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**SAN DIEGO STATE UNIVERSITY  
EMERGENCY OPERATIONS PLAN**

**SYNOPSIS**

**MARCH 2019**

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## 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

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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

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. For further details on our whole community approach to emergency management, which includes the integration of inclusive emergency management practices, refer to the full Emergency Operations Plan (EOP).

## 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:

**Monitoring:** 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

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been proclaimed. The campus EOC is activated at a minimal level to monitor and advise about an event.

**Partial:** 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.

**Full:** 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

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## **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, respond 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, respond 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.

