SAN DIEGO STATE UNIVERSITY

EMERGENCY OPERATIONS PLAN (EOP)

July 2013
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LETTER OF PROMULGATION

My paramount responsibility as president of San Diego State University is to protect the safety, security and welfare of our campus community. I meet regularly with a cabinet-level group of campus leaders with the expertise to provide advice regarding emergency operations.

All members of the SDSU community should plan ahead so that they know what they must do before, during, and after an emergency. The campus Emergency Information Web site at www.sdsu.edu/prepare contains information and resources that will assist individuals, as well as campus colleges, departments, and auxiliary organizations, with preparedness.

I invite you to do your part to protect your personal safety and that of our campus by reviewing the Emergency Information regularly. Let’s continue to work together to safeguard the wonderfully talented, diverse and energetic community that is San Diego State University.

Elliot Hirshman
President
FOREWORD

The Chancellor of the California State University (CSU) has directed each CSU president to implement and maintain an emergency management program for his or her campus, including satellite locations. At San Diego State University (SDSU), the President establishes the basic policies that govern emergency management; declares a campus emergency when required; and acts as the highest level of authority for the campus during an emergency.

Responsibility for campus-wide emergency management is delegated by the SDSU President to the Vice President for Business and Financial Affairs, or his or her designee. Ongoing campus emergency preparedness activities, including maintenance and distribution of the campus Emergency Operations Plan (EOP), are coordinated through the Office of the Vice President for Business and Financial Affairs. Questions regarding this plan may be directed to that office at 619-594-5937.
Part 1: About the Campus Emergency Operations Plan

The San Diego State University (SDSU) Emergency Operations Plan (EOP) outlines emergency response and recovery organization and procedures for the campus. The SDSU EOP also encompasses the SDSU Imperial Valley campuses at Calexico and Brawley, Associated Students, Aztec Shops, Ltd., SDSU Research Foundation, and The Campanile Foundation. The SDSU EOP is supplemental to the day-to-day administrative policies, procedures, and practices followed during normal campus operations. During an emergency situation, the EOP is implemented and serves as campus authorities and practices during emergency operational periods.

As required by Executive Order 1056 (Appendix A), the SDSU EOP was developed as a requisite of the campus emergency management program and written according to state and federal laws governing emergency operations.

A. Plan Goals and Objectives

The major goals of the SDSU EOP are the preservation of life, the protection of property, and the continuity of academic and business operations. The overall objective is to ensure the effective management of available resources during and immediately following an emergency situation. This may include:

- responding to an on-campus incident;
- activating and using communication systems to disseminate emergency information;
- requesting and allocating resources and other related support;
- managing a campus evacuation;
- collecting, evaluating, and disseminating damage information and other essential data;
- coordinating or maintaining liaison with appropriate CSU and local governmental agencies and appropriate private section organizations;
- responding to requests for resources and other support;
- restoring essential campus services as soon as the situation permits.

B. Plan Format and Availability

The EOP format is intended to be response-ready for the campus response team, so it is supplemented with campus, CSU, local, and regional information that may be needed in the event of an emergency situation. The additional materials are referenced throughout the EOP, included in the attached Appendices, and/or stored in the campus Emergency Operations Center (EOC). As needed, information is updated and redistributed at the beginning of each semester.

The EOP is also intended to make the campus community aware of the organization and procedures in place for a coordinated campus response to an emergency situation. Management of a campus emergency is based on ongoing preparedness and mitigation
efforts, including a hazard assessment, ongoing training, and campus emergency resources.

The SDSU EOP is accessible on the SDSU Emergency Information Web site at www.sdsu.edu/prepare and available to the campus emergency response team in paper copy. A variety of preparedness resources for individuals, departments, colleges, and campus auxiliary organizations, including emergency phone numbers, emergency procedures, evacuation assembly points, and department emergency and business continuity plan templates, may also be found on the Emergency Information site.

C. Plan Maintenance and Distribution

Ongoing campus emergency preparedness activities, including maintenance and distribution of the campus EOP, are coordinated through the Office of the Vice President for Business and Financial Affairs by the campus Emergency Preparedness Coordinator.

The campus Emergency Preparedness Coordinator, in consultation with campus response departments and campus management, reviews and updates the EOP annually or more often if needed. The EOP is updated on-line following each review; communicated to the campus community as the beginning of each semester; and distributed to the campus response team annually.

Campus emergency response assignments, phone trees, and checklists are reviewed, updated, and distributed at the beginning of the fall and spring semesters, or more often when there are significant organizational changes. Individuals with emergency response assignments also review their response assignments and checklists following emergency incidents, whether simulated drills or actual incidents, and update as necessary.

A record of the Emergency Operations Plan (EOP) Maintenance and Distribution schedule is included as Appendix B.

Part 2: Campus Emergency Response and Recovery

During normal conditions, day-to-day campus operations are conducted by colleges, departments, and auxiliary organizations throughout the University. During emergency incidents, University Police and/or local law enforcement agencies, as appropriate in San Diego, Calexico or Brawley, respond as part of their routine investigation and response to incidents that take place within their jurisdiction. While most incidents are of short duration and managed immediately by available personnel and resources, there are a variety of potential hazards that could interrupt campus operations for longer periods of time and require management of available resources and a cohesive campus response and recovery process.
Campus emergency response procedures which include evacuation and shelter in place guidelines for the campus community are posted throughout campus. The emergency procedures are shared with faculty, staff, and students at the beginning of each semester and in preparation for campus emergency drills. The campus emergency response procedures are also publicized each year as part of the SDSU Safety & Security Report (Jeanne Clery Act) at [http://www.dps.sdsu.edu/pubs.htm](http://www.dps.sdsu.edu/pubs.htm) and continually made available through the campus Emergency Preparedness Information site at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare).

### A. Level of Emergency Determines Response

The University’s partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Upon initial response, University Police will determine whether or not the incident involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the campus community. Additionally, a campus emergency response team comprised of campus officials and functional coordinators may be activated to manage the situation and make decisions on behalf of the campus.

Generally, response to a major emergency will progress from campus, to local, regional, state, and/or federal involvement. Throughout California, within San Diego County, and at SDSU a multi-level response organization is used, as needed, to structure and facilitate the flow of emergency information and resources within and among the organizational levels at the campus, city, county, and state levels. The organizational levels are described in Appendix C, Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

At the National level, a more detailed emergency response system is activated as needed to facilitate flow of emergency information and resources among the organizations at the state and national levels. The organizational levels are described in Appendix D, National Incident Management Systems (NIMS).

### B. Campus Response Team

The campus emergency response team is responsible for coordinating emergency operations from initial response through recovery of academic and business operations. The extent of the campus response team will vary by type and size of emergency or disaster. The campus response team will also convene, as necessary, to manage response (beyond emergency first responders) and recovery at the SDSU Imperial Valley campuses.

The sections identified by the Incident Command System (ICS) as essential for emergency response operations are the basis for SDSU’s Emergency Response (Appendix E) organization and provide for the following functions:
1. **Management / Policy Section**

The Management / Policy Section is responsible for overall emergency policy and decision making for the campus, including Calexico and Brawley. The Management / Policy Section includes the University President, Provost, Vice Presidents, President’s Chief of Staff, and Public Information Officer (Marketing and Communications). The Management / Policy and Public Information Officer Checklists (Appendix F) identify the resources needed and the activities and responsibilities for this section.

2. **Operations Section**

The Operations Section is responsible for the initial response on campus to an emergency/disaster. The Operations Section is comprised of campus response departments, including Public Safety / University Police, Environmental Health & Safety, and Facilities Services. (At Calexico and Brawley, first responders are local city or county law enforcement.) The Operations Section Checklist (Appendix F) identifies the resources needed and the activities and responsibilities for this section.

3. **Planning Section**

The Planning Section is responsible for collecting and evaluating emergency/disaster information for the campus, including Calexico and Brawley; developing the campus action plan; maintaining documentation; and preparing an after action/corrective action plan. The Planning Section is comprised of an Associate Vice President for Business and Financial Affairs, staff from the Office of the Vice President for Business and Financial Affairs, and staff from Enterprise Technology Services. The Planning Section Checklist (Appendix F) identifies the resources needed and the activities and responsibilities for this section.

4. **Logistics Section**

The Logistics Section is responsible for providing facilities, services, personnel, equipment and materials for the campus, including Calexico and Brawley. The Logistics Section is comprised of Associate Vice Presidents for Business and Financial Affairs and staff from Human Resources, Payroll, Facilities Planning Design and Construction, Public Safety, Facilities Services, Housing, Residential Life, Student Health Services, Athletics, Student Affairs, Academic Affairs, Faculty Affairs, Aztec Shops and Business Services. The Logistics Section Checklist (Appendix F) identifies the resources needed and the activities and responsibilities for this section.
5. Finance Section

The Finance Section is responsible for procurement and financial and cost recovery activities for the campus, including Calexico and Brawley. The Finance Section is comprised of staff from the office of the University Controller, Accounting, Procurement, and Financial Operations. The Finance Section Checklist (Appendix F) identifies the resources needed and the activities and responsibilities for this section.

C. Campus Emergency Operations Center (EOC)

When an emergency or disaster requires management of campus resources the University will use an Emergency Operations Center (EOC). The EOC provides a central location for sharing and disseminating information and coordinating response and recovery.

Under the direction of the Vice President for Business and Financial Affairs or his / her designee, functional responsibility in an emergency is delegated to EOC Operations, Planning, Logistics, and Finance response teams to carry out their responsibilities when the campus EOC is activated.

The following functions may be performed in the campus EOC:

- managing and coordinating emergency/disaster operations;
- receiving and disseminating emergency information to the campus community;
- implementing emergency policies and procedures;
- preparing situation updates and operational reports;
- maintaining maps, display boards, and other disaster related information;
- continuing analysis of emergency/disaster information;
- coordinating campus operational and logistical support;
- as applicable, collecting information from, and disseminating information to, the local (City) and operational area (County) EOCs;
- as applicable, maintaining contact and coordination with local (City) and operational area (County) EOCs.

1. EOC Location and Description

The campus primary EOC is located in the Administration Building. Because the major purpose of the EOC is for gathering and sharing information for a coordinated campus emergency response and recovery, the EOC is equipped at all times with a variety of resources:

- Campus Emergency Plan
- Hazard-specific Annexes
- Department Response Plans
- Department Business Continuity Plans
Mutual Aid Agreements
EOC Section Checklists
EOC Section Forms
EOC Section Vests
Emergency Phone Numbers (Campus and Local)
Campus Phone Trees
Campus Map
Local Area Map
Whiteboard
Televisions
Projector
AM/FM Radio
Dedicated Phone Line
Cellular Phones
Wireless Internet Connection
Dedicated Modem
Satellite Phone
Two-way Radios
Supplies (notepads, pens)

The following items are maintained in close proximity to the EOC:

Computers/Laptops
Printers
Facsimile Machine
Paper Shredder
Copy Machines
Food Service
Restroom
First Aid Kit
Rest Area

The campus alternate EOC is located in Facilities Services. The alternate EOC may be activated when the primary EOC is unusable. The Planning Section will assist in relocation to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC.

The campus is also prepared to mobilize and set up an EOC in any location on campus; EOC Response team members are notified upon activation of the EOC where to report.

Copies of the SDSU Campus Map and SDSU Imperial Valley Calexico and Brawley campus maps are included as Appendix G.
2. **EOC Activation Procedures**

Activation of the campus EOC is at the discretion of the Vice President for Business and Financial Affairs (EOC Director) or his/her designee. The EOC Director determines the level of EOC activation and staffing levels. Campus response team members are notified to report to the EOC via text message or phone tree, and the first person to arrive at the EOC should refer to the EOC Activation Checklist (Appendix H) to set up the EOC. The Local (City) and Operational Area (San Diego or Imperial County) are notified by the Planning Section that the EOC has been activated; the CSU System (Chancellor) is notified by the Policy Section that the campus EOC has been activated.

A campus Action Plan (Appendix H) is initiated by the Planning Section at the onset of an emergency and updated as necessary to manage the campus response through recovery. Maintaining operational readiness of the primary and alternate EOC facilities is also the responsibility of the Planning Section.

The EOC Director has the primary responsibility to ensure that the Management/Policy Section is kept informed of the situation. The EOC Director brings all major policy issues and campus decisions to the Management/Policy Section for review and decision. Upon arrival at the campus EOC, each response team utilizes their section EOC Event Log (Appendix H) to track actions and decisions made throughout the incident. The information from the event logs is used to compile the campus action plan and subsequent after action and / or corrective action planning.

University Police as Incident Command at the site of the emergency may also request activation of the EOC by briefly describing the emergency/disaster situation to the EOC Director or his / her designee and identifying in general what EOC functions may be needed to support the level of emergency or disaster situation.

a. **Level One**

A level one activation may be necessary for a minor to moderate incident wherein campus and/or local resources are adequate and available. A local emergency may or may not be proclaimed. The campus EOC may be activated at a minimal level or may not be activated.

b. **Level Two**

A level two activation would be necessary for a moderate to severe emergency/disaster wherein campus and/or local resources are not adequate and mutual aid may be required on a regional or even statewide basis.
c. **Level Three**

A level three activation would be necessary for a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Campus Emergency (University President), Local Emergency (City or County), and a State Emergency (Governor) would be proclaimed, and a Presidential Declaration of an Emergency or Major Disaster will be requested. Management of the campus during the response and early recovery activities will be conducted from the campus EOC.

3. **EOC Deactivation Procedures**

The EOC Director determines which EOC sections or staff are no longer needed and orders EOC deactivation to begin. Deactivated sections should refer to the EOC Deactivation Checklist included in Appendix H; complete all required paperwork; and transfer any remaining tasks or responsibilities to the appropriate remaining EOC staff. The Planning Section assists with compilation of paperwork for the incident and the After Action Report / Correction Action Plan, included in Appendix H. The Local (City), Operational Area (County), and the CSU System (Chancellor) are notified when the campus EOC has been deactivated.

D. **Restoring Academic and Business Operations**

As the immediate threat to life, property, and the environment subsides, restoring the campus to normal operations will begin through a variety of recovery activities. Maintaining and / or restoring essential services for students, faculty, and staff will have the highest priority.

1. **Recovery Activities**

Recovery activities directed by the EOC Management / Policy team and facilitated by the EOC response teams and campus departments may be both short-term and long-term, to include:

- restoring essential utilities such as water and power
- inspecting facilities for safety, health, and structural integrity
- determining and recovering costs associated with response and recovery
- applying for state and federal assistance programs
- preparing a corrective action plan
- conducting a hazard mitigation analysis
2. Business Continuity Planning

The EOP does not specifically identify campus recovery operations. Recovery operations are outlined in the campus Business Continuity Plan (BCP). In the BCP, campus departments outline recovery processes in detail, describing roles and responsibilities for each area. A campus BCP template is available to departments on the Emergency Information Web site at www.sdsu.edu/prepare.

Part 3: Campus Emergency Communications and Notification

In the event of a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the campus community, the University is committed to immediately notify the campus community or the appropriate section of the campus community that may be affected by the situation.

The University has various systems in place for communicating an emergency situation to the campus community. In most situations, multiple communication tools will be utilized by the campus to ensure effective dissemination of information to as many affected individuals as possible. Some or all of the below communication resources may be utilized; however, there may also be situations that warrant localized communication as determined and provided by emergency first responders. A decision about the content and method of the initial communication may be made solely by University Police as first responders or through a coordinated effort among University Police, the campus Public Information Officer, and campus administration.

Campus Emergency Communication Resources as well as Initiation of Campus Emergency Communications are outlined below.

A. Emergency Communication Resources

SDSU Mass Notification System (outdoor loud speakers) (not available at Calexico and Brawley)
SDSU Home Page
SDSU Imperial Valley Campus Home Page
SDSU Emergency Information Line (1-866-794-8832)
SDSU Emergency Information Line, Calexico and Brawley (1-760-768-5520)
Email Communications
SDSU Alert (text messaging)
Facebook
Twitter
Vehicle Public-address System
Interstate 8 Message Board (not available at Calexico and Brawley)
Campus Mobile Message Signage
Campus Telephone Operators
### B. Initiation of Campus Emergency Communications

Campus Emergency Communications may only be initiated by designated University officials,\(^1\) as follows:

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>RESPONSIBILITY TO INITIATE</th>
<th>USE</th>
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<tbody>
<tr>
<td>SDSU Mass Notification System</td>
<td>Campus Chief of Police or his/her designee</td>
<td>Campus Emergency Notification</td>
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<td></td>
<td>Campus Directives</td>
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<tr>
<td>SDSU Home Page (<a href="http://www.sdsu.edu">www.sdsu.edu</a>)</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
<td>Campus Directives</td>
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<td>Campus Updates</td>
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<tr>
<td>SDSU Imperial Valley Campus Home Page (<a href="http://www.ivcampus.sdsu.edu">www.ivcampus.sdsu.edu</a>)</td>
<td>Campus Dean (in conjunction with SDSU Public Information Office, as necessary) or his/her designee</td>
<td>Campus Directives</td>
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<tr>
<td></td>
<td></td>
<td>Campus Updates</td>
</tr>
<tr>
<td>SDSU Emergency Information Line (1-866-794-8832)</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
<td>Campus Directives</td>
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<tr>
<td></td>
<td></td>
<td>Campus Updates</td>
</tr>
<tr>
<td>SDSU Emergency Information Line, Calexico / Brawley (1-760-768-5520)</td>
<td>Campus Dean (in conjunction with SDSU Public Information Office, as necessary) or his/her designee</td>
<td>Campus Directives</td>
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<td></td>
<td></td>
<td>Campus Updates</td>
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<tr>
<td>Email Communications (faculty, staff and students)</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
<td>Campus Directives</td>
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<td>Campus Updates</td>
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<td>Public Safety</td>
<td>Crime Alerts (per Clery)</td>
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\(^1\) Additional, more detailed communication plans have been developed by the Department of Public Safety and Marketing and Communications and will be implemented as necessary to provide timely campus notifications and updates.
<table>
<thead>
<tr>
<th>Component</th>
<th>Responsible Party</th>
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<tr>
<td>SDSU Alert (text messages)</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>Office of the VP, Business and Financial Affairs</td>
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<td>Communication with Campus EOC Response Team</td>
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<td>Facebook</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>(<a href="http://www.facebook.com/SanDiegoState">www.facebook.com/SanDiegoState</a>)</td>
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<tr>
<td>Twitter</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>(<a href="http://www.twitter.com/@SDSU_NewsTeam">www.twitter.com/@SDSU_NewsTeam</a>)</td>
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<td>Vehicle Public-address System</td>
<td>Public Safety</td>
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<td>Facilities Services</td>
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<td>Campus Directives</td>
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<td>Interstate 8 Message Board</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>Campus Mobile Message Signage</td>
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<td>Campus Telephone Operators</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>Campus Information</td>
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<td>KPBS TV Channel 15 and Radio 89.5 FM</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>Campus Information</td>
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<td>Local Radio KOGO/AM 600, KPOP/AM 1360 and KSDO/AM 1130</td>
<td>Campus Public Information Officer (Marketing and Communications) or his/her designee</td>
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<td>Local Radio Stations, as applicable</td>
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<td>Local Area Directives</td>
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<td>Local Area Updates</td>
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Local TV / Radio (Imperial Valley) KECY Channel 9, KYMA Channel 1, KPBS 97.7 and KXO/AM 1230

Local Radio Stations, as applicable

Local Area Directives

Phone Trees

EOC Director
EOC Policy Group (to respective AVP, Executive Director, CEO, and/or General Manager)

Local Area Updates

Departmental / Individual Directives

Departmental / Individual Updates

Part 4: Campus Environment and Characteristics

San Diego State University is located in San Diego County, with satellite campuses located in Imperial County. San Diego County stretches 65 miles from north to south, and 86 miles from east to west, covering over 4,000 square miles. Elevation ranges from sea level to about 6,500 feet, and includes coastline, broad valleys, lakes, forested mountains, and the desert. Orange and Riverside Counties border San Diego County to the north, the Pacific Ocean to the west, the State of Baja California, Mexico to the south, and Imperial County to the east. Transportation systems in San Diego County include highways, rail, truck, air, and bus. The Metropolitan Transit System’s Trolley is routed underground through the San Diego State University campus. San Diego County’s nearest port facility is located in the City of San Diego.

Imperial County is located in the southeast corner of California. It extends over 4,597 square miles (2,942,080 acres), including over 400,000 acres of irrigated farmland. Imperial County has three international ports of entry, including two ports of entry located in Calexico. Imperial County borders Mexico to the south, Riverside County to the north, San Diego County on the west, and the State of Arizona on the east. The terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet at Blue Angel Peak. Transportation systems in Imperial County include highways, rail, truck, air, and bus. Imperial County’s nearest water port facilities are located in San Diego and Los Angeles.

The average yearly temperature in San Diego County is 70 degrees and average yearly temperature in Imperial County is 72 degrees. Both counties, however, experience climatic diversity due to their varied topography. The population of San Diego County is just over 3 million, and the population of Imperial County is just over 142,000. San Diego is the third most populous county in the state.

A. Campus Location

San Diego State University resides in the City of San Diego, one of 18 incorporated cities in San Diego County. The City of San Diego is the largest city in San Diego County, containing roughly half of the County’s total population. The City of San Diego spans approximately 40 miles from its northern tip to the southern border. San Diego State University is centrally located in the City of San Diego.
San Diego State University’s satellite campuses in Imperial County are located in the
cities of Calexico and Brawley, two of Imperial County’s seven incorporated cities.
Calexico is located directly along the U.S./Mexico border and 100 miles east of San
Diego. Brawley is centrally located in Imperial County, 25 miles north of the Mexico
border and 100 miles east of San Diego.

B. Campus Size, Population, and Specialized Facilities

San Diego State University was founded in 1897, and the campus was built in its
current location in 1931. The 283-acre site occupies a mesa cut by several arroyos
overlooking Mission Valley. U.S. Interstate 8 runs east and west and is adjacent to the
campus on the north. East of campus is College Avenue; south of campus is
Montezuma Road; and west of campus is 55th Street.

Campus facilities consist of 108 buildings totaling over 8 million square feet, including
nearly 2.5 million square feet of academic space. Seven academic colleges offer
bachelor’s degree programs, master’s degree programs, and doctoral programs.
Current student enrollment exceeds 30,000, in addition to over 5,000 employees.

Included on campus are several specialized facilities for studies in astronomy,
chemistry, computing, seismology, geography, radio and television. Field support for
biology and ecology is provided by field stations located in forest and chaparral areas in
the county. Field support for astronomy is provided by the space observatory on Mount
Laguna.

The San Diego State University Imperial Valley Campus at Calexico, established in
1959, is an 8-acre campus. Current student enrollment is nearly 800 students. The
campus includes a library, a classroom building, an administration building and gallery,
two faculty office buildings, a computer center, a facilities services building, a student
union and an addition to the library.

The SDSU Imperial Valley Campus at Brawley, a satellite campus of the Calexico site,
is one mile east of the City of Brawley. The campus currently consists of a single multi-
purpose building housing classrooms and faculty/staff offices.

Part 5: Campus Hazard Assessment and Assumptions

SDSU acknowledges and adopts as foundation for its campus hazard assessment and
assumptions the County of San Diego’s Multi-Hazard Mitigation Plan at
http://www.sdcounty.ca.gov/oes/emergency_management/oes_jl_mitplan.html
and the Imperial County Multi-Hazard Mitigation Plan at
http://www.co.imperial.ca.us/EmergencyPlans/MultiHazardMitigationPlan.pdf. The San
Diego and Imperial multi-hazard mitigation plans are countywide plans that identify risks
and ways to minimize damage by natural and manmade disasters. SDSU recognizes
that specific threats to the campus, or to its students, faculty, and staff while travelling
off campus, may include natural or man-made hazards, representing events or physical
conditions that have the potential to cause fatalities, injuries, illness, property damage, infrastructure damage, environmental damage, or interruption of campus instruction, research, and business operations.

A natural event causes a hazard when it harms people or property. Examples of such events include earthquakes, floods, tsunamis, extreme weather, landslides, or wildfires. A man-made hazard is caused by human activity and could include a hazardous material release, an act of violence, an influenza pandemic, or terrorism.

Of the potential natural and manmade hazards identified by the County of San Diego and Imperial County, those that threaten San Diego State University, including Calexico and Brawley campuses in Imperial Valley, and its auxiliary organizations are earthquake, fire, hazardous materials release / pipeline failure, influenza pandemic, act of violence, terrorism, utility interruption / critical infrastructure failure, extreme weather (Calexico/Brawley only), and flooding (Calexico/Brawley only). International and domestic incidents involving San Diego State University students, faculty, and staff while travelling also affect the University. Impact and campus response, including campus initial response departments, have been determined using a variety of preparedness assumptions and are identified below.

A. Earthquake

San Diego and Imperial Counties are exposed to potential earthquake hazards. San Diego County, in comparison to other southern California areas, has sparse seismicity. Imperial County, however, is subject to intense and more frequent seismicity. Although infrequent, major earthquakes have accounted for and continue to have the greatest potential for loss of life, injury and damage to property.

The Rose Canyon Fault, which extends inland from La Jolla Cove, south through Rose Canyon, along the east side of Mission Bay, and out into San Diego Bay, is considered to be the greatest potential threat to the San Diego region, due to its proximity to highly populated areas.

Located east of the City of San Diego, the Elsinore Fault and San Jacinto Fault are branches of the San Andreas Fault which runs roughly 800 miles through California, including San Diego and Imperial Counties.

1. Local Impact

San Diego State University may experience impact from local earthquake activity in the form of injury or loss of life to individuals or damage to campus property. The location of the epicenter would have an effect on the number of casualties and the amount of damage to property and the environment. The time of year and the time of day may also have an effect on the number of casualties on campus, as well as the normal operations of the campus.
Earthquake activity in adjacent counties or in other parts of California may also impact the campus. Region-wide damage could limit outside assistance to the campus. During the first 72 hours, emergency operations may be hampered by problems such as loss of communications, damage to transportation routes, and disruption of public utilities.

The initial earthquake damage may only be a preamble to additional hazards, such as fire, flooding, and toxic pollutants, all of which have the capacity to exceed the earthquake itself in disaster potential. There may also be faults hidden beneath unperturbed sediments (blind fault) and only discovered after an earthquake occurs.

*Individuals on campus should become familiar with “Drop Cover and Hold On” and maintain individual preparedness supplies; additional information and recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).*

### 2. Campus Response

**Campus initial response departments:**  
Public Safety, Facilities Services, Environmental Health & Safety, Facilities Planning Design & Construction

When a major earthquake occurs, full or partial activation of the campus EOC to manage the campus response will depend upon impact to the University, its outlying facilities, and potential hazards. The below list summarizes response activity which may be necessary:

- rescue operations
- building evacuations
- building inspections
- building closures
- provisions for the care and shelter of campus residents
- provisions for and special handling of campus research
- campus evacuation or closure (at the direction of President or his/her designee)
- campus communication systems activated to provide information on potential hazards and public announcements
- department business continuity plans activated to continue essential campus operations
- coordination with CSU or local colleges/universities
- coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

### B. Fire

San Diego State University is vulnerable to fire both on and off campus. San Diego State University has 108 buildings totaling over 8 million square feet, and includes
specialized facilities for studies in astronomy, chemistry, computing, seismology, geography, radio and television. Calexico and Brawley campuses are also vulnerable to fire both on and off campus.

San Diego State University is located in counties with low amounts of rainfall which leads to an abundance of dry brush. The physical topography, combined with a frequency of brush fires in the region, poses a threat to the campus and surrounding region.

1. **Local Impact**

At San Diego State University the potential for building fires exists. Off campus, the frequency of wildfires in San Diego County and Imperial County exposes the campus to an additional fire threat. A building fire may impact the campus in the form of injury or loss of life to individuals or damage to campus property. Wildfire is less likely to pose an immediate threat to the campus, but a wildfire in the region may impact the campus due to pollutants in the environment, loss of communications, damage to transportation routes, or disruption of public utilities.

*Individuals on campus should become familiar with building exits and evacuation assembly locations; information may be found at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare).*

*Individuals on campus should also maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).*

2. **Campus Response**

**Campus initial response departments:** Public Safety, Facilities Services, Environmental Health & Safety

The campus relies on building fire alarm systems or individuals at or near the location of origin for a warning. The campus relies on local authorities to provide notice of a wild fire threat to the region. When a fire or threat of fire occurs, full or partial activation of the campus EOC to manage the campus response will depend upon impact to the University and potential hazards. The below list summarizes response activity which may be necessary:

- rescue operations
- building evacuations
- building inspections
- building closures
- provisions for the care and shelter of campus residents
- provisions for and special handling of campus research
- campus evacuation or closure (at the direction of President or his/her designee)
- campus communication systems activated to provide information on potential hazards and public announcements
- department business continuity plans activated to continue essential campus operations
- coordination with CSU or local colleges/universities
- coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

C. Hazardous Materials / Pipelines

San Diego County is a blend of urban, rural, and industrial communities, normally associated with the use of varying degrees of hazardous materials. Imperial County is an agricultural economy with transmission facilities, fuel tanks, and an intricate canal system. The potential for a major hazardous material incident off campus exists due to the proximity of main transportation routes to campus, as well as the proximity of underground gas transmission and hazardous liquid pipelines to the San Diego and Imperial Valley campuses. Hazardous material incidents may occur as a result of natural disasters, human error, or accident.

General categories of hazardous materials include chemical, biological, radiological, nuclear, explosive, oil spills and any incident that results in the release of agents into the environment. Hazardous materials are also on campus in limited quantities.

An inventory of hazardous materials stored on campus and maps identifying the proximity of underground pipelines to the SDSU and Imperial Valley campuses are located in the EOC.

1. Local Impact

Depending on the severity and location of release and type of material, a hazardous materials emergency may cause injury, death, property damage, fire, environmental damage, and may result in orders to evacuate or shelter in place.

*Individuals on campus should become familiar with evacuation and shelter in place procedures; information may be found at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare).*  
*Individuals on campus should also maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).*

2. Campus Response

**Campus initial response departments:** Environmental Health & Safety, Public Safety, Facilities Services

The below list summarizes response activity which may be necessary:

- rescue operations
- building evacuations
- building occupants shelter in place
• building inspections
• building closures
• provisions for the care and shelter of campus residents
• provisions for and special handling of campus research
• campus evacuation, shelter in place, or closure (at the direction of President or his/her designee)
• campus communication systems activated to provide information on potential hazards and public announcements
• department business continuity plans activated to continue essential campus operations
• coordination with CSU or local colleges/universities
• coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

D. Influenza Pandemic

An influenza pandemic has a very significant potential to cause rapid increases in death and illness among all age groups and even among the healthy population. A pandemic occurs when there is a mutation in the influenza virus so that most or all of the world’s human population has not previous exposure, making them vulnerable to the virus.

1. Local Impact

Simultaneous impacts in communities across the United States may impact services provided by the County of San Diego, Imperial County, City of San Diego, the cities of Calexico and Brawley, and SDSU. Impacts to the campus may include delay in the availability of vaccines and antiviral drugs; the inability to provide academic and business services under normal operating conditions; and a disruption of community support services, including transportation.

*Individuals on campus should maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/)*.

2. Campus Response

*Campus initial response departments: Student Health Services (liaison to the County of San Diego Health & Human Services), Environmental Health & Safety, Public Safety*

The below list summarizes response activity which may be necessary:

• provisions for the care and shelter of campus residents
• provisions for and special handling of campus research
• campus evacuation or closure (at the direction of President or his/her designee)
• campus communication systems activated to provide information on potential hazards and public announcements
• campus and department business continuity plans activated to continue essential campus operations
• coordination with CSU or local colleges/universities
• coordination with first responders and/or City, County, State, and Federal agencies

E. Act of Violence

An act of violence may include an active shooter or a violent intruder, seeking to injure or kill as many victims as possible in a condensed amount of time. Recent violent events at high school and university levels have resulted in many institutions implementing preparedness and response protocol. The campus community is continually reminded to remain aware of their surroundings and report any unusual activity to University Police.

1. Local Impact

Incidents of this nature may leave little or no time for proper planning and normally require law enforcement to take immediate action to end the threat. Incidents of this nature may cause injury or loss of life and may disrupt academic and business operations.

*Individuals on campus should determine the most reasonable way to protect their own life (see A.L.I.C.E. program of response, located on the SDSU University Police Web site at [http://www.dps.sdsu.edu/alice.htm](http://www.dps.sdsu.edu/alice.htm); contact University Police to schedule a department presentation).*

2. Campus Response

_Campus initial response department:_ University Police

The below list summarizes response activity which may be necessary:

- law enforcement response operations
- building evacuations
- building occupants shelter in place
- building inspections
- building closures
- provisions for the care and shelter of campus residents
- provisions for and special handling of campus research
- campus evacuation, shelter in place, or closure (at the direction of President or his/her designee)
- campus communication systems activated to provide information on potential hazards and public announcements
- department business continuity plans activated to continue essential campus operations
• coordination with CSU or local colleges/universities
• coordination with first responders and/or City, County, State, and Federal agencies

F. Terrorism

Terrorism may occur in a variety of ways in the United States. Impacts across the United States, the State of California, the County of San Diego and Imperial County may impact normal operating conditions on campus, for a variety of reasons. Conventional acts of terrorism cause physical damage to people or property and may include bombings, shootings, and hijackings. Bioterrorism causes serious harm or death to people through the use spread of bacteria, viruses, or toxins in food and water supplies or when released into the air. Chemical weapons may also be used to poison people, animals and plants. The County of San Diego and Imperial County have emergency plans in place in the event of possible terrorist attacks.

1. Local Impact

Incidents of this nature may cause injury or loss of life; may disrupt academic and business operations; and may leave little or no time for proper planning. Incidents of this nature may have a direct impact on the campus and/or the region.

Individu[als on campus should become familiar with the County of San Diego’s Terrorism Facts and Preparedness information at http://www.sdcounty.ca.gov/oes/disaster_preparedness/oes_jl-terrorism.html.

2. Campus Response

Campus initial response department: Public Safety

San Diego County and Imperial County public health and safety officials will alert the public by television and radio in the event of a terrorist attack in the region. SDSU would rely on instructions from San Diego County public health and/or government officials for what actions to take.

The below list summarizes response activity which may be necessary:

• law enforcement response operations
• building evacuations
• building occupants shelter in place
• building inspections
• building closures
• provisions for the care and shelter of campus residents
• provisions for and special handling of campus research
• campus evacuation, shelter in place, or closure (at the direction of President or his/her designee)
• campus communication systems activated to provide information on potential hazards and public announcements
• department business continuity plans activated to continue essential campus operations
• coordination with CSU or local colleges/universities
• coordination with first responders, local utilities, and/or City, County, State and Federal agencies

G. Utility Interruption / Critical Infrastructure Failure

The potential for failure of campus, local, or regional utilities exists.

1. Local Impact

Failures of this mature may include interruptions of short or long-term duration to electrical, lighting, plumbing and/or ventilation systems and may leave little or no time for proper planning. Impacts to the local community or the region may include a loss of communication systems and transportation. Impacts to the campus may include the inability to provide academic and business services under normal operating conditions.

*Individuals on campus should become familiar with evacuation and shelter in place procedures; information may be found at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare).* *Individuals on campus should also maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).*

2. Campus Response

*Campus initial response departments: Facilities Services, Public Safety*

The below list summarizes response activity which may be necessary:

• rescue operations
• building evacuations
• building occupants shelter in place
• building inspections
• building closures
• provisions for the care and shelter of campus residents
• provisions for and special handling of campus research
• campus evacuation, shelter in place, or closure (at the direction of President or his/her designee)
• campus communication systems activated, as available, to provide information on potential hazards and public announcements
• department business continuity plans activated to continue essential campus operations
• coordination with CSU or local colleges/universities
• coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

H. International / Domestic Incident during Travel

The potential for an emergency incident or disaster involving San Diego State University students, faculty or staff travelling in the course of their University activities exists.

1. Local Impact

Incidents of this nature may cause loss of life, injury, or interruption of activities. Depending on the severity and location of the incident, campus resources may or may not be needed.

*Individuals travelling should maintain emergency contact information; campus departments should maintain department response plans and phone trees.*

2. Campus Response

_Campus initial response departments:_ Public Safety (information liaison), Student Affairs (international programs), Athletics (team travel)

• local law enforcement response operations
• evacuation
• relocation of students, faculty and staff prior to evacuation
• provisions for care and shelter of students, faculty, and staff
• activation of campus phone trees
• activation of campus communication systems to provide information and updates to the campus community and the media
• coordination with CSU or local colleges/universities
• coordination with local first responders and/or State, Federal and International agencies

I. Extreme Weather (Calexico/Brawley only)

Extreme weather hazards in Imperial County include thunderstorms/windstorms, heavy rain/hailstorms, tornados, and dust storms/dense fog.

1. Local Impact

Incidents of this nature may have a direct impact on the campus and/or the region. Extreme weather incidents may cause damage to structures and may
even result in injury or loss of life. Incidents of this nature may disrupt academic and business operations and may leave little or no time for proper planning.

*Individuals on campus should become familiar with evacuation and shelter in place procedures; information may be found at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare). Individuals on campus should also maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).*

2. Campus Response

*Initial response departments:* Calexico Police Department/Brawley Sheriff, SDSU Public Safety (information liaison)

The below list summarizes response activity which may be necessary:

- law enforcement response operations
- building evacuations
- building occupants shelter in place
- building inspections
- building closures
- provisions for the care and shelter of campus residents
- campus evacuation, shelter in place, or closure (at the direction of President or his/her designee)
- campus communication systems activated to provide information on potential hazards and public announcements
- department business continuity plans activated to continue essential campus operations
- coordination with CSU or local colleges/universities
- coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

H. Flooding (Calexico/Brawley only)

Floods generally occur from natural causes, usually weather-related, often in conjunction with sudden and very heavy rainfalls. Floods may also result from a dam break, usually associated with intense rainfall, prolonged flood conditions, or an earthquake. Floods may be either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Floods may leave little or no time for proper planning. Flash floods usually require immediate evacuation.

1. Local Impact

Incidents of this nature could result in the loss of irrigation water; loss of property; destruction of cropland, roads and utilities; and loss of life. Other consequences
may include disruption of academic and business operations. Incidents of this nature may have a direct impact on the campus and/or the region.

*Individuals on campus should become familiar with evacuation and shelter in place procedures; information may be found at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare). Individuals on campus should also maintain individual preparedness supplies; recommendations may be found at [http://www.readysandiego.org/](http://www.readysandiego.org/).

2. Campus Response

**Campus initial response:** Calexico Police Department/Brawley Sheriff, SDSU Public Safety (information liaison)

SDSU Calexico and Brawley campuses would rely on instructions from their respective cities and local emergency responders for what actions to take.

The below list summarizes response activity which may be necessary:

- law enforcement response operations
- building evacuations
- building inspections
- building closures
- provisions for the care and shelter of campus residents
- campus evacuation or closure (at the direction of President or his/her designee)
- campus communication systems activated to provide information on potential hazards and public announcements
- department business continuity plans activated to continue essential campus operations
- coordination with CSU or local colleges/universities
- coordination with first responders, local utilities, and/or City, County, State, and Federal agencies

I. Preparedness Assumptions

While preparing for effective management of campus resources in any emergency, the following assumptions are considered:

- Emergencies may occur at any time with little or no warning and may exceed capabilities of the campus, local, and private sector in the affected areas.
- Emergencies may result in casualties or fatalities and may displace people from office buildings, residence halls, or personal residences.
- Emergencies may result in property loss, interruption of essential campus or public services, damage to basic infrastructure, or significant harm to the environment.
• The greater the complexity, impact and geographic scope of an emergency, the more multi-agency coordination will be required.
• The political subdivisions of the state will mobilize to deliver emergency and essential services under all threats and emergencies.
• Mutual aid and other forms of assistance will be rendered when impacted jurisdictions exhaust or anticipate exhausting their resources.
• Individuals, community based organizations and businesses will offer services and support in time of disaster.
• State agencies and departments with regulatory oversight responsibilities will continue in their same roles during all phases of an emergency and will insert themselves into the organizational chain to support local emergency management efforts.
• Neighboring states will come to California's aide through the Emergency Management Assistance Compact (EMAC) and/or other mechanisms and agreements.
• The federal government will provide emergency assistance to California and its counties when requested and in accordance with the National Response Framework (NRF).
• Federal and state response and recovery operations will be mutually coordinated to ensure effective mobilization of resources to and in support of the impacted jurisdictions in accordance with the California Catastrophic Incident Base Plan: Concept of Operations dated September 23, 2008.

Part 6: Campus Emergency Equipment and Supplies

Emergency equipment and supplies are located throughout campus. An inventory for each location is included in Appendix I, Inventory of Campus Emergency Equipment and Supplies. Campus emergency first responders and the campus emergency response team also utilize mutual aid agreements with off-campus entities to provide for additional emergency supplies and services. Copies of campus mutual aid agreements are available in campus departments and in the campus EOC.

Emergency supplies are also available for purchase by departments and auxiliary organizations through the on-campus Grainger store, located on the north side of campus.

A list of campus emergency supply locations is listed below.

A. Grainger On-campus Store  
Location: Facilities Services  
Contact: www.grainger.com or 619-250-4671

B. Environmental Health & Safety (EH&S)  
Location: Chemical Sciences Laboratory, room 106 (CSL 106)  
Contact: x46778
C. Waste Management Facility  
Location: A Lot, east side  
Contact: x46778

D. Office of Housing Administration / Residential Education Office  
Location: OHA/Various locations  
Contact: x45742

E. Student Health Services  
Location: Calpulli Center  
Contact: x40129

F. Storage Containers  
Location: D Lot / W Lot  
Contact: x46114

G. Imperial Valley  
Location: Calexico  
Contact: 760-768-5500  
Location: Brawley  
Contact: 760-351-0806

H. Evacuation Chairs

Evacuation chairs allow injured or immobile persons to be assisted and / or transported down stairs. Evacuation chairs are currently located in the following campus buildings:

- Arts and Letters  
- Calpulli Center  
- Chemical Sciences Laboratory  
- Communication  
- Education and Business Administration  
- Extended Studies Center  
- Gateway Center  
- Geology Mathematics Computer Science  
- Hepner Hall  
- Love Library  
- Public Safety  
- Student Services West  
- Tepeyac Hall

Part 7: Campus Emergency Preparedness Training, Drills, and Exercises

A. Objective

Campus emergency response departments, department safety coordinators, and the campus EOC response team are prepared for effective and timely response during emergencies. Training is a vital element of this preparedness. The goals of campus training, including campus drills and exercises, include the following:
• testing and evaluating plans, policies, and procedures
• identifying plan weaknesses
• identifying gaps in resources
• clarifying roles and responsibilities
• training personnel in roles and responsibilities
• establishing campus community confidence and support
• improving interagency coordination
• meeting regulations and requirements

B. Schedule of Training, Drills and Exercises

Campus emergency training, drills and exercises are held on campus each semester. Simulated emergency situations allow first responders, faculty, staff, and students to become familiar with procedures, facilities, evacuation assembly points, and communication systems that will actually be used in emergency situations.

Training varies by type and frequency within campus departments. First response departments and departments with licensing requirements are required to conduct training most often. Training is conducted in several formats:

Orientation
Orientation is scheduled on an ongoing basis for new employees, department safety coordinators, campus departments, and campus emergency response team members. Orientation may include an overview of the campus emergency management program; campus response team roles and responsibilities; and/or introduction/review of the campus emergency operations plan.

Drills
Drills are conducted on campus each semester with faculty, staff, and students to test a single specific operation, function, or equipment. Drills are planned in advance, supervised, and coordinated among campus first response departments, department safety coordinators, and the campus community.

Exercises
Exercises are conducted on campus annually among campus first responders, campus response team members, and members of the campus community. Individuals or departments perform tasks that would be expected of them in a real emergency. Exercise types include tabletop, functional, or full scale.

Campus drills are coordinated through use of an Incident Action Plan and results of the drills, including corrective action, are documented through use of an After Action/Corrective Action Plan.

The campus Schedule of Training, Drills, and Exercises is included in Appendix J.