

SAN DIEGO STATE UNIVERSITY
EMERGENCY OPERATIONS PLAN

SYNOPSIS

MARCH 2021

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	4
LETTER OF PROMULGATION	11
APPROVAL AND IMPLEMENTATION	12
Part 1: About the Campus Emergency Operations Plan	13
1.1 Plan Goals and Objectives	13
1.2 Planning Process	13
1.3 Plan Format and Availability	14
1.4 Plan Maintenance and Distribution	14
Part 2: Campus Emergency Response and Recovery	15
2.1 Level of Emergency Determines Response	15
2.2 Campus Response Team	16
2.3 Campus Emergency Operations Center (EOC)	17
2.4 Restoring Academic and Business Operations	25
Part 3: Campus Emergency Communications and Notification	25
3.1 Emergency Communication Resources	25
3.2 Initiation of Campus Emergency Communications	26
3.3 Communication to Persons with Access and Functional Needs	29
3.4 Communication to International Students on Campus	30
Part 4: Campus Environment and Characteristics	31
4.1 Campus Location	31
4.2 Campus Size, Population, and Specialized Facilities	31
Part 5: Campus Hazard Assessment and Assumptions	32
5.1 Earthquake	33
5.2 Fire	35
5.3 Hazardous Materials / Pipelines	37
5.4 Influenza Pandemic	39
5.5 Act of Violence	40
5.6 Terrorism	42
5.7 Utility Interruption / Critical Infrastructure Failure	44
5.8 International/Domestic Incident during Travel	46

5.9	Extreme Weather (Calexico/Brawley only)	47
5.10	Flooding (Calexico/Brawley only)	48
5.11	Preparedness Assumptions	50
	Part 6: Campus Emergency Equipment and Supplies	50
	Part 7: Campus Emergency Preparedness Training, Drills, and Exercises	52
5.12	Objective	52
5.13	Schedule of Training, Drills and Exercises	52
	Appendix A: Executive Order 1056	54
	Appendix B: Emergency Operations Plan (EOP) Maintenance and Distribution Schedule	58
	Appendix C: California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS)	61
	Appendix D: National Incident Management System (NIMS)	63
	Appendix E: SDSU EOC Response Organization	65
	Appendix F: SDSU EOC Section Checklists	67
	Appendix G: SDSU Campus Maps	80
	Appendix H: SDSU EOC Forms and Resources	81
	Appendix I: Inventory of Campus Emergency Equipment and Supplies	92
	Appendix J: Schedule of Campus Training, Drills and Exercises	101
	Annex A: Deny Entry (Lockdown)	107
	Annex B: Sheltering and Mass Care	109
	Annex C: Accounting for all Persons	113
	Annex D: Campus Evacuation	115
	Annex E: Student Health Services Emergency Plan with Supplemental SHS Plans	121

INTRODUCTION

San Diego State University may be vulnerable to a variety of disasters (natural, technological or human-caused), disorders and other emergencies that could result in property damage, injury and/or loss of life. Effective planning and implementation of an emergency operations plan may mitigate the effects of such events. To provide an effective response, it is important the university officials, departments, units and members of our community understand their roles and responsibilities during such events. These responsibilities begin when the incident is recognized and a response ensues. A prepared and coordinated response by the university and local officials can save lives, protect property and quickly restore essential services and functions.

In an effort to assist the university community during an emergency, an Emergency Operations Plan has been developed. The plan has been developed by the Emergency Operations Center Group (EOC) and is maintained by the Office of Emergency Preparedness.

The EOC is convened when an emergency or urgent incident occurs or is anticipated to occur. The EOC monitors the status of the incident and provides the President and university officials with information to make policy decisions.

An Incident Commander, usually a member of university police, manages the incident at the scene. The EOC manages the impact of the emergency or incident and provides policy guidance and materiel support to the Incident Commander.

The SDSU Emergency Operations Plan works in conjunction with other plans throughout San Diego County and is consistent with state and federal emergency response systems. The effectiveness of the Emergency Operations Plan depends on the support and cooperation of all university community members.

PURPOSE

The purpose of the SDSU Emergency Operations Plan (EOP) is to establish policy, procedures, guidelines, organizational structure and responsibilities for response during campus emergencies. This document is consistent with the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS) and in Incident Command System (ICS).

The plan provides guidelines for an all-hazards approach to mitigate harmful effects from potential hazards whether they are natural, technological or human-caused. Hazards are defined and addressed within the EOP.

SCOPE

The EOP applies to all SDSU community members, including students, staff, faculty and visitors on property owned, leased or managed by the university. It is the official

Emergency Operations Plan for San Diego State University and supersedes previous plans. Nothing in the plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the plan.

Each member of the community has a personal responsibility to familiarize themselves with basic emergency procedures and to act in a manner so as not to endanger his/her life or the lives of other members of the university. Faculty and staff may have specific roles that require them to act outside of their normal responsibilities. Due to the nature of an emergency, faculty and staff should be willing to assist the university community in varied roles as necessary.

The plan shall be subordinate to state or federal plans during a disaster declared by these authorities.

AUTHORITY

This Emergency Operations Plan is promulgated at the direction of the President of San Diego State University under authority of California State University Executive Orders issued by the CSU Chancellor.

ACTIVATION OF THE PLAN

When warranted, or as directed by the president or his/her designee, the EOC Group will convene or communicate to obtain information concerning an emergency or potential emergency and to provide recommendations to the president. Responsibility of the activation of the EOC has been designated to the Vice President for Business and Financial Affairs (BFA).

WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, institutional and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience.

In keeping with the whole community approach and to ensure consistency with allied response agencies, this plan was developed with the guidance of representatives from the County of San Diego, City of San Diego, law enforcement, fire services, emergency management, access and functional needs communities, business and industry, and various other public and private stakeholders. The effectiveness of emergency response is largely predicated on the preparedness and resiliency of the collective community.

Community resiliency consists of three key factors:

1. The ability of first responder agencies (e.g. fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Centers (EOCs), mass notification systems, emergency public information systems, etc.
3. The civil preparedness of the campus' students, faculty, staff, and visitors.

Focusing on enhancing all three of these components constantly focuses SDSU on improving the campus' resiliency.

Inclusive Emergency Management Practices

San Diego State University is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Through the integration of community-based groups, services providers, campus programs, and individuals with disabilities and others with access and functional needs into the planning process, meaningful partnerships have been developed and leveraged that enable the campus and the regions to create, support, and sustain an inclusive emergency management system.

At San Diego State University, all programs, services, and activities provided to campus community members during times of emergency, to the maximum extent feasible, will be inclusive of individuals with disabilities and others with access and functional needs. The follow are key focus areas for inclusive service delivery and support:

- Accessible transportation
- Assistance animals
- Dietary restrictions and needs
- Assistive equipment and services
- Accessible public messaging
- Evacuation assistance
- Restoration of essential services
- Language translation and interpretation services
- Service delivery site ADA compliance

In addition to observing inclusive planning practices, SDSU is also cognizant of Federal and state laws that govern the service of individuals with disabilities and others with access and functional needs during emergency planning and response efforts. SDSU complies with Federal laws that prohibit discrimination in emergency management programs on the basis of disability, which includes the following:

- American with Disabilities Act of 1990

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Individuals with Disabilities Education Act of 1975
- Post-Katrina Emergency Management Reform Act of 2006
- Rehabilitation Act of 1973
- Fair Housing Act Amendments of 1988
- Architectural Barriers Act of 1968
- Twenty-First Century Communications and Video Accessibility Act of 2010
- Telecommunications Act of 1996

Additionally, SDSU complies with California Government Code 8593.3, which requires government agencies to integrate planning for the needs of individuals with access and functional needs into emergency operations plans. As stated in the aforementioned Code, this includes planning for individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who have low income, homeless or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

CONCEPT OF OPERATIONS

The EOC will be activated as needed by the Vice President of BFA or his/her designee. Activation of the EOC can also be requested by the Chief of Police and the EOC Coordinator. The EOC's scope will be determined by the type, severity and needs of the incident. There are three levels of activation of the EOC:

Level I: This level of activation may be necessary for a minor to moderate incident wherein campus and/or local resources are adequate and available or the EOC Response Team is capable of handling the incident. A local emergency likely has not been proclaimed. The campus EOC is activated at a minimal level to monitor and advise about an event.

Level II: A partial activation would be necessary for a moderate to severe emergency/disaster wherein the EOC Response Team has been activated and campus and/or local resources may not be adequate and mutual aid or additional campus resources may be required.

Level III: A full 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.

ORGANIZATION AND RESPONSIBILITIES

President

The University President is the Chief Executive of San Diego State University. As the senior officer, the president has the responsibility to oversee or delegate oversight of the university's EOP. The president is also the senior member of the Policy/Advisory Group

Incident Command

San Diego State University will follow the principles of NIMS/ICS during a significant emergency.

Emergency Communication

The EOC is charged with providing timely emergency and crisis communications to the university community and the community at large, as appropriate. Communications are typically generated and distributed by the Office of Emergency Preparedness in conjunction with SDSU Strategic Communications (StratComm). University Police and the can also serve in this role.

StratComm officials are the official spokespeople for the university during emergencies. All personnel should direct media inquiries to StratComm for official responses. University employees should refrain from speaking to the media on behalf of the university unless approved by StratComm.

During an emergency, an emergency call center may be activated to handle telephone inquiries. The EOC Director, in conjunction with StratComm and other campus officials, will direct the activation of the emergency call center.

ROLES AND RESPONSIBILITIES

Students

It is the responsibility of each student to familiarize him/her self with emergency procedures and evacuation assembly locations for each building he/she regularly visits. This may include residence halls, classrooms, eating and recreational facilities and lab spaces. Additionally, each student is responsible for evaluating their own situation in an emergency and using common sense, responding in a manner that does not endanger his/her life or the lives of others.

Students are expected to follow official communication and direction provided by the university. The following sources may be used to provide emergency information: SDSU Alert (text and email system), mass notification speaker system, SDSU websites and social media, mobile message signs and local radio and television broadcasts. Finally, students are encouraged to notify University Police (619-594-1991) or call 9-1-1 to report a situation that they believe could be a danger to life and safety.

Faculty and Staff

It is the responsibility of each faculty/staff member to familiarize him/her self with emergency procedures and evacuation assembly locations for each building he/she regularly visits. Additionally, each faculty/staff member is responsible for evaluating their own situation in an emergency and using common sense, responding in a manner that does not endanger his/her life or the lives of others.

Since faculty/staff are viewed by students as official representatives of the university, faculty/staff should be prepared to direct and assist students in the evacuation of buildings and help maintain order at designated assembly areas.

Finally, during a declared disaster or university emergency, faculty/staff may be called upon to perform duties outside their specific job function, per California Government Code, Section 3100-31098 (Disaster Service Worker). As such, faculty/staff should be prepared to assist as needed when requested to do so by their supervisor.

HAZARD, THREAT OR INCIDENT APPENDICES

Response appendices and annexes provide specific guidance and direction for identified crisis, disorder or disasters that may impact the university. University EOC EM Team members may find resource information regarding these types of incidents, and review the entire Emergency Operations Plan, through the shared google shared drive "Emergency and EOC Folder."

