proclaimed by the city/county, but is not likely. CSUB EOC may be activated at a minimal level or may not be activated. Off-duty personnel may be recalled.

Level Two (Medium Level)

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

Level One (High Level)

Level one activation may be a major local or regional disaster wherein resources in or near the affected area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency (city/county) and a State of Emergency (Governor) will be proclaimed and a Presidential Declaration of an emergency or major disaster will be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled.

D. Alert and Warning

Warning is the process of alerting CSUB departments and the campus community to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government. Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction surrounding the campus community. CSUB will utilize various modes to alert and warn the campus community including but not limited to internal/external speakers, BlackBoard, personal contact and social media.



E. Continuity of Campus Operations and Authority

The department of Safety and Risk Management maintains the CSUB comprehensive Business Continuity Plans through the Quali Ready system.

A major disaster may result in great loss of life and property, including the death or injury of key CSUB officials. In the aftermath of a major disaster, law and order must be preserved and essential CSUB and government services must be maintained. Under California's concept of mutual aid, CSUB officials, or successors, remain in control of CSUB's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face. Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority and procedures to employ to ensure continued functioning of political subdivisions within the State of California.

The first step in assuring continuity of CSUB operations is to have personnel who are authorized and prepared to carry out emergency actions for CSUB in the event of a natural, technological, or national security disaster. CSU Executive Order 1056 requires the CSUB President to designate a primary and secondary person with responsibility for campus-wide emergency management. Such persons shall be referred to as the Emergency Manager and Emergency Coordinator. For CSUB, the Chief of Police has been designated as the Emergency Manager and the Operations Lieutenant has been designated as the Emergency Coordinator. The Police Sergeant assigned to Emergency Management is designated as the back-up Emergency Coordinator.

Upon EOC activation, the position of EOC Director is appointed by the Emergency Manager, the CSUB President, or the Emergency Executive. The succession occurs under the following circumstances:

- Generally, the Emergency Manager or Emergency Coordinator will assume the role of EOC Director.
- If the Emergency Manager or the Emergency Coordinator are unavailable or unable to serve as the EOC Director, the persons listed below in succession will assume the position as the EOC Director.
 - The individuals who hold permanent appointments to the following positions at CSUB will automatically serve as acting EOC Director in the order shown, when the EOC Manager and/or Coordinator are unavailable. The individual who serves as the acting EOC Director shall have the authority and powers of that position, and will serve until the Emergency Manager and/or Coordinator is again able to serve.
 - First Alternate: AVP, Facilities Management Services
 - Second Alternate: Director, Safety and Risk Management



Notification of any successor changes shall be made through the established chain of command. The table below lists the orders of succession for other key positions for CSUB, who also have a role in the EOC:

Service/Department	Position Succession
Office of the President	<ol style="list-style-type: none"> 1. President 2. Provost and Vice President, Academic Affairs 3. Vice President, Business and Administrative Services/CFO
Facilities Operations	<ol style="list-style-type: none"> 1. AVP, Facilities Management Services 2. Director of Facilities Operations 3. Facilities Manager
Police	<ol style="list-style-type: none"> 1. Chief of Police 2. Operations Lieutenant 3. Administrative Lieutenant
Human Services/Personnel	<ol style="list-style-type: none"> 1. AVP, Human Resources and Administrative Services 2. Assistant Director, Human Resources
Student Services	<ol style="list-style-type: none"> 1. Vice President, Student Affairs 2. AVP, Campus Life
Academic Affairs	<ol style="list-style-type: none"> 1. Provost and Vice President, Academic Affairs 2. Vice Provost, Academic Affairs
University Advancement	<ol style="list-style-type: none"> 1. Vice President, University Advancement 2. Director, Development
Antelope Valley	<ol style="list-style-type: none"> 1. Dean, CSUB Antelope Valley 2. Administrative Analyst/Specialist
Financial Services	<ol style="list-style-type: none"> 1. AVP, Financial Services 2. Associate Controller/Director, Accounting Services
Public Information	<ol style="list-style-type: none"> 1. Director of Public Affairs and Communications 2. Public Affairs Specialist 3. University Advancement Writer

F. Persons with Access and Functional Needs (PAFN) Considerations

In planning for the considerations of the whole campus community, the EOP includes response actions that account for all Persons with Access and Functional Needs (PAFN). The PAFN population is defined as those people who may have disabilities, those with pets or service animals, the elderly, those who speak another language, those without transportation or access to



transportation, and those with limited access to emergency information. PAFN considerations are included throughout this plan, as well as in supporting annexes.

As part of PAFN planning considerations, CSUB emergency operations meet all requirements of the Americans with Disabilities Act of 1990 (ADA). Emergency preparedness and response programs must be made accessible to people with disabilities. As defined by the ADA, disabilities include but are not limited to decreased mobility, vision, and hearing; cognitive disorders; mental illnesses; and language barriers.

Included in CSUB's planning efforts for all members of the PAFN population are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Sheltering requirements.
- Accessibility to medications, refrigeration, and back-up power.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

G. International Student Population

CSUB has an international student population, which primarily resides on campus and may not have alternate living arrangements in the event the campus must be closed and/or evacuated. The CSUB Emergency Manager regularly communicates with the International Programs Coordinator to ensure proper considerations for the international students are included throughout this plan, as well as in supporting annexes.

H. Public Awareness and Education

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

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

Faculty, staff, and students are expected to reach an individual level of preparedness with assistance from CSUB through preparedness training and exercises. Departments across campus



will facilitate disaster preparedness training for their affiliates where appropriate. The CSUB Emergency Manager publishes an Emergency Response Guide for the campus to educate the campus community on the potential emergencies for the CSUB campus. The guide is available electronically via the UPD website.

The CSUB Emergency Manager will be responsible to ensure the CSUB Emergency Response Guide is available online. Emergency Response Procedures will also be posted in classrooms and throughout offices on the CSUB campus. This task will be assigned to the Emergency Coordinator.



III. Organization and Assignment of Responsibilities

This section provides specific guidance regarding management of emergency operations. The UPD is the leading organization for the oversight and management of emergency operations on campus and will work out of the CSUB EOC, when activated. Working within the guidelines of NIMS, SEMS, and ICS, CSUB will utilize necessary agreements, processes, and procedures with neighboring jurisdictions to optimize the timeliness and effectiveness of the response structure.

A. Emergency Management Roles and Responsibilities

As the managing entity of campus emergencies, the CSUB emergency management organizational structure comprises designated campus officials, as part of the Policy Group, and functional coordinators, as part of the EOC Team, that are responsible for all emergency operations on the campus. Additionally, UPD coordinates with neighboring jurisdictions as required for effective emergency response through the EOC, if activated.

Policy Group

Members of this group include campus officials, executives, and department heads who have the decision-making power for CSUB. Collectively, they are responsible for making major policy decisions during emergency operations as well as declaring an emergency for CSUB. Members of the Policy Group include:

CSUB President

- Establishes the basic policies that govern CSUB emergency management.
- Declares a campus emergency when required.
- Acts as the highest level of authority during an emergency.

Emergency Executive (Vice President for Business and Administrative Services/CFO)

- Serves as the senior executive for CSUB Emergency Management.
- Leads the Policy Group when activated.
- Ensures management of all aspects of the EOP including training, implementation of NIMS/SEMS, disaster preparedness, and overall response and recovery operations.

CSUB President's Cabinet Members

- Serve as the liaison for their respective departments or programs.
- Provide input regarding campus-wide decisions that would affect their daily operations (e.g. class cancellation, class relocation).



Emergency Manager and EOC Director (CSUB Chief of Police)

- Organizes, staffs, and operates the EOC.
- Serves as a liaison between the EOC and the Policy Group.
- Manages all communications and warning systems.
- Assists in providing information and guidance to the public.
- Maintains information on the status of resources, services, and operations.
- Directs overall emergency management and response operations.
- Obtains support for CSUB and provides support to other jurisdictions as required.
- Identifies and analyzes potential hazards and recommends appropriate countermeasures.
- Collects, evaluates, and disseminates damage assessment and other essential information.
- Provides status information and other reports to the Operational Area.

Note: The Incident Commander (IC) may also act as the EOC Director if the Incident Command is located in the EOC. The IC/EOC Director plays a dual role in the policy group as the IC/EOC Director in support of the incident. At CSUB, the Emergency Manager will generally assume IC.

The Policy Group will convene in the Office of the CSUB President's conference room to support EOC operations. The alternate location for convening the Policy Group is the Albertson Room. They may also convene via conference call.

EOC Team

This group comprises all personnel who take on an active role within the EOC to manage emergency operations. Members of the EOC team are organized based on ICS, having specific responsibilities that support the overall objectives of emergency response. The EOC Team will convene at the EOC, which is located at UPD Headquarters. Further information on the EOC Team is located in Section III.F of this plan.

First Responders

First responder agencies that support the campus in an emergency will liaise with UPD, who will coordinate with the EOC Team and communicate critical information from the scene of an emergency. First responder agencies will typically be located at the scene of an emergency, but may send agency representatives to serve in the EOC if needed.

B. CSUB Emergency Operations Center

The key to effective and efficient emergency operations during a large-scale incident or disaster is the establishment of the campus EOC. In normal conditions, day-to-day operations are conducted by departments and agencies that are dispersed throughout CSUB. In a large-scale emergency or disaster, CSUB will use an EOC, from which centralized emergency management can be performed. This facilitates a coordinated response by CSUB and representatives of other organizations who are



involved in the emergency response and recovery efforts. The level of EOC staffing will vary with the specific disaster/emergency situation.

An EOC provides a central location for information and decision-making and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions may be performed in CSUB's EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and to county, state, federal, and other partner agencies.
- Preparing intelligence summaries, situation reports, operational reports, and other reports.
- Maintaining maps, display boards, and other disaster related information.
- Continuing analysis of disaster information.
- Coordinating operational and logistical support.
- Maintaining contact and coordination with other local government EOCs and the Operational Area.
- Providing disaster/emergency information to the public and making official releases to the news media.
- Managing interoperable communications.
- Overseeing resource dispatching and tracking.
- At CSUB, the Incident Command may be combined with the EOC during an incident.

C. Emergency Operations Center Location and Description

CSUB EOC is located next to the UPD at:

CSUB University Police Department
Mail Stop: 6 PS
9001 Stockdale Highway
Bakersfield, CA 93311

The EOC is a single room that totals 1,000 square feet and houses the EOC Team during activation. A generator that is powered by natural gas provides emergency power. There are also diesel-powered portable generators available if needed. The emergency fuel reserve is sufficient as long as natural gas is available. In addition, CSUB has an emergency food services agreement with its on-campus food provider and can provide emergency food and water to the campus for up to three days. On-site services include bathroom, and supplies of food and water.



An alternate EOC location may be established in the mobile command post vehicle. It is equipped with communications equipment, maps, and supplies that can be deployed to an alternate location, if needed. The Logistics Section will coordinate the relocation from the primary EOC to the mobile command post. The operational functions of the alternate EOC will be the same as those of the primary EOC.

EOC Displays

Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, status boards shall be used to track information. All EOC sections must track information so that other EOC staff can quickly comprehend actions that have been taken, available resources, and the damage at CSUB resulting from the disaster.

The Planning/Intelligence Section is responsible for coordinating status boards and information displays. All display charts, boards, and materials are stored in the EOC.

EOC Communications

Communications in the EOC includes up to 13 telephones, a satellite phone (SKYMARS), handheld radios, a dispatch radio, a facilities radio, three laptop computers, three televisions with DISH Network, and a projector for displaying status boards. The Logistics Section is responsible for managing communications within the EOC.

EOC Upkeep

Management of and maintaining operational readiness of the primary EOC facilities and mobile command post vehicle is the responsibility of the Police Department Operations Sergeant assigned to emergency management operations as an assistant EOC Coordinator.

D. Emergency Operations Center Activation Policy

The EOC is activated when field response units need support, a university-wide perspective is needed, or multiple-agencies need to coordinate their response. The activated EOC may be staffed, partially or fully, to meet the demands of the situation.

The Operational Area of Kern County may need to be notified via the designated countywide emergency reporting systems when the EOC is activated, depending on the magnitude of the incident affecting the city and the campus.

When to Activate the EOC

The EOC will be activated when an emergency has occurred or might occur, requiring a large commitment of resources from the campus or other agencies over an extended period. Examples include: an earthquake, structure fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, severe weather conditions, uncontrolled release or dam failure, act of



terrorism, and a large-scale campus incident or event. The EOC will also be activated for an impending or declared "State of War Emergency."

Who Can Activate the EOC

The following CSUB individuals or their appointed representatives are authorized to activate the EOC:

- President
- Provost
- Emergency Executive (Vice President, Business and Administrative Services/CFO)
- Emergency Manager (Chief of Police)

EOC Activation Guidelines

When activating the EOC, the following guidelines must be implemented:

- Call an official who has authority to activate the EOC (see list above) and request activation to the level needed.
- Identify yourself as the Incident Commander (or other appropriate authority) and provide the official with your callback information.
- Briefly describe the emergency/disaster situation requiring the EOC activation.
- Identify in general what EOC functions will be needed, and notify the appropriate staff.
- Notify the Emergency Executive when the EOC or alternate EOC is activated.

CSUB Employee Notification and Recall

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

- Employees pre-assigned to an emergency role/EOC function should automatically report to their duty station.
- All other employees must:
 - Follow their respective department response plans.
 - Be cognizant of mass communications alerts and follow directions given in such alerts.
 - Attempt to make contact with their supervisor for further instructions.
 - Report for their next scheduled shift if no emergency instructions are available.

For all other incidents, department managers will implement telephone calling trees, mass emergency communications if appropriate, or other means of notifying employees (e.g., pager, radio, etc.) and provide instructions on when and where to report.



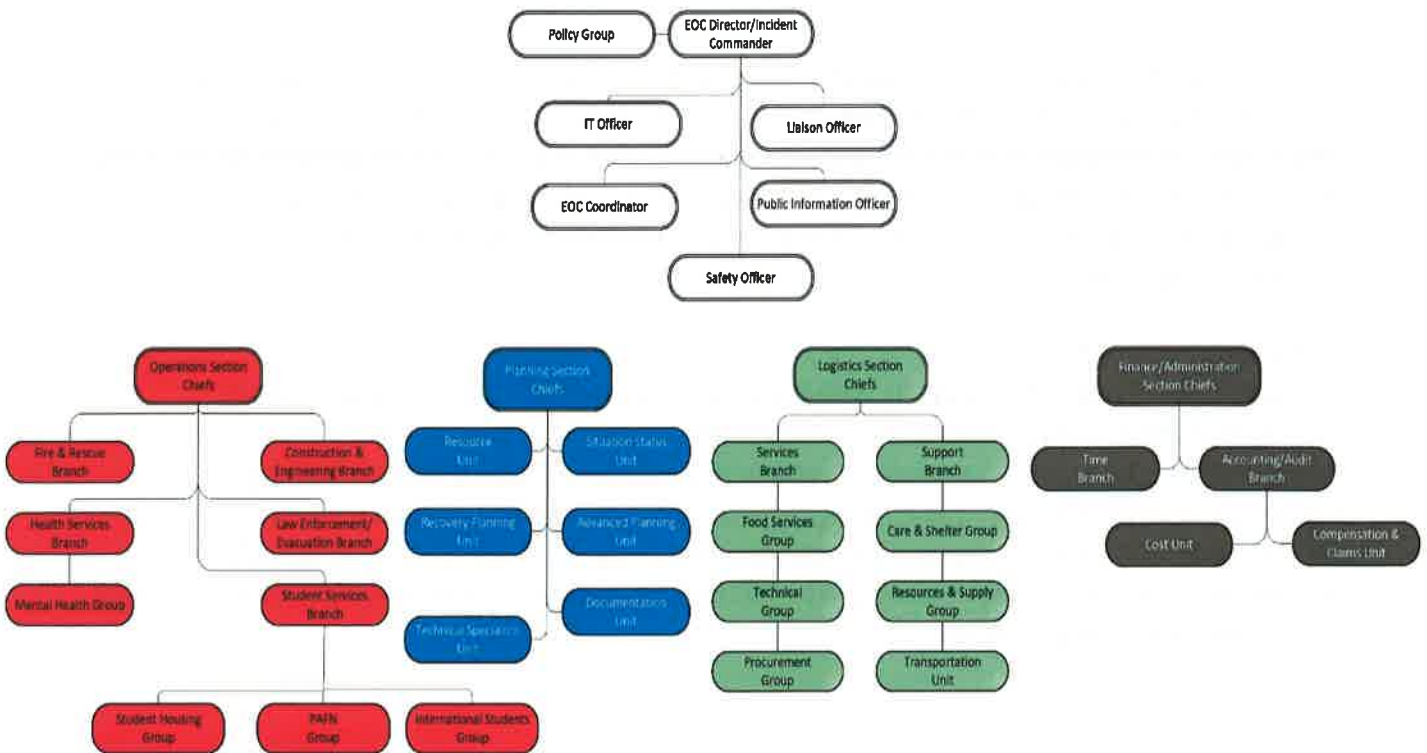
E. Emergency Operations Center Deactivation Procedures

When emergency management and response procedures have been completed, the following actions will be taken to deactivate the EOC:

- The EOC Director will determine which sections, units, and/or branches are no longer needed and order EOC deactivation to begin.
- Deactivated sections, units, and/or branches will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate section, unit, or branch.
- The Demobilization Unit will oversee all deactivation procedures to ensure they are performed correctly.
- If the city or Operational Area was notified of the EOC activation, CSUB will notify them when the CSUB EOC deactivation is complete.

F. CSUB Emergency Operations Center Organization

CSUB will be responsible for directing and coordinating emergency operations within its boundaries similar to local jurisdictions, with the other levels of the statewide system being responsible for coordinating or providing support as required. The structure of the ICS command allows for special branches within each section to be established to effectively deal with the incident. An organizational chart of the EOC and the general responsibilities of each section and its branches/units are outlined below.





EOC Director

The Chief of Police as the EOC Director, or designee, may also serve as the Incident Commander. The EOC Director has the following responsibilities:

- Directs the campus emergency response to minimize casualties and injuries;
- Sets priorities and delegates tasks; activates and directs the EOC;
- Communicates with local, county, and state government as needed to coordinate overall operations;
- Maintains the overall "big picture" focus and produces a status report for the Policy Group and State of California every four hours while the EOC is in operation;
- Establishes objectives and approves action plans developed by EOC staff; and
- Approves requests to order or release resources through mutual aid.

Information Technology Officer

The Information Technology Officer serves as an advisor to the EOC Director in matters pertaining to information technology operations for CSUB.

EOC Coordinator

The EOC Coordinator sets up, coordinates, and assists the EOC Director. EOC Coordinator ensures that all required forms and reports are complete prior to deactivation of the EOC, and deactivates the EOC when appropriate.

Liaison Officer

The Liaison Officer serves as the point of contact for the supporting agencies and mutual aid representatives (particularly the Operational Area EOC) during an emergency. The Liaison Officer assists with intergovernmental communications and liaisons that may include representatives from other law enforcement agencies, fire services, emergency medical providers, the American Red Cross, Public Works, Coroner's Office, County Public Health Services, and other entities as determined appropriate.

Public Information Officer

The Public Information Officer (PIO), with the approval of the EOC Director, prepares and disseminates information regarding the incident size, cause, resources, and other matters of interest associated with the campus emergency. The PIO coordinates with the Planning Section Chief to provide faculty, staff, and students with information, and functions as the point of contact for the public and the news media, coordinating releases for CSUB and with other agencies and holding news conferences as necessary. The PIO may also organize an information center for family and friends of staff and students.



Safety Officer

The Safety Officer coordinates the containment and cleanup of hazardous materials, identifies unsafe conditions within campus facilities, and develops measures to assure personnel safety throughout emergency management and response operations.

Operations Section

The Operations Section represents the campus emergency services units (the on-scene emergency responders). The Operations Section is responsible for the assessment and implementation of field operations through recovery operations, coordinating field tactics with other staff members, handling the request for or release of resources, making situation changes to the plan as necessary, and reporting such changes to the EOC Director.

Operations Section Chiefs

The Operations Section Chiefs coordinate and manage the Operations Section response to an emergency or disaster affecting the campus, implement and manage the field response action plans established by the EOC Director, and direct and supervise the response teams to reduce hazards, establish control, and contain the emergency.

Operations Section Support

During an emergency, the following branches may be activated and supervised by the Operations Section Chiefs:

- **Fire and Rescue Branch:** This branch checks the campus to determine rescue needs and provides information and assistance to fire and rescue teams.
- **Health Services Branch:** This branch manages any health, mental health, or medical needs that may arise because of the emergency.
 - **Mental Health Group:** This group is responsible for all mental health services.
- **Construction and Engineering Branch:** This branch secures or restores all utilities, makes rapid safety inspections of damaged infrastructure, provides emergency construction or repairs, clears debris from roadways, and organizes teams to support and coordinate traffic/access control and search/rescue.
- **Law Enforcement/Evacuation Branch:** This branch is the link between all Building Marshals, EOC staff and Emergency Staff by communicating through hand-held radios. In addition, this branch organizes the evacuation or relocation of people from hazardous areas.
- **Student Services Branch:** This branch coordinates any student needs that result from the emergency, including care, shelter, housing, and dining services.
 - **Student Housing Group:** This group will assist in aspects involving student housing on or off campus.
 - **People with Access and Functional Needs (PAFN) Group:** This group will be assigned to the department of Services for Students with Disabilities in support of CSUB students with access and functional needs.



- International Students Group: This group will assist with situations pertaining to the CSUB International Student Population. The International Student Coordinator will staff this group.

Planning Section

The Planning Section is responsible for receiving, evaluating, and analyzing all incident information and providing updated status reports to the EOC Director and field operations. The Planning Section will collect documentation of all actions taking place during the EOC activation and will provide action plans for the various EOC operational periods that include tasks and objectives for the EOC during that specific operational period.

Planning Section Chiefs

The Planning Section Chiefs coordinate and manage the Planning Section response to an emergency or disaster affecting the campus, coordinate the collection of information to determine the severity of damage, and coordinate the inspection and securing of damaged buildings.

Planning Section Support

During an emergency, the following may be activated and supervised by the Planning Section Chiefs:

- Resource Unit: This unit establishes all incident check-in activities, prepares resource status information, maintains EOC displays, and tracks and documents resources needed for incident management.
- Recovery Planning Unit: This unit is responsible for the development, coordination and execution of CSUB site restoration plans; the reconstitution of CSUB operation and services; long-term care for affected persons, evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
- Technical Specialists Unit: This unit may be added to the EOC organizational chart to supplement specialty skills, such as Geographic Information System (GIS), and will be added to the EOC based on the needs of the emergency.
- Situation Status Unit: This unit collects and organizes incident status and situation information. The Situation Status Unit is responsible for the evaluation, analysis, and display of that information for use by EOC personnel.
- Advanced Planning Unit: This unit is responsible for creation of the Incident Action Plan for the next approved operational period. Functional Unit within the Planning Section is responsible for assuring orderly, safe, and efficient demobilization of incident resources.
- Documentation Unit: This unit coordinates all fiscal recovery with disaster assistance agencies, including documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the California Office of Emergency Services (CalOES), and prepares and maintains a cumulative cost report for the event or disaster.



Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and the materials necessary to conduct the emergency and recovery operations (i.e. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

Logistics Section Chiefs

The Logistics Section Chiefs coordinate and manage the Logistics Section response to an emergency or disaster affecting the campus, and coordinate with the Operations Section Chiefs to establish priorities for resource allocation.

Logistics Section Support

During an emergency, the following branches may be activated and supervised by the Logistics Section Chiefs:

- **Services Branch:** This branch provides emergency shelter, food, and necessities for campus residents following a disaster, and provides food and lodging for mutual aid personnel and emergency workers as needed.
 - **Food Services Group:** This group is responsible for providing meals to students/staff/faculty that must remain on campus during a critical event.
 - **Technical Group:** This group consists of information technology personnel with specialized skills that can be used in support of the emergency operation.
 - **Procurement Group:** This group implements the procurement of resources in support of the emergency operation, establishes agreements with public and private organizations and a directory of vendors who will be used during an emergency, and sets up procedures for collecting, inventorying, and distributing supplies and resources.
- **Support Branch:** This branch organizes and acquires personnel, equipment, supplies, and transportation resources necessary to manage the incident.
 - **Care & Shelter Group:** This coordinator will be responsible for identifying, signing in, and the tracking of volunteers and the process of registering disaster service workers.
 - **Resources & Supply Group:** This group is responsible for identifying available personnel, equipment, supplies, and facilities for incident operations, tracking resources and staging such resources accordingly. Resources are described by kind and type. This unit also evaluates resources currently committed to the incident, and anticipated additional resource needs.
 - **Transportation Unit:** This unit is responsible for all transportation needs for the incident up to and including a campus evacuation.



Finance/Administration Section

The Finance/Administration Section has responsibility for cost accountability and risk assessment, documentation of expenditures, purchase authorizations, claims of damage to property and equipment usage, vendor contracts, and record-keeping for response personnel time and worker’s compensation.

Finance/Administration Section Chiefs

The Finance/Administration Section Chiefs coordinate and manage the Finance/Administration Section response to an emergency or disaster affecting the campus, prepare budgets for the emergency response and recovery phases, track costs of emergency personnel and equipment, and ensure that all recovery documentation is accurately maintained for submission to FEMA and/or CalOES.

Finance/Administration Section Support

During an emergency, the following may be activated and supervised by the Finance/Administration Section Chiefs:

- Time Branch: This branch tracks, records, and reports all on-duty time for personnel working during the event or disaster as well as for equipment used for incident management.
- Accounting/Auditing Branch: This branch oversees the Compensation/Claims and Cost Unit, and provides audit services to the incident to provide the most effective and efficient processes based on general accounting principles.
 - Cost Unit: This unit identifies existing sources of funding for emergency expenditures and provides projections for expenses associated with the emergency operations. It also gathers all documentation related to emergency expenditures in order to recover and be reimbursed for such costs.
 - Compensation & Claims Unit: This unit ensures that personnel time records, travel expense claims, and other related forms are prepared and submitted, and assists with the documentation for FEMA and CalOES.

G. EOC Assignments

The table below includes a listing of the various positions within the EOC and the respective CSUB representatives that are responsible for filling those positions:

Table III.G-1: Primary EOC Position Assignments

Command Staff	
EOC Director/Incident Commander	Chief of Police
Information Technology Officer	Chief Information Officer
EOC Coordinator	UPD EOC Coordinator
Liaison Officer	UPD Designee



Public Information Officer	Director of Public Affairs
Safety Officer	Director of Safety and Risk Management
Operations Section	
Operations Section Chiefs	Enrollment Management/Enrollment Management
Fire and Rescue Branch	Bakersfield Fire Department
Health Services Branch	Student Health Services
Mental Health Group	Counseling Center
Construction and Engineering Branch	Facilities Management Services
Law Enforcement/Evacuation Branch	UPD Designee
Student Services Branch	Student Programming
Student Housing Group	Student Affairs
PAFN Group	Services for Students with Disabilities
International Students Group	International Students and Programs
Planning Section	
Planning Section Chiefs	Procurement Services/Student Union
Resource Unit	Enrollment Management
Recovery Planning Unit	University Advancement
Technical Specialists Unit	Added as needed
Situation Status Unit	University Advancement
Advanced Planning Unit	Walter Stern Library
Documentation Unit	Student Affairs/Associated Student Inc.
Logistics Section	
Logistics Section Chiefs	Facilities Management Services/Student Rec Center
Services Branch	Director of Outreach Services
Food Services Group	Student Recreation Center
Technical Group	Information Technology Services
Procurement Group	Procurement Services
Support Branch	University Events Coordinator
Care and Shelter Group	Human Resources
Resources and Supply Group	Human Resources/Student Recreation Center
Transportation Unit	Facilities Management Services/Fleet Services
Finance/Administration Section	
Finance/Administration Section Chiefs	Budget/Financial Services
Time Branch	Budget
Accounting/Audit Branch	General Accounting
Cost Unit	Budget
Compensation/Claims Unit	Human Resources



H. Employee Assignments and Responsibilities

In addition to CSUB personnel assigned to specific positions in the EOC, the California Government Code §3100 – 3101 and California Labor Code §3211.92(b) identify public agency employees, including CSUB employees, as Disaster Service Workers. Consequently, all on-duty CSUB employees are expected to remain at work, unless relieved of duty by a designated administrator. Off-duty employees should report for work in accordance with CSUB policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.

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

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

- Be familiar with the CSUB emergency organization, concept of emergency operations and the procedures outlined in this EOP
- Be familiar with department emergency procedures
- Attend required emergency training and exercises
- Maintain proficiency in any special skills needed for emergency assignment
- Implement personal preparedness efforts to ensure individual and family preparedness



IV. Direction, Control, and Coordination

This section describes the framework for all direction, control, and coordination activities based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). This section explains the relationship between CSUB emergency operations and the broader community's emergency management system. This section also explains the importance of mutual aid agreements to provide equipment, resources, and supplies needed to support CSUB emergency operations during a large-scale emergency or disaster.

A. National Incident Management System (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency/disaster response system for the United States. NIMS integrates existing best practices into a consistent, flexible, and adjustable nationwide approach for emergency management. In using NIMS, all levels of government, the private sector, and non-governmental organizations work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

B. Standardized Emergency Management System (SEMS)

In addition to NIMS, the State of California operates under the guidelines of the Standardized Emergency Management System (SEMS). Like NIMS, SEMS incorporates a flexible and adjustable framework for managing disasters within the State of California and identifies various management jurisdictions to assist in the coordination of efforts and sharing of resources, including the California Master Mutual Aid Agreement. The SEMS has been adopted by CSUB for managing its response to multi-agency and multi-jurisdiction emergencies. The SEMS is utilized to facilitate communications and coordination between all levels of the system and among all responding agencies.

CSUB Responsibilities under NIMS/SEMS

The integration of NIMS/SEMS will be a cooperative effort of all CSUB departments that have a disaster/emergency response role. The CSUB Emergency Manager is the Point of Contact for NIMS/SEMS compliance for CSUB with responsibilities that include:

- Communicating information within CSUB on NIMS/SEMS requirements and guidelines.
- Coordinating NIMS/SEMS compliance among departments.
- Incorporating NIMS/SEMS into CSUB's procedures.
- Incorporating NIMS/SEMS into CSUB's emergency plans, agreements, memoranda of understanding, etc.



- Identification and coordination with outside organizations that operate or provide services within CSUB; the disaster/emergency role of these organizations should be determined and provisions made for coordination during emergencies.
- Identification and coordination with local volunteer and private agencies that have a disaster/emergency response role; contacts should be made to develop arrangements for coordination in emergencies.

C. Incident Command System

The Incident Command System (ICS) is a standardized, flexible, and scalable all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The system consists of practices for managing resources and activities during an emergency response and allows responding agencies and organizations to communicate using common terminology and operating procedures.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions.

D. City and County Communication and Coordination

During an emergency or disaster that affects CSUB, additional assistance may be needed from the City of Bakersfield or Kern County. With the activation of the CSUB EOC, the EOC Director will determine the status of the incident and the need for additional resources and/or support. Requests for additional resources will be made through the CSUB EOC to the city Emergency Manager, or city EOC, if activated. The EOC Director is responsible for communicating with the city. If the event exceeds the capability and resources of CSUB and the city, representatives from the city EOC will contact the county, or Kern County Operational Area, as appropriate. All communication and coordination efforts with the city and county will be accomplished through the established guidelines of NIMS, SEMS and ICS. CSUB will reference the respective city and county emergency operations plans for additional guidance on emergency management and operational procedures.

E. Operational Area Communication and Coordination¹

¹ *Kern County Operational Area EOP - Disaster Information Reporting Procedures*

The Operational Area is defined as all cities and unincorporated areas of Kern County, extending to the county border. CSUB is categorized as a "special district" within the Operational Area of Kern County. During an emergency or disaster situation that affects multiples cities (unincorporated



areas and possibly CSUB) the Operational Area EOC will be activated to assist in the management and coordination of efforts among the various jurisdictions.

In a large-scale incident, communications will be established among all jurisdictions, including CSUB, within the Operational Area. Designated countywide emergency reporting systems will be used to coordinate and communicate reports and resource requests with the Operational Area EOC. If those systems are not available, all reports and requests are to be sent to the Sheriff's Station by means coordinated with and agreed upon by the Watch Commander and CSUB staff. The Sheriff's Station will then be responsible for sending the information to the Operational Area EOC.

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

Reporting to the Operational Area

A variety of reports and notifications are to be made to the Operational Area during emergency management and response operations. These reports and notifications include:

- Activation of the EOC (when the incident is not pre-planned and requires outside resources)
- Proclamation of a Local Emergency
- Reconnaissance reports
- Status reports
- Initial damage estimates
- Incident reports
- Resource requests

Established reporting procedures to the Operational Area include:

- Use of the designated countywide emergency reporting system
- Phoning or faxing information to the Operational Area EOC
- Contacting the Sheriff's Communication Center Station by means coordinated with and agreed upon by the Watch Commander and CSUB staff (the Sheriff's Communication Center is responsible for sending the information to the Operational Area EOC)
- Verifying with the Operational Area EOC as soon as possible that they have received CSUB's reports
- Making contact via amateur radio (Disaster Communications Service)

F. Mutual Aid Agreements

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid



Agreement, as provided for in the California Emergency Services Act. Developed in 1950, the Agreement has been adopted by the state, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Should CSUB resources prove to be inadequate during an emergency; requests will be made for assistance from the City of Bakersfield, Kern County, the CSU System, other external agencies, and private entities in accordance with existing or emergency-negotiated mutual-aid agreements and understandings.

Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible. During an emergency, an emergency declaration by the CSUB President may be necessary to activate these agreements and allocate appropriate resources.



V. Information Collection, Analysis, and Dissemination

A major responsibility following an incident is collecting and analyzing information on the nature, severity, and extent of damage and reporting the results through established channels. The information will provide campus officials with a logical basis for their response and management decisions. The Planning Section is responsible for collecting, analyzing, and forwarding all situation information and will prepare situation status reports and conduct briefings for EOC incident action planning.

A. Types of Disaster Intelligence

To make effective and efficient emergency management and operational decisions, the EOC needs to evaluate all available disaster intelligence information. In a major disaster, there is a variety of types of intelligence required, including the following examples:

- Information necessary to determine operational problems and the immediate needs of victims. This information is the most important, and an overriding priority will be given to its collection. This type of information will come from a variety of sources, that may include but is not limited to:
 - Television/radio station reports
 - Information from social media sources
 - Calls from the public or members of the CSUB community
 - Weather sources such as the National Weather Service
 - Federal, state, or local emergency management entities
- Specific information on dollar amounts, which is collected in order to permit the Governor to request a declaration from the President of the United States of America under the provisions of the Federal Disaster Relief Act of 1974 (Public Law 93-288). The collection of this information is important but must not be accomplished until the collection of disaster operational information has been completed.
- Information, in sufficient detail, that will be necessary to properly plan for both short-term and long-term recovery. In the beginning, this item will have the lowest priority; however, it will assume the greatest importance once the information collection priorities listed above have been completed.

B. Situation Reporting

In a major disaster, a series of reports will be required to provide detailed information to the various levels of government. The campus will support the state situation reporting system by providing reports to the City of Bakersfield and/or County of Kern.



Where no damage is observed, negative reports (reports of non-damaged areas and equipment) will be submitted. Reports will be submitted through agreed-upon channels by the Planning Section and will consist of the following types of reports:

Flash Reports

The first reports to be submitted by campus officials will be Flash Reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.

Situation Reports

A more refined and detailed Situation Report will be prepared and submitted, as requested. This report will define affected areas, identify closed roads and highways, estimate the number of casualties, and provide other essential information. Reports will provide, as a minimum, the information contained in the Situation Report Form, maintained in the EOC.

Detailed Reports

Following the Situation Reports, more detailed information, particularly resulting from damage estimates and analyses, will be required by the government at all levels. This kind of information would also materially assist the state and federal governments in determining the exact situation. The information should include the total numbers of dead and injured, the amount of damage to facilities, and the type and relative priority of needed assistance.

Damage Assessment

To support claims for property losses under state and federal disaster recovery programs, the campus emergency management staff will, as early as feasible, conduct a detailed assessment of damage and submit reports through channels to the Office of Emergency Services (OES) Mutual Aid Regional Office. (Note: requests for assistance under the State Natural Disaster Assistance Act must be accompanied by damage assessment information relative to public real property, excluding public property used solely for recreational purposes.)

Immediately following a disaster, UPD field units will promptly conduct a rapid reconnaissance (known as "windshield surveys") of affected areas to determine the extent of damage and report the information to the UPD Dispatch Center. Damage assessment will be conducted through "at the scene" surveys by teams of qualified inspectors. Where required, inspectors from appropriate state and federal agencies will augment these local teams. (Note: costs related to damage assessment are not reimbursable under existing disaster relief laws.)

This information will be relayed to the campus EOC, when it is activated, to provide a description of the situation that can then be evaluated to provide a determination as to general needs and course(s) of action to be taken. Damage assessments will include the reported damage to the campus and its facilities, casualties, status of risk areas, and other facts necessary for executive decision. This information will then be reported to the local and/or Operational Area EOC (City of



Bakersfield and/or County of Kern), as necessary. Reports will be utilized to determine the extent and severity of damage, and will provide the basis for initiating emergency response and mutual aid support.

Individual Assistance damage assessment relates to estimates of damage to the private sector. Included are damages to homes, businesses, farms, possessions, and other improvements. Public Assistance damage assessment involves damage to public facilities (public buildings, sewer facilities, bridges, roads, public schools, etc.). Included in this category are costs associated with emergency actions related to search and rescue, medical care, emergency shelter, feeding, relief, and rehabilitation.

The Construction and Engineering Branch will conduct a more detailed assessment of damage as part of the recovery process. This information will serve as a basis for the allocation of state funds under the State Natural Disaster Assistance Act and/or the application of federal disaster relief programs, the latter of which would be appropriate in the event of a Presidential declaration.

Complete details relative to the overall scope of damage assessment to include forms, procedures, etc. are included in the State Disaster Assistance Procedural Manual (published and issued separately).



VI. Administration, Finance, and Logistics

This section describes general procedures and policies on document reporting, record preservation, resource tracking, and management of finances during a large-scale emergency or disaster.

A. Documentation and Reporting

Proper documentation and reporting during an emergency is critical for CSUB to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. CSUB staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Incident and damage assessment reports
- Incident command logs
- Cost recovery forms
- Incident critiques and after-action reports

It is the responsibility of each department to conduct proper and accurate recordkeeping and documentation practices for their respective actions during an emergency. It is also the responsibility of each department to develop and implement records management protocols for their respective personnel.

Accurate detailed records of all actions taken in any emergency are also essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function shall keep accurate detailed records of actions taken during an emergency and forward a report of these actions to the CSUB Chief of Police. The CSUB Chief of Police, or designee, is responsible for records and reports received from or passed to the city and county or higher levels of government and for starting and maintaining a significant events log of the emergency.

B. Preservation of Vital Records

As part of continuity of operations, vital records must be preserved in order to safely keep information to continue CSUB's essential functions. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of students, staff, and faculty. Examples include contracts, agreements, legislative actions, personnel records, student records, etc.



- Conduct emergency response and recovery operations. Records of this type include campus building blueprints, utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Re-establish normal CSUB functions and protect the rights and interests of employees and students, including financial records.

Each department within CSUB should identify, maintain and protect its own essential records. Vital records information, as well as general continuity information, is contained in the CSUB Business Continuity Plan, which is maintained by CSUB Safety and Risk Management.

C. Resource Management

Resource management during an emergency is normally done at the incident command post under the incident command system. In a major emergency or disaster, management of resources deployed to manage an incident must be maintained in the EOC.

The Planning Section is responsible for the identification and allocation of additional resources needed to respond to the emergency.

- Resources owned by CSUB should be used first in responding to the emergency.
- All CSUB-owned resources are under the control of their originating departments during an emergency and can be utilized as necessary by the Incident Commander and/or EOC Director.
- Resources owned by other agencies and organizations can be utilized upon agreement between the requesting and offering entity under the terms of the Memorandum of Agreement or Memorandum of Understanding.
- Resources owned privately cannot be commandeered or confiscated by CSUB during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency. In addition, the private sector may donate certain resources in an emergency.

D. Financial Management

See Attachment: CSUB Disaster Recovery FEMA and CalEMA Financial Guidance.



VII. Training and Exercises

Training and exercises are vital elements to provide response personnel with the knowledge of and familiarity with the plans and procedures necessary to conduct operations effectively and efficiently.

A. Training Program

The UPD will conduct regular training and exercising of CSUB employees in the use of this plan, and other specific training as required for compliance with both NIMS and SEMS. The UPD is responsible for coordinating, scheduling, and documenting training, exercises, and development of After-Action Reports and Improvement Plans. CSUB will meet or exceed required training and exercises per CSU Executive Order 1056.

All staff who may participate in emergency response in the EOC, in department operating centers, or at the field level must receive appropriate NIMS, SEMS and ICS training. Refer to the Governor's Office of Emergency Services Training Matrix for specific NIMS/SEMS/ICS classes and target audiences (www.oes.ca.gov) and CSUB minimum training matrix.

The goals of the training process for the EOP include the following:

- Test and evaluate plans, policies, and procedures
- Identify plan weaknesses
- Identify gaps in resources
- Improve interagency coordination
- Clarify roles and responsibilities
- Train personnel in roles and responsibilities
- Improve individual performance
- Establish campus community confidence and support
- Meet regulations and requirements

Documentation of training will be maintained per CSU Policy. The documentation should include date, attendance, objectives, outcomes, and any action items identified.

B. Exercises

Regular exercises are necessary to maintain the readiness of operational procedures and are an essential supplement to the training program. Annual exercises are required by both NIMS and SEMS and allow personnel to become thoroughly familiar with the procedures, facilities, and



systems that will actually be used in emergencies. These exercises are carried out in several formats that include:

Responder Trainings

Responder training is an overview or introduction to various parts of the plan. It is presented as an informal discussion in a group setting. The purpose is to familiarize the emergency responders with roles, plans, procedures, and equipment. Responder Trainings are scheduled on an on-going basis. The Section Chiefs for Operations, Planning, Logistics, and Finance/Administration are responsible for coordinating additional training and meetings for their sections as needed. The Vice President for each division and Executive Director for each auxiliary organization are responsible for ensuring that employees in their respective areas attend the appropriate trainings.

Drills

A drill is a coordinated, supervised activity to test a single specific operation or function. Drills are used to provide training with equipment, develop new policies and procedures, or practice and maintain current skills. The campus will conduct drills on a regular basis to test a single specific operation or function. The drills will be conducted throughout the year, as needed, to test the effectiveness of procedures and operation of equipment.

Exercises

An exercise is a single-practice activity and is a rehearsal of a simulated emergency. Members of CSUB perform tasks that would be expected of them in a real emergency. CSUB is committed to providing the emergency training and exercises to enhance the level of overall CSUB preparedness. The three basic types of exercises include:

- **Tabletop:** the tabletop exercise simulates an emergency in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on the existing EOP. There is minimal attempt at simulation, use of equipment, or deployment of resources.
- **Functional:** the functional exercise is a fully simulated exercise, which tests the capability of the campus to respond to a simulated emergency by testing one or more functions of the CSUB EOP.
- **Full-scale:** the full-scale exercise is as close to a real disaster as possible. It is a field exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment, which simulates actual response conditions. The campus will participate in regional and local full-scale exercises, as appropriate.

C. After-Action Reports

After an exercise or actual incident, full documentation of test results and lessons learned shall be documented in the form of an After-Action Report (AAR). Relevant emergency personnel and UPD



will review the AAR, and it will be maintained by UPD. Such reports will be made available to the CSU System Office upon request.

The completion of AARs is part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the California Office of Emergency Services (CalOES), in cooperation with involved state and local agencies, complete an AAR within 120 days after each declared disaster. Section 2450(a) of the SEMS Regulations states that "any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to CalOES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

AARs are made available to all interested public safety and emergency management organizations and serve the following important functions:

- Source for documentation of response activities
- Identification of areas of improvement and successes during emergency operations
- Analysis of the effectiveness of the components of SEMS
- Describe and define a plan of action for implementation of improvements

The AAR provides a vehicle for not only documenting system improvements, but also for providing a work plan for how these improvements can be implemented. It may be useful to coordinate the AAR process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of AARs when appropriate and feasible. For example, an Operational Area may take the lead in coordinating the development of an AAR that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.



VIII. Plan Development and Maintenance

A. Plan Development

The CSUB EOP was developed by UPD with input from CSUB department representatives having identified emergency management and response roles. All future development processes will include the input of a variety of CSUB and emergency management personnel to ensure that the most effective and up-to-date information, protocols, and procedures are included in the plan.

B. Plan Maintenance

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each department will review and upgrade its portion of the EOP and its standard operating procedures as required by NIMS and SEMS regulations. Specific departments will be required to update annexes assigned to them (as indicated in the table below). All plan updates and changes will be submitted to UPD for review prior to updating the EOP. Findings and recommendations from exercises and subsequent After-Action Reports will also be included in the plan. This cycle of training, reviewing and updating the plan will be utilized on an annual, if not more frequent, basis by August 1st of each year. Additional updates and changes can be submitted and completed at the discretion of the CSUB Chief of Police.

Hazard Annexes	Responsible Department	Last Updated
Dam Failure	UPD	10/01/2016
Dust Storm	UPD	10/01/2016
Earthquake	UPD	10/01/2016
Fire Hazard	UPD	10/01/2016
Flood	UPD	10/01/2016
Hazardous Materials Incident	UPD	10/01/2016
Public Health Emergency	UPD	10/01/2016
Terrorism	UPD	10/01/2016
Wildfire	UPD	10/01/2016



Functional Annexes	Responsible Department	Last Updated
Animal Facility Response and Recovery	Psychology	10/01/2016
Bomb Threat	UPD	01/01/2018
Campus Closure	UPD	10/01/2016
Campus Evacuation-Transportation	UPD	04/06/2016
Campus Fire Medical Response	UPD	10/01/2016
Emergency Notification	UPD	10/01/2016
EOC Call Process	UPD	04/06/2017
International Students	International Students and Programs	04/06/2017
Mass Casualty	Student Health Center	10/01/2016
Mental Health	Counseling Center	07/01/2017
People with Access and Functional Needs	Services for Students with Disabilities	04/6/2017
Pipeline Incident	UPD	10/01/2016
Power Outage	CSUB Campus Wide	10/01/2016
Presidential Emergency Declaration	UPD	04/06/2017
Seismic Review Board Emergency Response	Facilities Management Services	10/01/2016

Changes in government structure and emergency response organizations will also be considered in the EOP revisions. UPD is responsible for revising the EOP and will prepare, coordinate, publish and distribute any necessary changes to the plan to all CSUB departments and other agencies. Changes to the annexes and appendices, and non-substantive changes to the plan may be made without formal approval by the CSUB President. The CSUB Chief of Police will review documents that provide the legal basis for emergency planning to ensure conformance to NIMS/SEMS requirements and modify the EOP as necessary.



IX. Authorities and References

A. Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

Authorities – Federal

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Family Educational Rights and Privacy Act
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Higher Education Opportunity Act of 2008
- Family Educational Rights and Privacy Act
- Health Insurance Portability and Accountability Act of 1996

Authorities – State

- California Assembly Bill 2311
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency



- Standardized Emergency Management System (SEMS) Guidelines
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

Authorities – Local

- Kern County Code, Chapter 2.66, Emergency Services
- County/Operational Area Resolution (#95-421), adopting the Standardized Emergency Management System (8/8/95)
- County/Operational Area Resolution #50-83-89 adopting California Master Mutual Aid Agreement (12/50)
- County/Operational Area Resolution #2006-218 adopting National Incident Management System (6/13/06)

Authorities – CSUB

- Chancellor's Executive Order 1056

B. References

References – Federal

- An ADA Guide for Local Governments: U.S. Department of Justice
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- Local and Tribal NIMS Integration; U.S. Department of Homeland Security
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- Pets Evacuation and Transportation Standards Act, H.R. 3858

References – State

- CalOES Disaster Assistance Procedure Manual
- California Emergency Plan
- CalOES Emergency Planning Guidance for Local Government
- CalOES Emergency Planning Guidance for Local Government–Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- CalOES Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan



- California Master Mutual Aid Agreement
- CalOES State Emergency Plan – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan)

References – Local

- Kern County Operational Area Emergency Operations Plan, which contains:
- Disaster Information Reporting Procedures
- Public Information Plan
- Hazard Mitigation Plan

