



California State University  
**Dominguez Hills**

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# **EMERGENCY OPERATIONS PLAN**

Part One, Basic Plan

March 2012

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California State University Dominguez Hills Disclaimer

This emergency operations plan is written in compliance with California's Standardized Emergency Management System and the National Incident Management System. The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. However, Incident Commanders and Emergency Operations Center Directors retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

# Emergency Operations Plan

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## Part One, Section One Foreword (CW-#1)

### General

This Emergency Operations Plan (EOP) addresses California State University Dominguez Hills' planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. 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 large-scale events.

This plan is a preparedness document—designed to be read, understood and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS) into the emergency operations of California State University Dominguez Hills. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. (CW-#1)

This plan provides basic planning information. University departments must prepare standard operating procedures (SOPs) and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

### Assumptions

- California State University Dominguez Hills is hereafter referred to as the “University” in this plan unless otherwise noted.
- The University is responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and preserve the environment.
- The University will utilize SEMS and NIMS in emergency/disaster response operations.
- The University will use the Incident Command System (ICS) and the Multi-agency Coordination System (MACS) at all incidents and events.
- As specified in the University’s Emergency Services Ordinance, the Director of Emergency Services, the Chief of the University Police, will coordinate the University’s disaster response.
- The University will participate in the Los Angeles County Operational Area.
- The Los Angeles County Operational Area is hereafter referred to as the “Operational Area” in this plan unless otherwise noted.
- Mutual aid assistance will be requested when disaster response and relief requirements exceed the University’s ability to meet them.

## **Emergency/Disaster Management Goals**

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of University services.
- Provide accurate documentation required for cost recovery efforts.

## **Organization of the Emergency Operations Plan (EOP)**

- **Part One – Basic Plan.** Overall organizational and operational concepts of response and recovery, overview of potential hazards and a description of the emergency/disaster response organization.
- **Part Two – EOC Appendices and Annexes**
  - Checklists and supporting documents for each function/position.
  - Supporting documents follow each functional sectional checklist.
  - Appendices
    - Appendix A (*Restricted Use*) – public safety sensitive information, i.e., emergency and University-specific information including telephone numbers...Will not be published with Emergency Operations Plan.
    - Appendix B – University policies relating to administration and logistics of the EOP (non-public safety sensitive information)
- **Part Three, Other Annexes** – Hazard specific plans, operational plans, standard operating procedures, etc.
- **Part Four, Forms**

## **Activation of the Emergency Operations Plan (EOP)**

- On the order of the President of the University.
- On the order of the Director of Emergency Services (Chief of Police).
- On the order of the California State University Chancellor.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- 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.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

## **Approval and Promulgation of the Emergency Operations Plan (EOP)**

This Emergency Operations Plan (EOP) will be reviewed by all departments/agencies assigned a primary function in the University Emergency/Disaster Responsibilities Matrix (see Section Eight, Chart 2). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the Governor's Office of Emergency Services, Southern Region, for review and then to the President's Cabinet for adoption. Upon concurrence by the President's Cabinet, the plan will be officially adopted and promulgated.

### **Maintenance of the Emergency Operations Plan (EOP) (CW-#36)**

The EOP will be reviewed regularly 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 (SOPs) as required by SEMS and NIMS regulations. Changes in university structure and emergency response organizations will also be considered in the EOP revisions. The University's Risk Manager is responsible for making revisions to the EOP and will prepare, coordinate, publish and distribute any necessary changes to the plan to all University departments and other agencies as shown on the distribution list on page (*Part One – Page 6*) of this EOP.

The President's cabinet will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary.

## Plan Concurrence (CW-#2)

<b>Department/Agency</b>	<b>Signature of Representative</b>	<b>Title</b>	<b>Date</b>
Director of Emergency Services (University Chief of Police)		Chief of Police	
Administration & Finance		Vice President	
Risk Management and Environmental Health & Occupational Safety		Director	



California State University  
**Dominguez Hills**

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## LETTER OF PROMULGATION

TO: OFFICIALS, FACULTY, STAFF AND STUDENTS of CSU DOMINGUEZ HILLS

The preservation of life and property is an inherent responsibility of the CSU Dominguez Hills administration. CSU Dominguez Hills has prepared an Emergency Plan to ensure the most effective and economical allocation of resources for the protection of CSU Dominguez Hills faculty, staff, students and visitors in an emergency situation. The purpose of the plan is to establish policies, procedures and an organizational structure for response to a major emergency or disaster.

While no plan can prevent death and destruction during an emergency, good plans carried out by knowledgeable and well trained personnel can and will minimize losses. The plan has been updated to encompass the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. The plan conforms to the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and incorporates operating procedures from the Incident Command System (ICS) for handling emergencies resulting from fires, floods, earthquakes, storms, hazardous Materials and any other potential disaster.

The objective of this plan is to incorporate and coordinate all the resources, facilities, and personnel of CSU Dominguez Hills into an efficient organization capable of responding to any emergency.

Personnel assigned specific emergency response responsibilities must have a working knowledge of functions and actions described in the plan. Emergency action checklists found within the document provides guidance for each function to be performed. Colleges, departments and units will develop Emergency Action Plans (EAP) for planning, preparedness and response in the event of a critical incident using the CSU Dominguez Hills template.

The CSU Dominguez Hills President gives full support to this plan and urges all CSU Dominguez Hills faculty, staff and students, individually and collectively to continue their on-going efforts in planning, training and emergency preparedness to enhance the University's capability to respond and recover from disasters and crisis events.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS) by CSU Dominguez Hills. The CSU Dominguez Hills Emergency Plan will become effective immediately after the approval of the CSU Dominguez Hills' President.

A handwritten signature in cursive script that reads "Mildred Garcia".

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Dr. Mildred Garcia  
President, California State University, Dominguez Hills

9/11/07  
Approval Date

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## Part One, Section Two General

### **Purpose (CW-#5)**

The Basic Plan addresses the University's planned response to natural or human-caused disasters. It provides an overview of operational concepts, identifies components of the University's emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the federal, state and county entities and the University for protecting life and property and assuring the overall well-being of the population.

### **Scope (CW-#6)**

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

### **Preparedness Elements**

The University will place emphasis on:

- Emergency/disaster planning.
- Training of full-time, auxiliary and reserve personnel and volunteers.
- Public awareness and education.
- Identifying the resources needed to cope with emergency/disaster response.

Emphasis will also be placed on prevention and mitigation measures to reduce losses from disasters, as detailed in the University's Local Hazard Mitigation Plan.

### **Concept of Operations (CW-#19)**

Operations involve a full spectrum of response 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 and man-made 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 advance warning, thus requiring

immediate activation of the emergency/disaster operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid (*see Part One, Section Eleven – Mutual Aid*).

Emergency/disaster management activities are often associated with the five emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

### **Prevention Phase**

Following the addition of a fifth phase of emergency management as outlined in the National Fire Protection Association (NFPA) Standard 1600, departments need to evaluate the potential for preventing damage and life impacts from disasters. Prevention strategies will vary based upon risk assessments within the University.

### **Mitigation Phase**

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the University and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- Campus Business Continuity Plan (*Part Three, Annex B*).
- State ordinances and statutes (building codes and enforcement, etc.).
- Structural measures.
- Public information and community relations.
- Land use planning.
- Professional training.

### **Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The agencies and departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures. (*CW-#37*)

### **Day to Day**

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing hazard analyses.
- Writing mutual aid plans.

- Developing standard operating procedures (SOPs) and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Develop and implement a plan for photo documentation of pre-disaster condition of University buildings and infrastructure.

### **Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency/disaster situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update emergency/disaster plans, standard operating procedures (SOPs) and resources listings.
- Review emergency purchasing agreements and contractor/vendor lists.
- Review disaster cost accounting procedures.
- Review plans for photographic documentation of disaster damages.
- Disseminate accurate and timely public information.
- Accelerate training of all staff and volunteers.
- Recruit volunteers as Disaster Services Workers.
- Prepare resources for possible mobilization.
- Test warning and communications systems.

## **Response Phase**

### **Pre-Emergency/Disaster**

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency/disaster and notifying them of safety measures to be implemented.
- Advising the Operational Area of the emergency/disaster.
- Identifying the need for and requesting mutual aid.
- Consider activation of the University EOC.
- Consider Proclamation of a Local Emergency by local authorities.

### **Emergency/Disaster Response**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government, the private sector and volunteer agencies.

One of the following conditions will apply to the University during this phase:

- The University is either minimally impacted or not impacted at all, and is requested to provide mutual aid.

- The situation can be controlled without mutual aid assistance from outside the University.
- The situation requires mutual aid from outside the University.
- The emergency/disaster management organization will give priority to the following operations:
  - Dissemination of accurate and timely information and warning to the public.
  - Situation analysis.
  - Resource allocation and tracking.
  - Evacuation and rescue operations.
  - Medical care operations.
  - Coroner operations.
  - Care and shelter operations.
  - Perimeter and access control.
  - Public health operations.
  - Photographic documentation of all disaster damage to public property.
  - Restoration of vital services and utilities.

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through the Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. *See Part One, Section Ten – Emergency Proclamation Process and Management Section Annex, Supporting Documents for proclamation and declaration process and forms.*

### **Sustained Disaster Operations**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be continued until conditions are stabilized.

### **Recovery Phase (CW-#29)**

Recovery is both short-term activity intended to return critical systems to operation and long-term activity designed to return life to normal in the community.

The University will provide local government leadership in developing economic recovery plans, mitigation plans and local legislative strategies necessary to promote recovery. University departments will review impacts on programs, and the University will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

The recovery period has major objectives which may overlap, including:

- Bring families back together.
- Restore government and community services.
- Rebuild damaged property.
- Identify and mitigate hazards caused by the disaster.
- Recover disaster costs associated with response and recovery efforts.

The following recovery issues are addressed in the Recovery Annex (CW #-30, #31, #32, #33 and #34)

- The recovery organization.
- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process).

### **Hazard Identification and Analysis (CW-#8)**

The University's Business Continuity Plan shows the University is at risk from certain types of hazards. For further information see the University's Business Continuity Plan (Part Three, Annex B). These hazards are identified in Part One, Section Six – Threat Summary, which also provides general and specific information on their possible impact on the jurisdiction.

### **Public Awareness and Education (CW-#28)**

The public'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 among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in Part Two, Management Section Annex, and Supporting Documents.

### **ADA Considerations for Local Government (CW-#16)**

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the University's planning efforts for those with disabilities 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.

*Refer to Part Two, Operations Section Annex, Supporting Documents for additional issues.*

### **Disaster Animal Care Considerations for Local Government**

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. An annex addressing these needs will be developed and incorporated into this plan when State guidance is provided to the University.

### **Training and Exercises (CW-#38)**

The University's Emergency/Disaster Management Organization will conduct regular training and exercising of University staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Director of Risk Management and Environmental Health & Occupational Safety is responsible for coordinating, scheduling and documenting training, exercises and After-Action and Corrective Action Reports.

The objective is to train and educate University officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall University response.

- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After an exercise or actual event, After Action and Corrective Action Reports must be written and submitted to the Operational Area within ninety days.

### **Alerting and Warning**

Warning is the process of alerting government agencies and the general public 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. The University will utilize various modes to alert and warn the campus community. *See Part Two, Operations Section Annex, Supporting Documents for additional information on alerting and warning systems and information.*

## **Part One, Section Three**

### **Standardized Emergency Management System (SEMS) (CW-#10 & #21)**

#### **General**

The Standardized Emergency Management System has been adopted by the University for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

SEMS (Government Code Section 8607(a)) incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept and multi-agency or inter-agency coordination.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIM is further discussed in Part One, Section Four.

SEMS consists of five organizational levels: field response, local government, operational area, regional and state.

#### **Field Response Level**

The field response level is where emergency response personnel and resources carry out tactical activities. SEMS and NIMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions are: command, operations, planning/intelligence, logistics and finance/administration.

Requests for any resources or support that cannot be obtained at the field level are sent to the University EOC.

#### **Local Government Level**

Local governments include cities, counties and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities in their jurisdictional emergency operations center (EOC). Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governments shall provide the following functions in the EOC: management, operations, planning/intelligence, logistics and finance/ administration.

The University EOC will submit all requests for resources that cannot be obtained through local sources, along with other pertinent disaster information, to the Operational Area.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency/disaster operations through mutual aid (Government Code Section 8618). The University requests all mutual aid (except fire and law) through the Operational

Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators.

All local governments are responsible for coordinating with the field response level, other local governments and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

### **SEMS Requirements for Local Governments**

The University will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use SEMS when
  - A local emergency is proclaimed, or
  - The local government EOC is activated.
- 2) Establish coordination and communications with Incident Commanders either
  - Through department operations centers (DOCs) to the EOC, when activated, or
  - Directly to the EOC, when activated.
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between the University EOC and any state or local emergency response agency having jurisdiction at an incident within the University.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

### **University Responsibilities under SEMS/NIMS**

The integration of SEMS/NIMS will be a cooperative effort of all departments and agencies within the University that have a disaster/emergency response role. The Emergency Preparedness Coordinator is the Point of Contact for SEMS/NIMS compliance for the University with responsibilities for:

- Communicating information within the University on SEMS/NIMS requirements and guidelines.
- Coordinating SEMS/NIMS compliance among departments and agencies.
- Incorporating SEMS /NIMS into the University's procedures.
- Incorporating SEMS/NIMS into the University's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the University. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

### **Operational Area (Los Angeles County Operational Area)**

Under SEMS, the operational area is defined in the California Emergency Services Act as the intermediate level of the state's emergency services organization, consisting of a county and all political subdivisions within the county area. Political subdivisions include cities,

counties and special districts. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area.
- Coordinating information, resources and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

In compliance with SEMS regulations, On July 5, 1995, the Los Angeles County Board of Supervisors adopted a formal resolution establishing the Los Angeles County Operational Area, which includes the University. An Operational Area Advisory Board was formed which meets quarterly. The cities within Los Angeles County are represented on this Board by the Disaster Management Area Coordinators (DMACs). Los Angeles County Office of Emergency Management (OEM) is the coordinating agency for the Operational Area.

When the Operational Area EOC is activated, the Sheriff of Los Angeles County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and resource requests by cities. The Operational Area submits all requests for resources that cannot be obtained within the County, and other relevant information, to CAL-EMA Southern Region.

The Los Angeles County EOC will fulfill the role of the Operational Area EOC.

Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A University or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area requests or receives resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

## **Regional**

Because of its size and geography, the state has been divided into six mutual aid regions and three administrative regions. Los Angeles County is within CAL-EMA Mutual Aid Region I and the CAL-EMA Southern Administrative Region, which includes eleven counties. The primary mission of the Southern Region's emergency management organization is to support all the operational areas' response and recovery operations and to coordinate non-law and non-fire mutual aid regional response and recovery operations through the Regional EOC (REOC). *Refer to CAL-EMA Administrative and Mutual Aid Regions, Chart 3, in Part One, Section Eleven – Mutual Aid.*

Emergency management within the State of California is overseen and directed by the Emergency Management Agency (Cal-EMA).

## **State**

The state level of SEMS manages state resources in response to the emergency/disaster needs of the other levels and coordinates mutual aid among the six mutual aid regions and between the three administrative regions and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

## **Federal**

### **U.S. Department of Homeland Security (DHS)**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

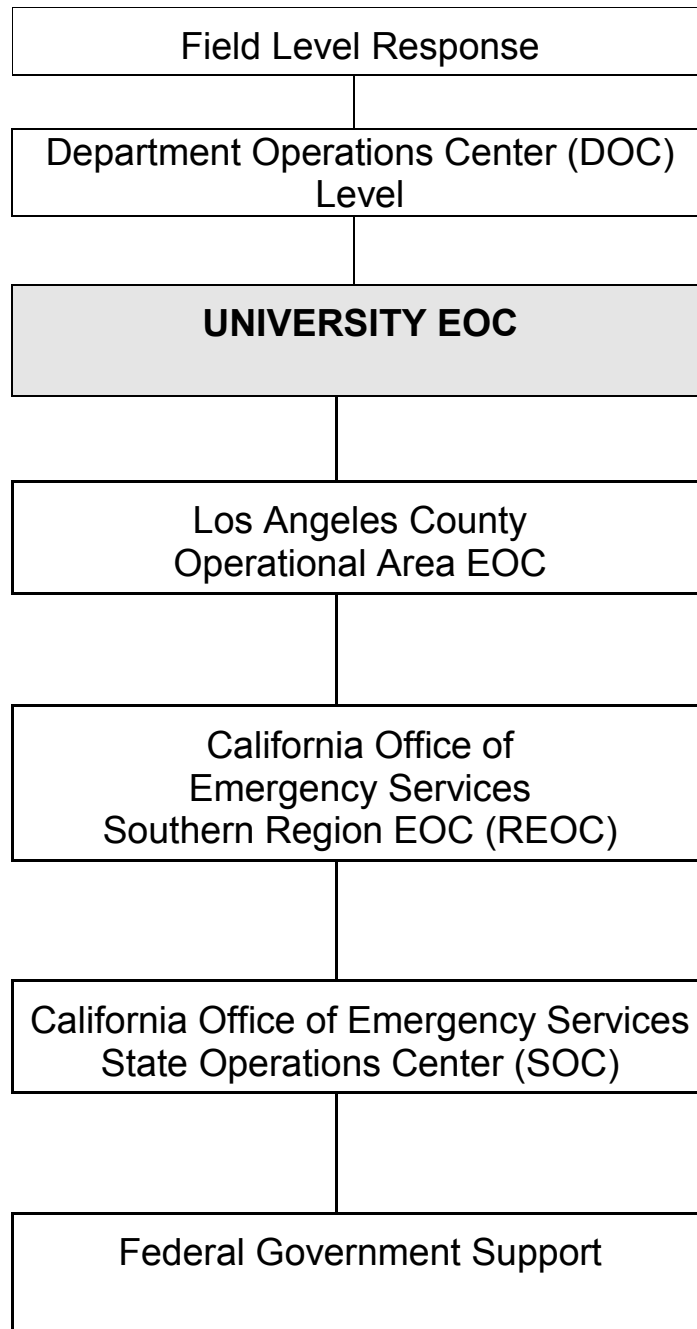
- Secure the United States from terrorist threats or attacks.
- Reduce the vulnerability of the United States to terrorism, natural disasters and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters and other emergencies.

### **Federal Emergency Management Agency (FEMA)**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct University contact with FEMA and other federal agencies.

*See Chart 1 – SEMS/NIMS Communications and Coordination.*

## Chart 1 SEMS/NIMS Communications and Coordination



## **SEMS EOC Organization**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations:** Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the local government's EOC Action Plan.
- **Planning/Intelligence:** Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials.
- **Finance/Administration:** Responsible for financial activities and other administrative aspects.

The EOC organization should also include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

### **Special District Involvement (CW-#12)**

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on providing normal services. During disasters, some special districts will be more involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts who are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the number of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is wholly contained within the University, the special district should have a liaison representative at the University EOC and direct communications should be established between the special district EOC and the University EOC. An exception may occur when there are many special districts within the University.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within a University, it may not be feasible for the University EOC to accommodate representatives from all special districts during area-wide

disasters. In such cases, the University should work with the special districts to develop alternate ways of establishing coordination and communications.

The initial reporting contact for a special district would be with the Liaison Officer at both the EOC and field levels.

### **Coordination with Nongovernmental Agencies and Private Sector Businesses (CW-#12)**

In disaster/emergency preparedness, response and recovery, the University partners with nongovernmental agencies and private sector business.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.

University EOCs will generally be a focal point for coordination of response activities with many of these nongovernmental agencies and key businesses. The EOC should establish communication with private and volunteer agencies providing services within the University.

Agencies that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous University EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community cabinets that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## **Major Concepts of SEMS**

### **Organization Flexibility – Modular Organization**

The SEMS organization is modular and can be expanded or contracted as the situation develops. The types of activated functions and their relationship to one another will depend

upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

### **Management of Personnel – Hierarchy of Command and Span-of-Control**

Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to every five persons or units.

### **EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should include all EOC functions and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours and beyond. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in *Part Two, Planning/Intelligence Section Annex, Supporting Documents – Action Planning*.

### **Multi-Agency or Inter-Agency Coordination at the Local Government Level (EOC)**

Emergency response is coordinated at the EOC through representatives from University departments and agencies, outside agencies, volunteer agencies and private organizations.

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

The University may participate with other local governments and agencies in a multi-agency coordination group organized by another local government.

## Part One, Section Four National Incident Management System (NIMS)

### General

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency/disaster response system. NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments; 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.

### NIMS Components

Six major components make up NIMS.

#### Command and Management

NIMS standard incident command structures are based on three key organizational systems:

- **The Incident Command System (ICS)** – ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Multi Agency Coordination Systems (MACS)** – Provides coordination for incident prioritization, critical resource allocation, communications systems and information coordination. These systems include facilities, equipment; emergency operation centers (EOCs), personnel, procedures and communications.
- **Public Information Systems (PIS)** – These refer to processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.

#### Preparedness

Effective incident management begins with a host of preparedness activities conducted on an ongoing basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** – Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** – Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.

- **Exercises** – Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** – Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** – Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** – Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** – Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

### **Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

### **Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** – Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** – Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

### **Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### **Ongoing Management and Maintenance**

This component provides strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

### **NIMS Compliance**

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The University is following this document to ensure NIMS compliance.

Cities should be familiar with the National Response Framework and the Emergency Support Functions (ESFs) process that may provide federal assistance for response and recovery.

## **Part One, Section Five Incident Command System (ICS)**

### **General**

The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on the Incident Command System (ICS) can be found at [www.fema.gov](http://www.fema.gov).

### **Use of ICS at the Field Level (CW-#21 & #22)**

The concepts, principles and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

### **Field/EOC Communications and Coordination (CW-#23)**

The University's Communication Protocol outlines the communications channels and protocols to be used during an incident. The University's Communication Protocol is included as a separate annex to this plan. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The University EOC will communicate situation and resource status information to the Los Angeles County Operational Area and other outside agencies via designated countywide emergency reporting systems and other systems referenced in the Los Angeles County Operational Area Disaster Information Reporting Procedures.

### **Field/EOC Direction and Control Interface (CW-#24)**

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the University level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

### **Field/EOC Coordination with Department Operations Centers (DOCs) (CW-#25)**

If a department within the University establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the University EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the University EOC.

## **Part One, Section Six Threat Summary and Assessment for California State University Dominguez Hills (CW-#8 & #48)**

This section of the Basic Plan consists of a series of threat summaries based on the University's Business Continuity Plan (Part Three, Annex B). The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The University is located within Disaster Management Area E in Los Angeles County and in the Southern Administrative Region of the State Office of Emergency Services. The University is located 17 miles south of downtown Los Angeles. The University is bordered by Gardena, Compton, Paramount, Lakewood, Signal Hill, Long Beach, Lomita and Torrance. The latitude is 33.865997 degrees north and longitude is -118.25881 degrees west. The University has a population of 1400 faculty and staff and 12,000 students. There are 555 students that live in the dormitories. The University consists of 346 acres. The University has one high school (CAMS) and one child care center.

The University is served by the 91 freeway to the north, the 405 freeway to the south, the 710 freeway to the east and the 110 freeway to the west.

The following threat summaries have a potential to impact the University:

- An earthquake could impact major segments of, or the total population.
- Many major highways (and light rail lines) traverse or pass near the University and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the University. The University has some adjacent industries and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Some areas of the University may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.
- The University has not historically been vulnerable to tropical storms and severe winter storms.
- Some areas of the University may be subject to landslides, mud and debris flows.
- The University may be subject to severe weather, including drought, winds, and heat.
- A tsunami could impact the coastal portion of the county (south of the University) and inflict damage.
- A transportation incident such as a major air crash, light train derailment or trucking incident could impact areas within the University.
- A civil unrest incident could impact areas within the University or the entire University.

- The entire Los Angeles Basin is considered as a possible risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation issues should be considered.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the University nor the County of Los Angeles has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the University no longer maintains public fallout shelters.

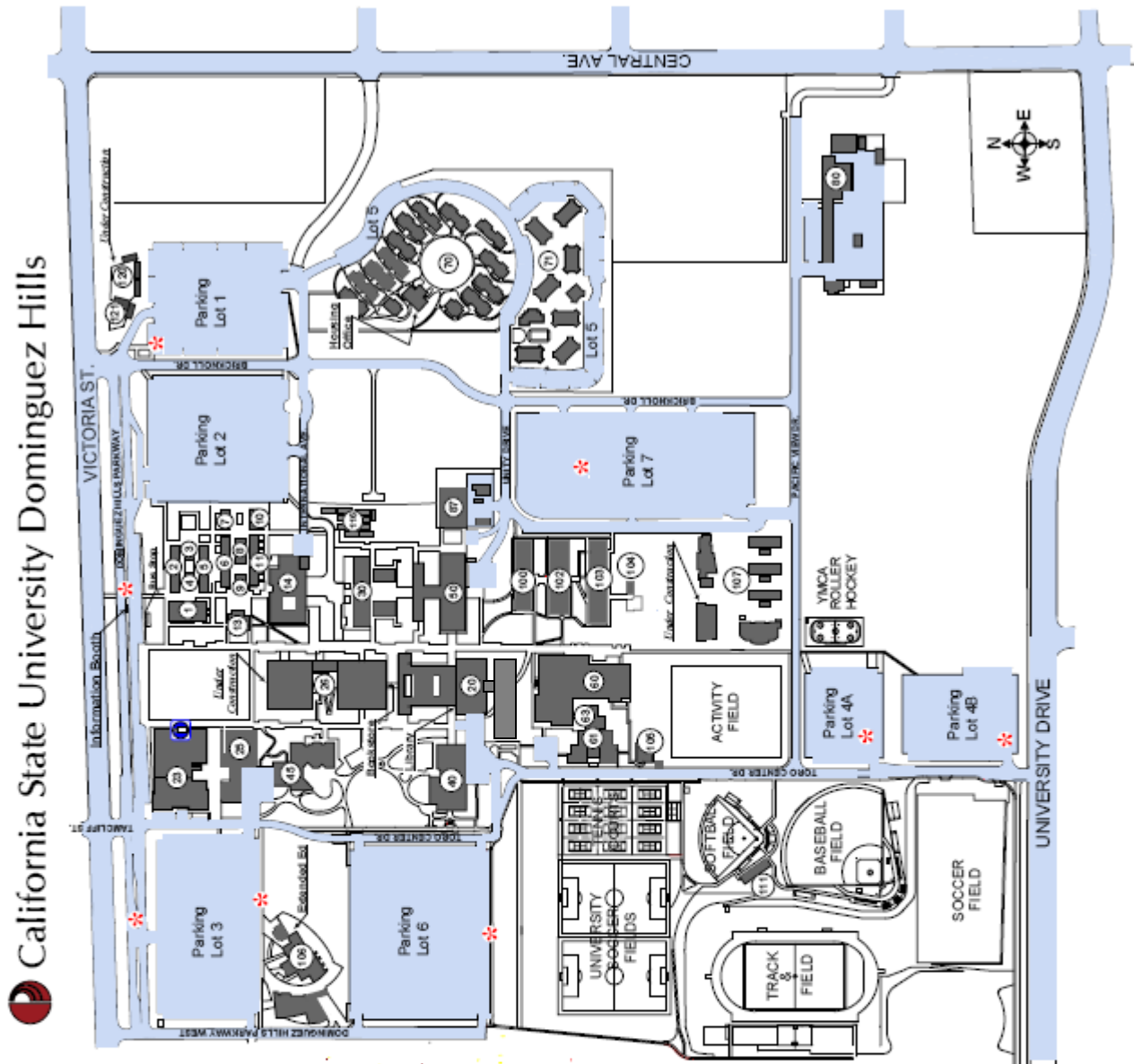
The University has its own Police and Physical Plant departments. The University relies on Los Angeles County for the following services: Sheriff Department assistance and Public Works. The University relies on Disaster Communications Services for communications assistance. The University also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The following threat assessments identify and summarize the hazards that could impact the University.

Threat Assessment 1	Major Earthquake
Threat Assessment 2	Hazardous Materials
Threat Assessment 3	Flooding
Threat Assessment 4	Landslide/Mudflow
Threat Assessment 5	Tsunami
Threat Assessment 6A	Transportation – Air Crash
Threat Assessment 6B	Transportation – Train Derailment
Threat Assessment 7	Civil Unrest
Threat Assessment 8	Terrorism
Threat Assessment 9	Public Health Emergency (Pandemic)
Threat Assessment 10	National Security Emergency

*References: For more detailed information and maps, refer to the University's Local Hazard Mitigation Plan.*

# University - Map



Campus Map – Fall 2006	
	Streets and Roads
	Pedestrian Access/Sidewalks
	Building I.D Symbol
	Parking Ticket Dispenser
	\$3 – All Day Pass
	Information Center
Building I.D. Number & Name	
1.	(SCC-1) SMALL COLLEGE COMPLEX 1
2.	(SCC-2) SMALL COLLEGE COMPLEX 2
3.	(SCC-3) SMALL COLLEGE COMPLEX 3
4.	(SCC-4) SMALL COLLEGE COMPLEX 4
5.	(SCC-5) SMALL COLLEGE COMPLEX 5
6.	(SCC-6) SMALL COLLEGE COMPLEX 6
7.	(SCC-7) SMALL COLLEGE COMPLEX 7
8.	(SCC-8) SMALL COLLEGE COMPLEX 8
9.	(SCC-9) SMALL COLLEGE COMPLEX 9
10.	(SCC-10) SMALL COLLEGE COMPLEX 10
11.	(SCC-11) SMALL COLLEGE COMPLEX 11
13.	(SCC-13) SMALL COLLEGE COMPLEX 13
14.	(COE) COLLEGE OF EDUCATION
20.	(LIB) LEO F. CAIN LIBRARY
23.	(WH) JAMES L. WELCH HALL
25.	(SHC) STUDENT HEALTH CENTER
26.	(USU) LOKER UNIVERSITY STUDENT UNION
30.	(SBS) SOCIAL AND BEHAVIORAL SCIENCES
40.	(LCH) LACORTE HALL
45.	(UT) UNIVERSITY THEATRE
50.	(NSM) NATURAL SCIENCES AND MATHEMATICS
60.	(GYM) GYMNASIUM
61.	(FH) FIELD HOUSE
63.	(SP) SWIMMING POOL
70.	(BLDG A) PUEBLO DOMINGUEZ – SH-1
71.	(BLDG X) PUEBLO DOMINGUEZ – SH-2
80.	(PP) PHYSICAL PLANT
87.	(CP) CENTRAL PLANT
100.	(SAC-1) SOUTH ACADEMIC COMPLEX 1
102.	(SAC-2) SOUTH ACADEMIC COMPLEX 2
103.	(SAC-3) SOUTH ACADEMIC COMPLEX 3
104.	(SAC-4) CALIFORNIA ACADEMY OF MATHEMATICS AND SCIENCE LABS
105.	(HC) HUGHES ATHLETIC AND EDUCATION
106.	(EE) EXTENDED EDUCATION CENTER
107.	(CAMS) CALIFORNIA ACADEMY OF MATHEMATICS AND SCIENCE
111.	BASBALL/SOFTBALL STORAGE
116.	(EAC) EAST ACADEMIC COMPLEX
120.	(CDC) CHILD DEVELOPMENT CENTER
121.	(ITC) INFANT TODDLER CENTER

## **Threat Assessment 1 Major Earthquake**

### **General Situation**

A major earthquake will cause significant social disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the population, could exceed the response capabilities of the individual cities and the Operational Area. Response and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

Los Angeles County is prone to major earthquakes from seismic faults, including the San Andreas Fault, the Newport-Inglewood Fault, and dozens of other faults throughout the County. These are illustrated on *Attachment 1, Earthquake Fault Map*. Earth scientists consider Los Angeles County to be continually prone to moderate to major earthquakes.

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction, which occurs during severe ground shaking in soft, poorly graded granular soils where there is a high water table. Structures above the liquefaction strata may sink or structurally fail; pipelines passing through liquefaction materials may sustain an unusually large number of breaks.

### **Specific Situation**

A major earthquake occurring in or near Los Angeles County has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by after shocks and by the secondary affects of fire, hazardous material/chemical accidents and possible failure of waterways and dams.

The shaking from a major earthquake has the potential to cause serious to catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities, telephone systems, and other critical facilities. The damage can cause hazardous materials releases and extensive fires.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the Coroner. Public health will be a major concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in Los Angeles County. Mental Health counseling will be needed for

an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

The negative economic impact on Los Angeles County and its cities due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

The damage to water systems could cause water pollution or water shortages. Two of the three major aqueducts serving Southern California are expected to be out of service from three to six months following a major event; only the Colorado River Aqueduct is expected to remain in service. Ruptures could occur along the water pipelines in the County; damage to reservoir outlets could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render a third of the wells inoperative for an indefinite period.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

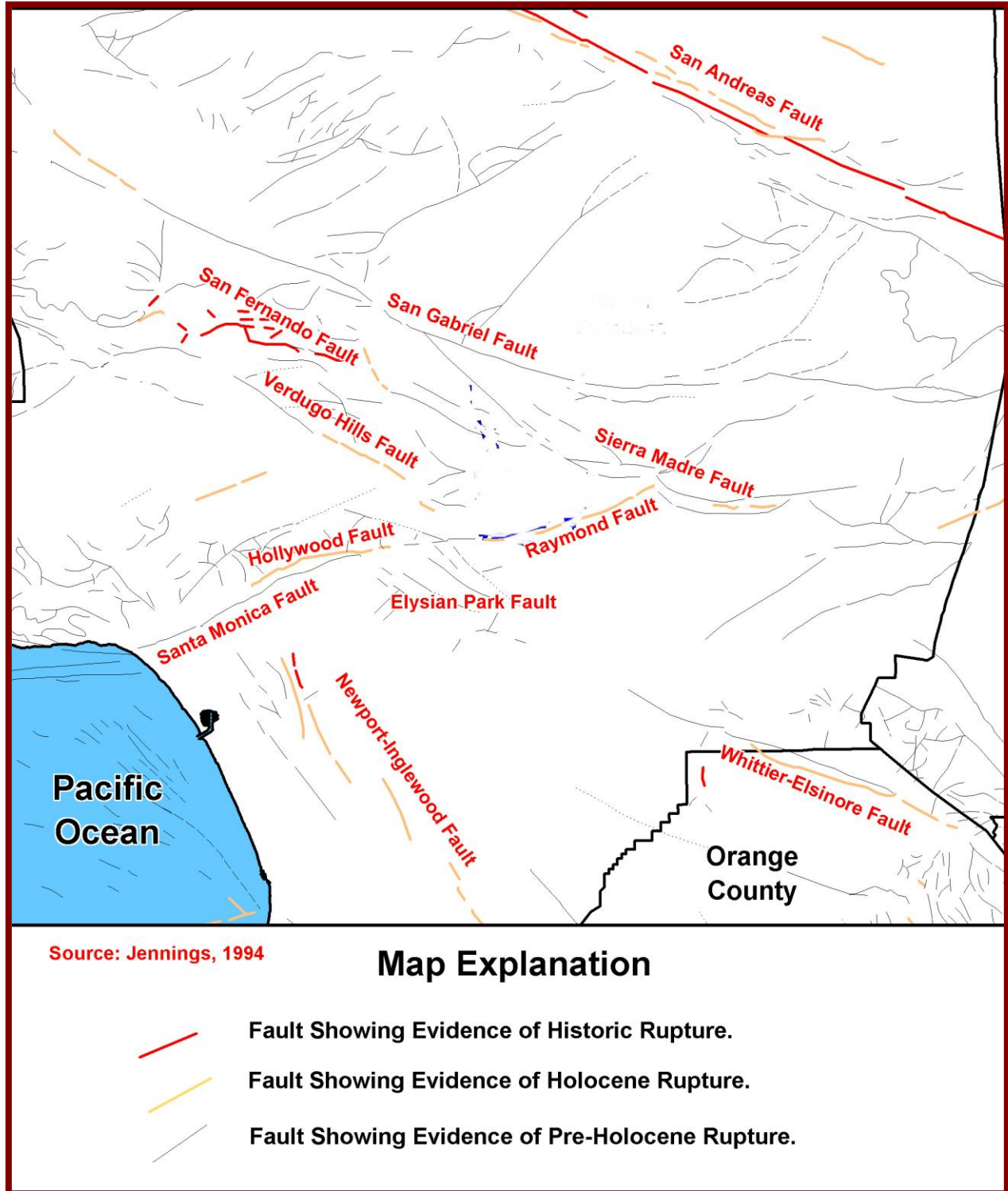
Note: For more detailed information and maps on shaking intensity, liquefaction, etc., refer to the University's Local Hazard Mitigation Plan.

Attachment 1 — Southern California Earthquake Fault Map

Attachment 2 — Abridged Modified Mercalli Intensity Scale

Attachment 3 — Richter Scale

## Attachment 1, Threat Summary 1 Earthquake Fault Map

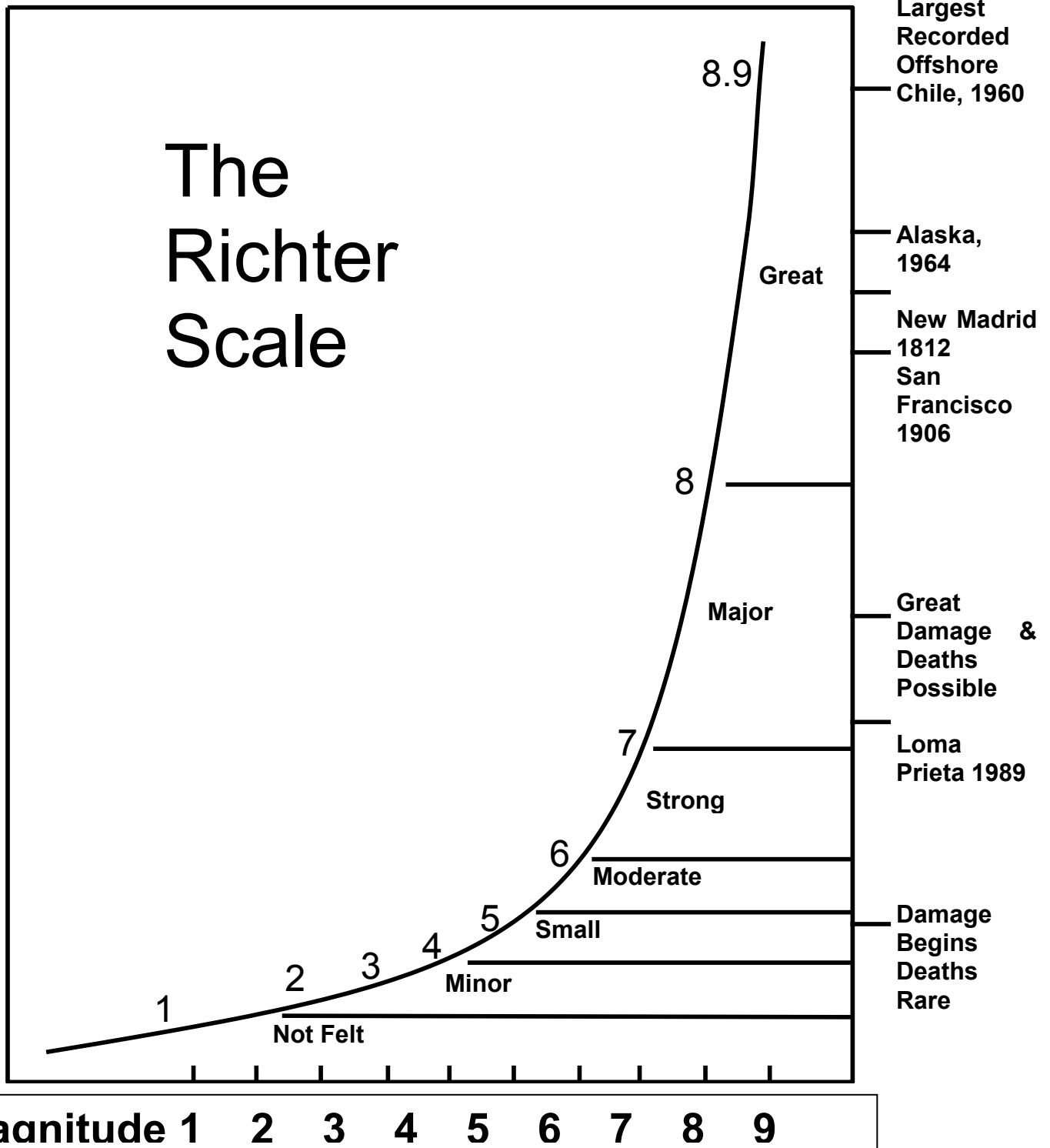


## Attachment 2, Threat Summary 1 Abridged Modified Mercalli Intensity Scale

Intensity Value and Description	Average Peak Velo University (cm/sec)	Average Peak Acceleration (g = gravity )
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)

### Attachment 3, Threat Summary 1 Richter Scale



## **Threat Assessment 2 Hazardous Materials Incident**

### **General Situation**

Because of the University's close proximity to refineries, freeways, major highways and rail lines, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

### **Specific Situation**

Many forms of hazardous materials are present in the University in permanent storage locations, roadway transport and at various industrial and commercial sites. With its proximity to major highway transportation routes and various light industries and refineries, the University has a growing potential for serious hazardous materials incidents. The 91, 710, 110 and 405 freeways and highways are heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release affecting the University would most likely involve either transportation of chemicals by truck or rail, use of chemicals at a business or refinery or illegal dumping of chemical waste.

### **Transportation Accidents**

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout the University, especially on the freeways and major highways. Some of the most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the University.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

### **Fixed Facility**

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture (refineries), warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to University boundaries.

Although there are departments (sciences, Physical Plant etc.) involved with hazardous materials throughout the University, they are less of a threat due to required contingency and evacuation plans. The Los Angeles County Fire Department reviews these plans and makes sure they are in compliance with current laws and regulations.

### **Clandestine Dumping**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

*Note: For specific information refer to the University's Hazardous Materials Area Plan with the Los Angeles County Fire Department. (CW-#46)*

## **Threat Assessment 3 Flooding**

### **General Situation**

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as 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 sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions, adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

### **Specific Situation**

The potential for flooding is not normally a major threat to the University. The University receives an average of 15 inches of rainfall annually, with most of it occurring between December and February; the majority of rain falls in January (Source: <http://cdec.water.ca.gov/>). Heavy rains occur about every three years with the potential of 50 and 100 year flooding.

Areas subject to flooding drain either naturally into flood controls or are assisted by pumping stations designed to handle average and above average flows.

Some flooding may occur in low-lying areas during heavy prolonged storms, or when storm drains are clogged with debris and unable to carry excess water away. Time should be available to organize forces, obtain needed supplies, equipment and outside aid.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

### **Emergency Readiness Stages**

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

#### **Stage I (Flood Watch)**

Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

#### **Stage II (Flood Warning or Urban and Small Stream Advisory)**

Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

#### **Stage III (Flood Statement)**

Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

### **Evacuation Routes**

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. *Other pertinent information relating to evacuation operations are in Part Two, Operations Section Annex, and Supporting Documents.*

## **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section.*

## Threat Assessment 4 Landslide/Mudflow

### General Situation

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rock falls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

### Specific Situation

Both the United States Geologic Survey and the California Geologic Survey are currently conducting significant research that focuses on the conditions and processes that lead to destructive slope failures. This includes methodology for analysis of slopes and drainage basins, and the development of susceptibility maps.

### Emergency Response Actions

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

## **Threat Assessment 5 Tsunami**

### **General Situation**

Tsunamis, though infrequent in the State of California, are very dangerous and can result in the loss of thousands of lives and billions of dollars in property damage. Tsunamis can strike the coastline with as little as 15-20 minutes warning up to several hours of warning.

Near source, or locally generated tsunamis, are possible at many points along the California Coast. These occur if a large earthquake displaces the sea floor. The first waves may reach the coast within minutes after the ground shaking stops. There is no time for authorities to issue a warning. People on the beach or in low coastal areas need to be aware of the tsunami risk and be prepared to move to higher ground as soon as they are able after a strong earthquake and stay there until told by officials that the danger is passed.

A distant source, or regional/Pacific wide, tsunami may be generated by very large earthquakes in other areas of the Pacific Ocean and may reach our coastline many hours after the earthquake occurred.

The Palmer Alaska Tsunami Warning Center is responsible for gathering information on earthquakes which may generate tsunamis and alerting state and local officials who may order an evacuation.

A tsunami is not one wave, but a series of waves. The time that elapses between passages of successive wave crests at a given point usually is from 10 to 45 minutes.

### **Tsunamis in California**

Since 1812, 14 tsunamis with wave heights higher than three feet have struck the California coast. Six of these waves were destructive.

Researchers now believe that the risk from a locally generated (near shore) tsunami is high south of Monterey to Palos Verdes; and moderate south of Palos Verdes to San Diego.

### **The Tsunami Threat to Southern California**

The Working Group on California Earthquake probabilities of the Southern California Earthquake Center (SCEC) has identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially able to generate a tsunami. There is also suggestive evidence of episodes of vertical displacement capable of conventional tsunami generation associated with the offshore extension in the Palos Verdes fault.

The impacts of an earthquake on the Palos Verdes fault and the resulting tsunami may affect the Ports of Los Angeles and Long Beach. Recent field surveys and modeling have projected a 13 foot (4 meter) tsunami that would cause extensive damage and flooding along flat coastlines such as those in Santa Monica Bay. Communities located between the ocean and other water bodies, such as wetlands, river inlets, or salinas, are at very high

risk, because of the possibility of overland flow, and simultaneous tsunami attack from multiple directions.

The destruction of land in Southern California and the continued development in areas exposed to coastal and riverine inundation have increased the risk of property damage and loss of life from future tsunamis. Even in locales where the tsunami hazard may be small, development in areas subject to inundation increases the overall risk. The rapid arrival of waves from a local event and the long duration of tsunami wave action also intensifies the risk from near shore events. Future tsunamis may cause economic losses in coastal communities. There may be additional risk posed by the potential release of toxic pollutants due to the failure of marine oil-transfer facilities and terminals.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

## **Threat Assessment 6-A Transportation: Major Air Crash**

### **General Situation**

A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound affect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroners Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

### **Specific Situation**

The skies above the University are occupied by aircraft originating and departing from a number of airports located in Southern California. The airports nearest to the University which handle the greatest amount of air traffic are as follows:

- Los Angeles International Airport (LAX)
- Van Nuys Airport
- Burbank Airport

- Long Beach Airport
- John Wayne
- Ontario International

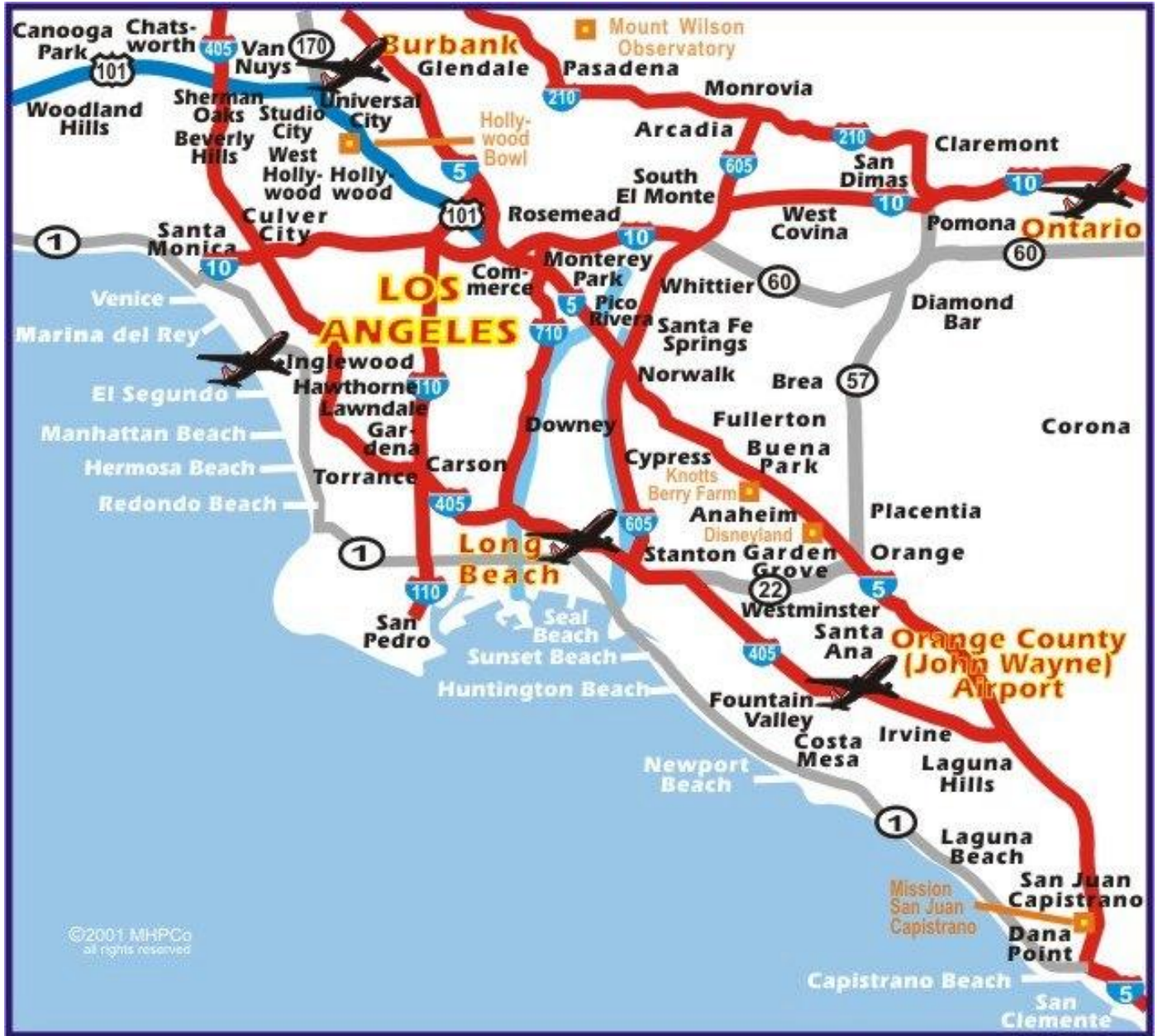
Aircraft flying over The University are located in the Los Angeles Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate geographical landmarks of the Southern California basin; he/she may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

Attachment 1 – Map of Airport Locations

## Attachment 1, Threat Assessment 8-A Map of Local Airports



## **Threat Assessment 6-B**

### **Transportation: Train Incident/Derailment**

#### **General Situation**

##### **Metro and Light Rail**

The Metro Rail system consists of:

- **Rail transit lines:**
  - **Metro Blue Line**—runs north and south between Los Angeles and Long Beach
  - **Metro Red Line**—subway meets the Blue Line in Los Angeles and provides service through downtown, the mid-Wilshire area, Hollywood and the San Fernando Valley, where it meets the Metro Orange Line transitway.
  - **Metro Green Line**—crosses the Blue Line in running east and west between Norwalk and Redondo Beach, curving to near the Los Angeles International Airport. It operates in and through the cities of Norwalk, Downey, South Gate, Paramount, Los Angeles, Hawthorne, Inglewood and El Segundo
  - **Metro Gold Line**—connects with the Red Line at Union Station and runs northeast to Pasadena.
  
- **Metrolink:** Commuter train network which connects long-distance commuters from outlying communities to the Los Angeles area.

The Blue Line runs north of the University.

##### **Amtrak**

Amtrak operates a nationwide rail network, including intercity trains and commuter trains in California. Amtrak's corridors in California are among the busiest in the nation; and the Los Angeles Station is one of the busiest stations in the national Amtrak system.

##### **Freight Train**

Both the Union Pacific (UP) and Burlington Northern Santa Fe (BNSF) railroads have extensive operations in the Los Angeles region. There are also four short-line railroads that shuttle cars and equipment in and between the marine ports and rail intermodal yards. Dozens of trains per day travel along their most heavily used line segments. In addition to on-dock rail terminals at the ports, there are six major rail/truck intermodal transshipment yards in the region.

Three inland rail yards serve primarily the ports of Los Angeles and Long Beach:

- The Intermodal Container Transfer Facility (UP) five miles inland from the ports of Los Angeles and Long Beach. The ICTF facilitates the relay of marine cargo containers between the ports and major rail yards near downtown Los Angeles.
- East Los Angeles facility (UP) near downtown Los Angeles

- Hobart Intermodal Facility (BNSF), also near downtown Los Angeles

These facilities are connected to the ports by the Alameda Corridor, a 20-mile freight rail expressway that currently handles an average of 35 train movements per day but has capacity to handle up to 150 daily trains. There are also three additional rail intermodal centers in the region:

- LATC (UP) near downtown Los Angeles
- University of Industry facility (UP) approximately 15 miles east of Los Angeles
- San Bernardino facility (BNSF) approximately 50 miles east of Los Angeles

### **Specific Situation**

Safety issues include: derailments, hazardous materials releases, sabotage, station accidents, boarding and disembarking accidents, and right-of-way accidents.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

Attachment 1 – Metrolink Map

## Attachment 1, Threat Assessment 6-A, Metrolink Map



## **Threat Assessment 7 Civil Unrest**

### **General Situation**

The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

### **Specific Situation**

Situations of civil unrest may include, but not be limited to:

- Neighborhood problems.
- Mistrust of local authorities.
- Problems in the school system, on and off campus.

Add any University specific issues/activities

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

## **Threat Assessment 8 Terrorism**

### **General Situation**

Los Angeles County has a diverse population of approximately ten million persons. The County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

### **Specific Situation**

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple letter bombings, assassinations with small arms, major car bombings, etc.

Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Locations likely to be targets include airports, mass transit targets and government facilities. Entertainment and cultural facilities may also be targeted.

The potential for nuclear, biological or chemical (NBC) terrorism is also a concern. NBC emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation (FBI) is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center (JRIC).

Los Angeles County also participates in the JRIC, which assesses potential threats to determine if they are credible. The JRIC is a multi-agency, multi-jurisdictional group that works with key federal and state agencies and other counties.

A broad threat assessment of potential terrorist targets, threat elements and local response capabilities has been developed. This assessment is contained in restricted use-planning documents. The information contained in this document will be used as necessary during a threat situation or actual event. Following is a general overview of potential terrorist targets in Los Angeles County:

Facilities that store, manufacture or transport hazardous materials.

- US and State Highways.
- Telecommunications facilities.
- Federal, state, county and University offices.

- Shopping malls.
- Medical centers.
- Schools, churches and religious centers.
- Research facilities.
- Electrical facilities and power plants.
- Water and wastewater facilities, dams.
- Bridges and overpasses.

**Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

*Attachment 1 – List of potential targets is in Appendix A of this plan (Restricted Use).*

## **Threat Assessment 9**

### **Public Health Emergency/Pandemic Event**

#### **General Situation**

Widespread public health emergencies, referred to as “pandemics”, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

#### **Public Health Emergency – World Health Organization (WHO) Pandemic Phases**

To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

Interpandemic Period	General Definition
Phase 1	<ul style="list-style-type: none"> <li>• No new influenza virus subtypes detected in humans.</li> <li>• May or may not be present in animals.</li> <li>• If present in animals, the risk of human infection is considered to be low.</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• No new influenza virus subtypes detected in humans.</li> <li>• A circulating animal virus subtype may be detected in animals.</li> <li>• There may be a substantial risk of human disease.</li> </ul>
Pandemic Alert Period	General Definition
Phase 3	<ul style="list-style-type: none"> <li>• Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.</li> </ul>
Phase 4	<ul style="list-style-type: none"> <li>• Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized.</li> <li>• Virus is not well adapted to humans.</li> </ul>
Phase 5	<ul style="list-style-type: none"> <li>• Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible.</li> <li>• The risk of pandemic is now substantial.</li> </ul>
Pandemic Period	General Definition
Phase 6	<ul style="list-style-type: none"> <li>• Increased and sustained transmission is documented in the general population.</li> </ul>
Post-Pandemic Period	General Definition
Phase 7	<ul style="list-style-type: none"> <li>• Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.</li> </ul>

The Los Angeles County Department of Public Health (LACDPH) is the lead department for the county's response. LACDPH will work closely with local jurisdictions to ensure that:

- planning efforts are consistent throughout the county;
- official information will be provided to the jurisdictions in a timely manner;
- pharmaceutical distribution planning, training and exercising is conducted; and
- the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

## **Specific Situation**

In highly urbanized and densely populated Los Angeles County, quarantine and isolation practices would not be enforceable or practical. The University will work in conjunction with county, state and federal agencies to aggressively promote basic sanitation and hygiene public education programs. The University will, at the direction of the Public Health Officer for Los Angeles County, implement the procedures and protocols as outlined in the *Pandemic Emergency Plan Annex to this plan*.

## **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

*Reference: County of Los Angeles Department of Public Health, All-Hazards Emergency Management Plan, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures*

## **Threat Assessment 10**

### **National Security Emergency**

#### **General Situation**

National security emergencies are typically war-related events or those events which threaten our national infrastructure, both physical and human, including those which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events which impact us not just on a local or regional level but threaten the well-being of the entire country.

#### **Emergency Response Actions**

Response activities to the nuclear materials threat will be far reaching and will consist of in-place protection measures, relocation and spontaneous evacuation. Emergency response actions applicable to all hazards are included in *Part Two Annexes, Checklist Actions for each Section*.

## Section Seven Hazard Mitigation

### Purpose

This section establishes actions, policies and procedures for implementing hazard mitigation programs at the local level

### Authorities and References

The following laws and regulations govern the hazard mitigation process:

- Disaster Mitigation Act (DMA2000) (PL106-390) Section 322 Mitigation Planning establishes the requirement for local, state and tribal mitigation plans.
- Disaster Mitigation Act (DMA2000) (PL106-390) Section 203 authorizes the Pre-disaster Mitigation (PDM) grant program.
- Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) (PL93-288) Section 404 authorizes the Hazard Mitigation Grant Program.
- 44 CFR (Code of Federal Regulations, Title 44) Parts 201 and 206 implement policies and procedures that apply to Mitigation Planning and the Hazard Mitigation Grant Program.
- National Flood Insurance Act established the National Flood Insurance Program (NFIP) and the Flood Mitigation Assistance (FMA) Program.
- California Emergency Services Act, Chapter 7, Division 1, Title 2 of the Government Code California Disaster Assistance Act (CDAA), 406 Mitigation.

### General

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

*Reference: the University's Local Hazard Mitigation Plan.*

## **Hazard Mitigation Grants**

### **Pre-Disaster Mitigation (PDM)**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor's Office of Emergency Services.

### **Hazard Mitigation Grant Program (HMGP)**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster. Total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local governments to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

### **Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing matching funds through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

## Implementation

Following each presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor sign a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation, such as:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The survey team is responsible for ensuring an adequate consultation among interested federal, state and local parties. The survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's Authorized Representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

## Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

## Part One, Section Eight Emergency Operations

### Concept of Operations (CW-#9)

The University will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All University and department operating procedures will be adhered to unless directed otherwise by the Director of Emergency Services.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the University's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The University's work shifts will typically begin at 0800 hours and 2000 hours. The length of the work shifts may be adjusted to meet local conditions.

### University Emergency Management Organization and Responsibilities

The University's Disaster/Emergency Management Organization (including emergency/disaster response and recovery) will be directed by the University Manager (*or insert other individual vested with this authority if it is not the University Manager*) who serves as the Director of Emergency Services and has the responsibility for:

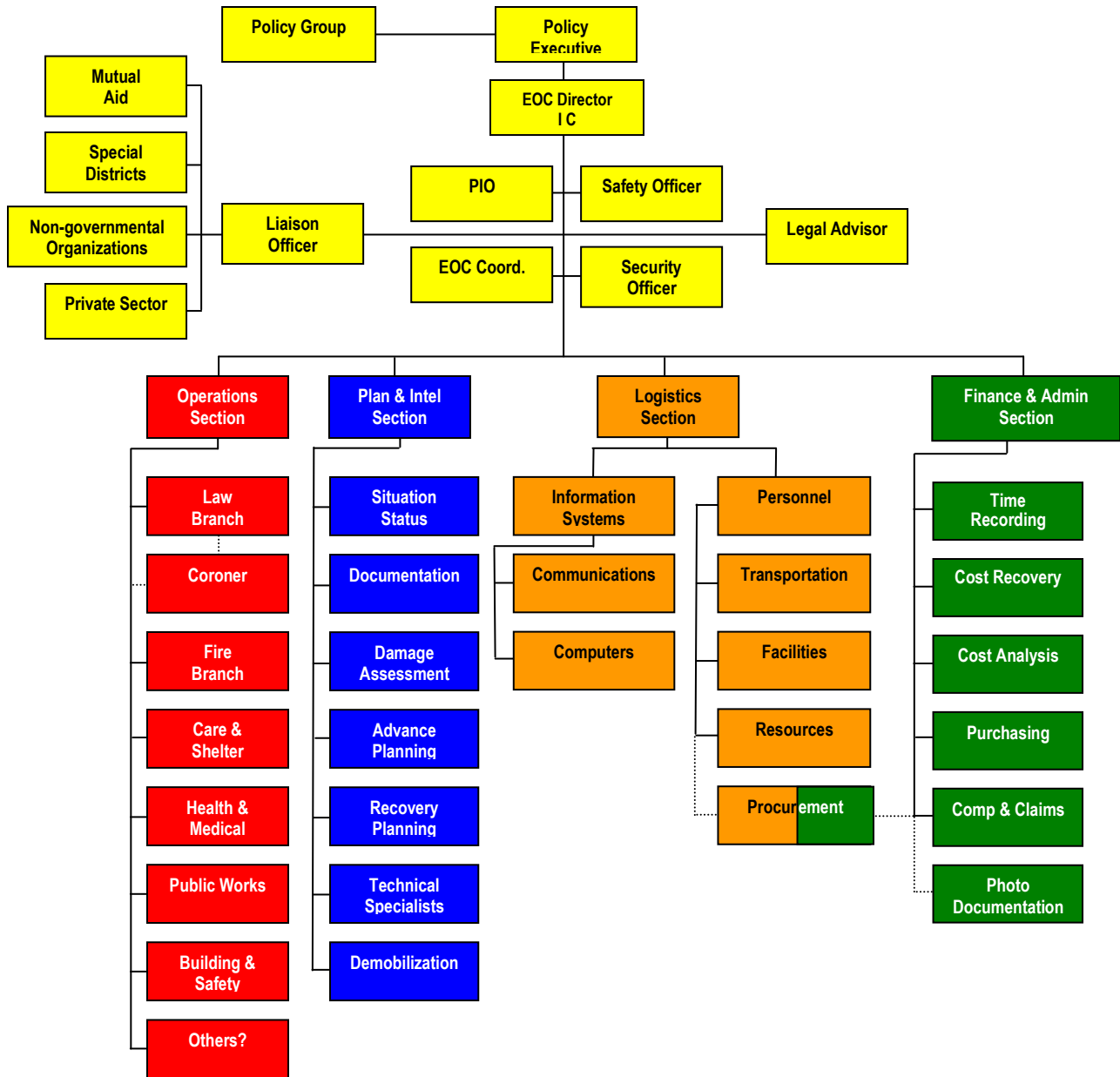
- Implementing the SEMS/NIMS Emergency Operations Plan (EOP).
- Working with the President's Cabinet and Crisis Action Team.
- Oversee all University disaster preparedness.

The designated EOC Director has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- All communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services and operations.
- Directing overall operations.
- Obtaining support for the University and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area.

The University's EOC Functions Chart is in *Chart 1* and correlates to the University's Emergency/Disaster Responsibilities Matrix in *Chart 2*.

## Chart 1 – SEMS/NIMS EOC Function Chart (CW-#9, #10 and #12)



This ICS organization chart represents a full scale EOC activation for a large organization. The EOC for the University may not have all branches and units fully staffed, depending on the nature and extent of an event. To maintain the span of control, deputies may be appointed. When sections, branches or units are not activated, the responsibility for those functions rises to the next highest level of supervision. The EOC Director is responsible for maintaining the appropriate staffing levels.

**Chart 2**

P=Primary

S=Support

University Emergency/ Disaster Responsibilities Matrix		University Cabinet	University President	EOC	Health Center	RMEHOS	Police	Physical Plant	Human Resources	Finance	Information Technology	Facilities Planning/ Administratio n/Finance						
<b>MANAGEMENT</b>	Policy Group	P	P															
	EOC Director.											P						
	Liaison Officer						P											
	EOC Coordinator			P														
	Safety Officer					P												
	Security Officer						P											
	P.I.O.	P	P															
	Legal Advisor	P	P															
<b>OPERATIONS</b>	Operations Section Coord.			P														
	Law Branch						P											
	Coroner Unit				P													
	Fire Branch							P										
	Care & Shelter Branch				P													
	Health & Medical Branch				P													
	Public Works Branch							P										
Building & Safety Branch					P													
<b>PLANNING</b>	Plans/Intelligence Coord.			P														
	Situation Status Unit			P														
	Documentation Unit			P														
	Damage Assessment Unit							P										
	Advance Planning Unit			P														
	Recovery Planning Unit			P														
	Demobilization Unit			P														
Technical Specialists							P											
<b>LOGISTICS</b>	Logistics Section Coord.			P														
	Resources – or in Plans			P														
	Personnel								P									
	Facilities							P										
	Transportation			P														
	Procurement									P								
Information Systems										P								
<b>FINANCE / ADMIN.</b>	Finance/Admin Coord.									P								
	Comp & Claims Unit									P								
	Cost Recovery									P								
	Purchasing									P								
	Time Unit								P									
	Cost Analysis									P								

### **President's Cabinet**

In accordance with the California Emergency Services Act, the University was accredited by the State of California Emergency Cabinet. The primary role of the Disaster Cabinet is to develop and recommend for adoption the University's emergency plan, emergency services organization, mutual aid plans and agreements and any other emergency management-related rules and regulations.

### **Employee Assignments and Responsibilities**

California Labor Code §3211.92(b) identifies public agency employees as Disaster Service Workers. Consequently, all on-duty University employees are expected to remain at work. Off-duty employees should report for work in accordance with University policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work. *(See Appendix A for information on employee notification and recall and Appendix B for any University policies regarding disaster assignments.)*

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

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

- Be familiar with the University emergency organization, concept of emergency operations and the procedures outlined in this Emergency Operations Plan (EOP).
- Be familiar with department emergency procedures.
- Attend required emergency training and exercises.
- Maintain proficiency in any special skills needed for emergency assignment.

### **University Employee Notification and Recall (See Appendix A) (CW-#20)**

- 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.
    - Monitor radio stations KFI 640 AM, KFWB 980 AM or KNX 1070 AM for instructions.
    - Attempt to make contact with the University and/or EOC.
    - Report for their next scheduled shift if no emergency instructions are available.
- For all other events, department managers will implement the Emergency Communication Protocol to notify employees and provide instructions on when and where to report.

## **Emergency Operations Center (EOC) (CW-#11)**

In normal conditions, day-to-day operations are conducted by departments and agencies that are widely dispersed throughout the University. In a major emergency or disaster, the University will use an Emergency Operations Center (EOC), from which centralized disaster/emergency management can be performed. This facilitates a coordinated response by the University and representatives of other organizations who are involved in the emergency response and recovery. 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 the University'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 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—department operations centers (DOCs), other local government EOCs and the Operational Area.
- Providing disaster/emergency information to the public and making official releases to the news media.
- Communications.
- Resource dispatching and tracking.

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

### **Level One**

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The University EOC may be activated at a minimal level or may not be activated. Off-duty personnel may be recalled.

### **Level Two**

Level Two activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved 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 University, City/County and a State of Emergency may be proclaimed by the Governor.

### **Level Three**

Level Three activation may be 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 Local Emergency (University) 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

### **EOC Location and Description (CW-#13)**

The primary EOC is located at: Welch Hall Room E-118.

The alternate EOC is located at: Physical Plant conference room.

The mobile EOC will be dispatched if necessary.

*See Chart 3 EOC Floor Plan on following page.*

The EOC totals 1239 square feet and is divided among the Management, Operations, Logistics, Planning/Intelligence, Finance/Administration sections and Policy Group (WH E118 & WH E117). An amateur radio area may be located in the University Police Dispatch office and provides various communications capabilities. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 18 hours of continuous operation at full load, and up to 66 hours at ¼ load (1000 gallon tank). The tank is refilled from the campus supply tanks located in the Physical Plant yard. The EOC has the capability to house and feed staff for 72 consecutive hours. On-site services include (kitchen, bathrooms, food and water supply and sleeping cots).

The alternate EOC may be activated when the primary EOC is unusable. The Logistics Section will coordinate the relocation to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC. (CW-#13)

### Chart 3 EOC Floor Plan



## **EOC Displays**

Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, status boards may be used to track information. All EOC sections must track information so that other EOC staff can quickly comprehend what actions have been taken, what resources are available and the damage in the University resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating displays of information. All display charts, boards, and materials are stored in WH D-180G.

A significant events log should be compiled for the duration of the emergency. It is the responsibility of the Planning/Intelligence Section to record key disaster information in the logs.

## **EOC Communications**

Communications in the EOC include (telephone, satellite phone, fax, computers, amateur radio, and data). The Logistics Section is responsible for communications.

## **EOC Facility Management (CW-#11)**

Management of and maintaining operational readiness of the primary and alternate EOC facilities is the responsibility of the Emergency Preparedness Coordinator.

The EOC Director will have the primary responsibility for ensuring that the President's Cabinet is kept informed of the situation and will bring all major policy issues to the Cabinet for review and decision.

## **EOC Activation Policy (CW-#14)**

The EOC is activated when field response groups need support, a University wide perspective is needed or multiple-departments need to coordinate their response. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Operational Area must be notified via the designated countywide emergency reporting systems when the EOC is activated. The Disaster Management Area Coordinator must also be notified.

## **When to Activate the EOC**

- An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more University Departments over an extended period of time. Examples include: an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire, severe weather conditions, uncontrolled release or dam failure, act of terrorism, large-scale school incident and special events.
- An impending or declared "State of War Emergency".

## Who Can Activate the EOC

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (*as referenced in Part One, Section Nine, Continuity of Government Lines of Succession*) are authorized to activate the EOC:

- University President
- Provost/VP for Academic Affairs
- VP of Student Affairs
- VP of Administration and Finance
- Chief of Police (if not the Incident Commander)
- Emergency Management/Preparedness Coordinator
- Director of Risk Management/Environmental Health and Occupational Safety
- VP for University Advancement
- Public Affairs Director
- President's Chief of Staff or designee

## EOC Activation Guidelines

- 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 a call-back confirmation phone number.
- Briefly describe the emergency/disaster situation requiring the EOC activation.
- Identify in general what EOC functions will be needed.

## EOC Activation Procedures

- Determine level of EOC activation and staffing levels. (*See Chart 4, EOC Activation and Staffing Guidelines*)
- Notify EOC staff.
- Set up the EOC. (*See EOC Set Up Procedures in Part Two, Management Section Annex, Supporting Documents.*)
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) that the University EOC has been activated.

All employees, elected officials and partner agencies will be advised when either the EOC or alternate EOC is activated.

## EOC Deactivation Procedures (CW-#14)

- The EOC Director will determine which units, branches or sections are no longer needed and order EOC deactivation to begin.
- Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch or section.
- As EOC deactivation continues, this process will repeat itself.
- The deactivation should be overseen by the Demobilization Unit to ensure procedures are followed.
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) when the EOC deactivation is complete.



## Chart 4

### EOC Activation and Staffing Guidelines

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment	One	EOC Director
Severe Weather <i>Issuances</i> (see Part Two, Operations Annex Supporting Documents– NWS)		Other Designees
Significant incidents involving 2 or more Departments		Note: May be limited to Department Operations Center activation.
Power outages and Stage 1 and 2 power Emergencies		
Earthquake Advisory/Prediction Level One		
Two or more large incidents involving 2 or more departments	Two	EOC Director
Earthquake Advisory/Prediction Level Two or Three		Section Coordinators, Branches and Units as appropriate to situation
Major wind or rain storm		Liaison/Agency representatives as appropriate.
Wildfire affecting developed area		Public Information Officer
Major scheduled event		
Large scale power outages and Stage 3 power emergencies		
Earthquake with damage reported.		
Hazardous materials incident involving large-scale or possible large-scale evacuations		
Events with potential impacts on the health and safety of the public and/or environment		
Major University or regional emergency – multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage in the University or adjacent cities.		
Events with potential impacts on the health and safety of the public and/or environment		

## **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the University's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section

## **Communication and Coordination with the Operational Area Level**

Communications should be established between all cities and the Operational Area. Designated countywide emergency reporting systems should 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 contact Sheriff's Station by means coordinated with and agreed to by the Watch Commander and University staff. The Sheriff's Station will then be responsible for sending the information to the Operational Area EOC. *(See Charts 5-A and 5-B, Information Reporting Process.)*

A University should report its status to the Operational Area EOC whether or not it has any disaster damage.

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

## **Reporting to the Operational Area**

University reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the EOC.
- Proclamation of a Local Emergency.
- Reconnaissance (Recon) Reports.
- University Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

Established reporting procedures include:

- Use of the designated countywide emergency reporting system.
- Phoning or faxing information to the Operational Area EOC.
- Contacting the Carson Sheriff's Station (#8301123) by means coordinated with and agreed to by the Watch Commander and University dispatch. The Carson Station is responsible for sending the information to the Operational Area EOC.
  - Verify with the Operational Area EOC as soon as possible that they have received your reports.
- Making contact via amateur radio (Disaster Communications Service).

*(Reference: Los Angeles County Operational Area Disaster Information Reporting Procedures.)*

## Chart 5-A University to Operational Area Information Reporting System – OARRS Is Operational

### DISASTER OCCURS



University EOC is activated



Contact your Disaster Management Area Coordinator



### IF EMIS IS OPERATIONAL



Enter Initial Event via OARRS if it is not already in the system



University should call OEM (during normal work hours) or Duty Officer (after work hours) to verify receipt of the report unless OEM has already verified with the University  
If County cannot verify receipt of report, see Chart 5-B



All Cities should enter Recon Report in 30 minutes (even in not impacted)



University should call OEM (during normal work hours) or Duty Officer (after work hours) to verify receipt of the Recon Report unless OEM has already verified receipt with the University



#### Reports and Updates:

University Status Report (first report filed within 2 hours; subsequent reports as conditions change)

Initial Damage Report (when possible or when requested)

Resource Requests (ongoing)

Major Incident Reports (ongoing)

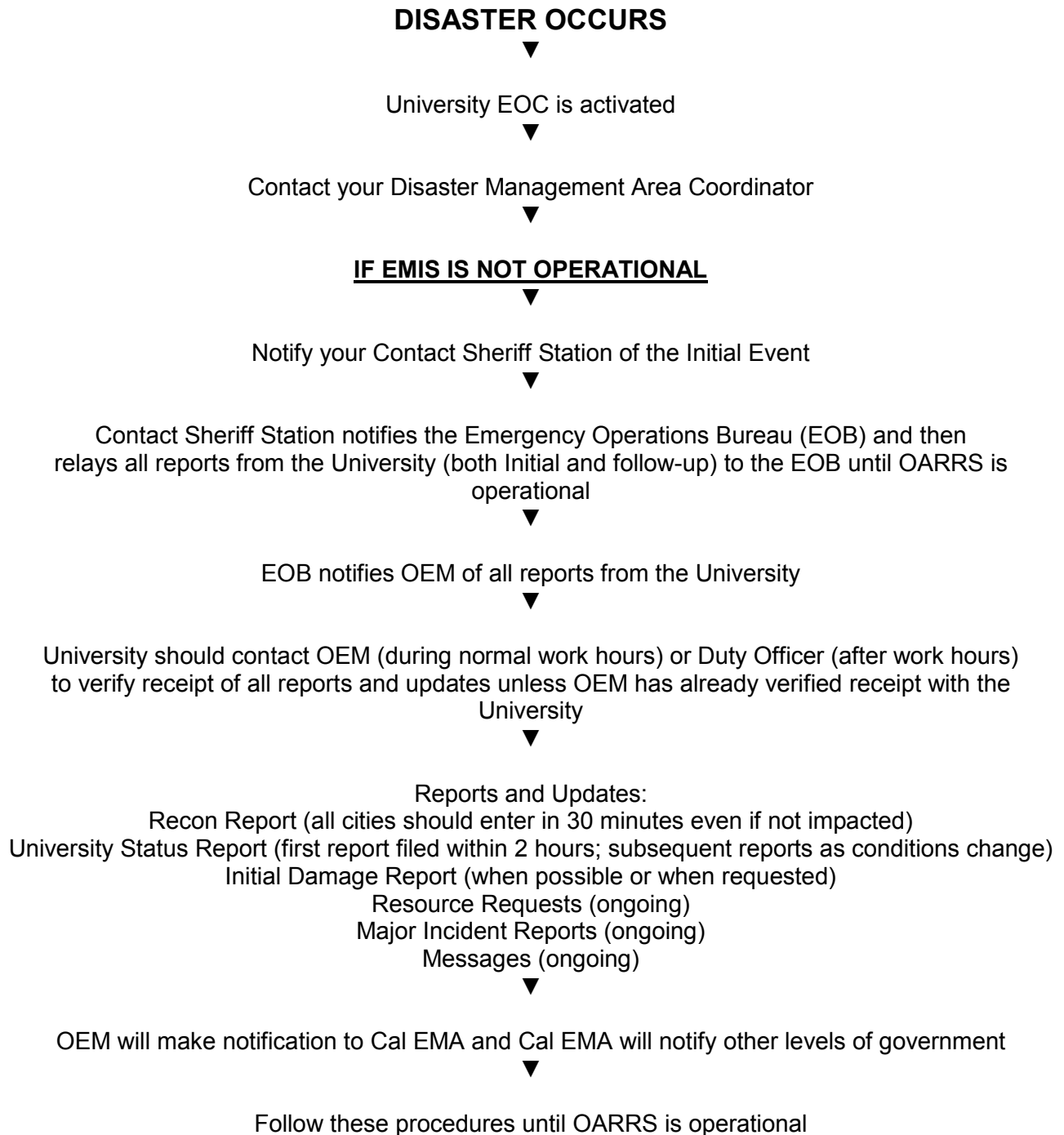
Messages (ongoing)



OEM will make notification to Cal EMA and Cal EMA will notify other levels of government

*Note: Telephone numbers for the various agencies are located in Appendix A (Restricted Use)*

## Chart 5-B University to Operational Area Information Reporting System – OARRS Is Not Operational



*Note: 1) Telephone numbers for the various agencies are located in Appendix A (Restricted Use)*

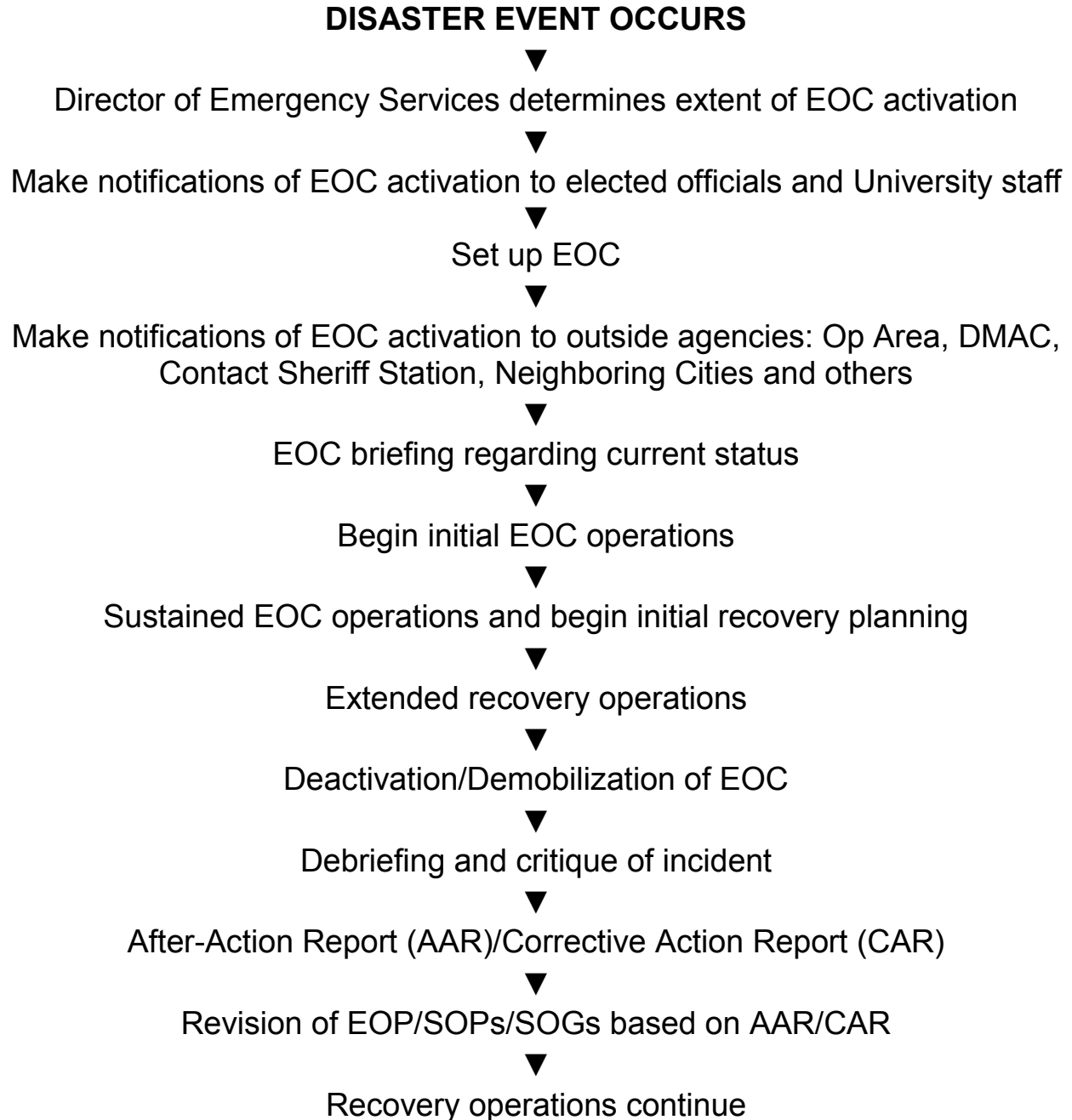
- 2) *In the event all communication systems are down, relay information to Contact Sheriff Station via runner.*

## **Resource Request Process**

When a disaster or emergency occurs, a University will use its own internal assets to provide emergency services. If a University's internal assets are not sufficient, the University will normally make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the Operational Area EOC via the designated countywide emergency reporting systems.
- Existing mutual aid agreements and financial protocols will be followed.

## Chart 6 SEMS/NIMS Emergency Activities Flow Chart



## **Part One, Section Nine Business Continuity (CW-#17)**

### **Purpose**

A major disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This preservation is best accomplished by civil government. To this end, it is particularly essential that local government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

### **Responsibilities**

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (prevention, preparedness, response, recovery and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction'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.

### **Preservation of Local Government**

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

The Emergency Services Act provides for the preservation of University government in the event of a major disaster.

## **Lines of Succession for Officials with Emergency Responsibilities**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological or national security disaster.

### **President's Cabinet**

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2 or 3 as the case may be.

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the President of any University within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

### **Director of Emergency Services**

A successor to the position of Director of Emergency Services is appointed by the President's Cabinet. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the University will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the University Cabinet.
  - First Alternate: Provost/VP for Academic Affairs
  - Second Alternate: VP Student Affairs
  - Third Alternate: VP Administration & Finance
  - Fourth Alternate: Emergency Management/Preparedness Coordinator

Notification of any successor changes shall be made through the established chain of command.

### **Department Heads**

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. (See *Lines of Succession list for University departments at the end of this Section.*)

### **Temporary University Seat and President's Cabinet Meeting Location (CW-#15)**

Section 23600 of the California Government Code provides among other things:

- The President's Cabinet shall designate alternative University seats which may be located outside University boundaries.
- Real property cannot be purchased for this purpose.
- Additional sites may be designated if needed.

Note: If located outside the University or using other than University owned facilities for this purpose, an MOU is required and that MOU should be in Appendix B.

In the event the primary location is not usable because of emergency conditions, the temporary seat of University government will be as follows:

- First Alternate: Loker Student Union
- Second Alternate: CSU Chancellors Office

### **Emergency Operations Center (EOC) (CW-#15)**

For information on the University EOC please refer to the EOC section in Appendix A of this Plan. The Appendix contains confidential and sensitive information and is not a public document.

### **Preservation of Vital Records (CW-#18)**

The following individuals are responsible for the preservation of vital records in the University:

- 1) Human Resources
- 2) Payroll
- 3) Information Technology

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, land and tax records, license registers, birth and death records and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand most destructive forces.

Each department within the University should identify, maintain and protect its own essential records.

For information on the storage of vital records, please refer to the Vital Records section in Appendix A of this Plan. The Appendix contains confidential and sensitive information and is not a public document

## **References**

- Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

## **Business Continuity Lines of Succession**

<b>Service/Department</b>	<b>Title/Position</b>
University President	<ol style="list-style-type: none"><li>1. Provost</li><li>2. Vice President – Administration &amp; Finance</li><li>3. Vice President – Student Affairs</li></ol>
University Police Chief	<ol style="list-style-type: none"><li>1. First Sergeant according to seniority</li><li>2.</li><li>3.</li></ol>
Director, Logistical & Support Services	<ol style="list-style-type: none"><li>1. Manager of P Class</li><li>2. Contract Specialist</li></ol>
Director, Facilities Planning	<ol style="list-style-type: none"><li>1. Construction Manager</li></ol>
AVP Human Resources Management	<ol style="list-style-type: none"><li>1. Assistant Director</li><li>2. Benefits Manager</li></ol>
Public Information Officer	<ol style="list-style-type: none"><li>1. Director of University Communication &amp; Public Affairs</li><li>2. Media Relations Specialist</li></ol>
Director, Physical Plant	<ol style="list-style-type: none"><li>1. Assistant Director</li></ol>
AVP of Information Technology	<ol style="list-style-type: none"><li>1. Director of Telecommunications &amp; Networks</li><li>2. Director of Administrative Information Systems</li></ol>
Director of Risk Management/Environmental Health & Occupational Safety	<ol style="list-style-type: none"><li>1. Environmental Compliance Specialist</li><li>2. Health &amp; Safety Specialist</li></ol>

## **Part One, Section Ten**

### **Emergency Proclamation Process (CW-#27)**

#### **General**

The California Emergency Services Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency and state of war emergency.

#### **Local Emergency (University)**

A Local Emergency may be proclaimed by the University President or the President's designee as specified and/or adopted by the President's Cabinet. The governing body must review the need to continue the proclamation at least every fourteen days (or every twenty-one days if the governing body does not meet at least weekly) until the Local Emergency is terminated. The Local Emergency must be terminated as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the University caused by natural or man-made situations.

The proclamation of a Local Emergency provides the University President with the legal authority to:

- If necessary, request that the CSU Chancellor, Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities.)

*Note: Emergency proclamation forms are in Part Two, Management Section Annex, Supporting Documents.* University council is responsible for preparing and submitting the paperwork. Documents will be on file in the President's Office.

The University should immediately notify and send a copy of the University's proclamation to the Operational Area EOC so that the County can request a Local Emergency proclamation or a concurrence by the County.

### **Local Emergency (County)**

Los Angeles County Office of Emergency Management is the administrative coordinator of the Operational Area (OA). When the County's Office of Emergency Management (OEM) receives the University's proclamation, the County may:

- Proclaim a local emergency or
- Concur with the University's proclamation or
- Take no action.

The County then forwards to the State Emergency Management Agency (Cal-EMA), Southern Region:

- The University's proclamation.
- The County's proclamation.
- The County's concurrence with the local proclamation.

When the County of Los Angeles proclaims a local emergency, the University will be covered under the County proclamation (62 Ops.Cal.Atty.Gen. 701, 708 (1979). If the emergency/disaster affects the University, it is recommended that the University also proclaim a local emergency, as that will enable the University to adopt emergency ordinances and promulgate regulations that would not otherwise be valid. Note that, according to the Attorney General, the County's ordinances prevail in the event there is a conflict between the County's ordinances and ordinances adopted by the University (62 Ops.Cal.Atty.Gen. 701, 708 (1979).

When the County proclaims a local emergency, they may request that:

- The State CAL-EMA Director concur with the local proclamation,
- The Governor proclaim a State of Emergency, and/or
- The Governor request a Presidential Declaration of an Emergency or Major Disaster.

### **State of Emergency**

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county or University for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.

- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

### **State of War Emergency**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus: All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of authority as provided for in the Emergency Services Act.

### **Federal Declaration**

The Governor can request a Presidential Declaration of an Emergency or a Major Disaster. This opens the door for federal disaster assistance. In some circumstances, a Presidential Declaration may allow for the termination of public works contracts (California Government Code 4410-4412).

*Refer to Part Two, Management Section Annex, Supporting Documents for additional information on specific actions and the Emergency Proclamation/Declaration process.*

## **Part One, Section Eleven**

### **Mutual Aid (CW-#26)**

#### **General**

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(s). 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 (see *Part Two, Management Section Annex, Supporting Documents*). This Agreement was developed in 1950 and 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

#### **Mutual Aid System**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the mobilization of resources to and from local governments, operational areas, regions and state to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in Chart 1.

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with SEMS and NIMS at all levels. (See Chart 2.)

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) which allows the State of California to participate with the other states in a nationwide mutual aid system.

#### **Mutual Aid Regions**

Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Los Angeles County and its cities are in Mutual Aid Region I, which is in the CAL-EMA Southern Administrative Region. (See *Chart 3*.)

#### **Mutual Aid Coordinators**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency

management staff at the local government, operational area, regional and state levels. In the Operational Area, this would be coordinated through the Los Angeles County Office of Emergency Management.

Mutual aid system–coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### **Participation of Volunteer, Non-Governmental and Private Agencies**

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. The University's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims. Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

### **Policies and Procedures**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- The University will make all non-law and non-fire mutual aid requests via designated countywide emergency reporting systems. Requests should specify, at a minimum:
  - Number and type of personnel needed.
  - Type and amount of equipment needed.
  - Reporting time and location.
  - To whom resources should report.
  - Access routes.

- Estimated duration of operations.
- Risks and hazards.

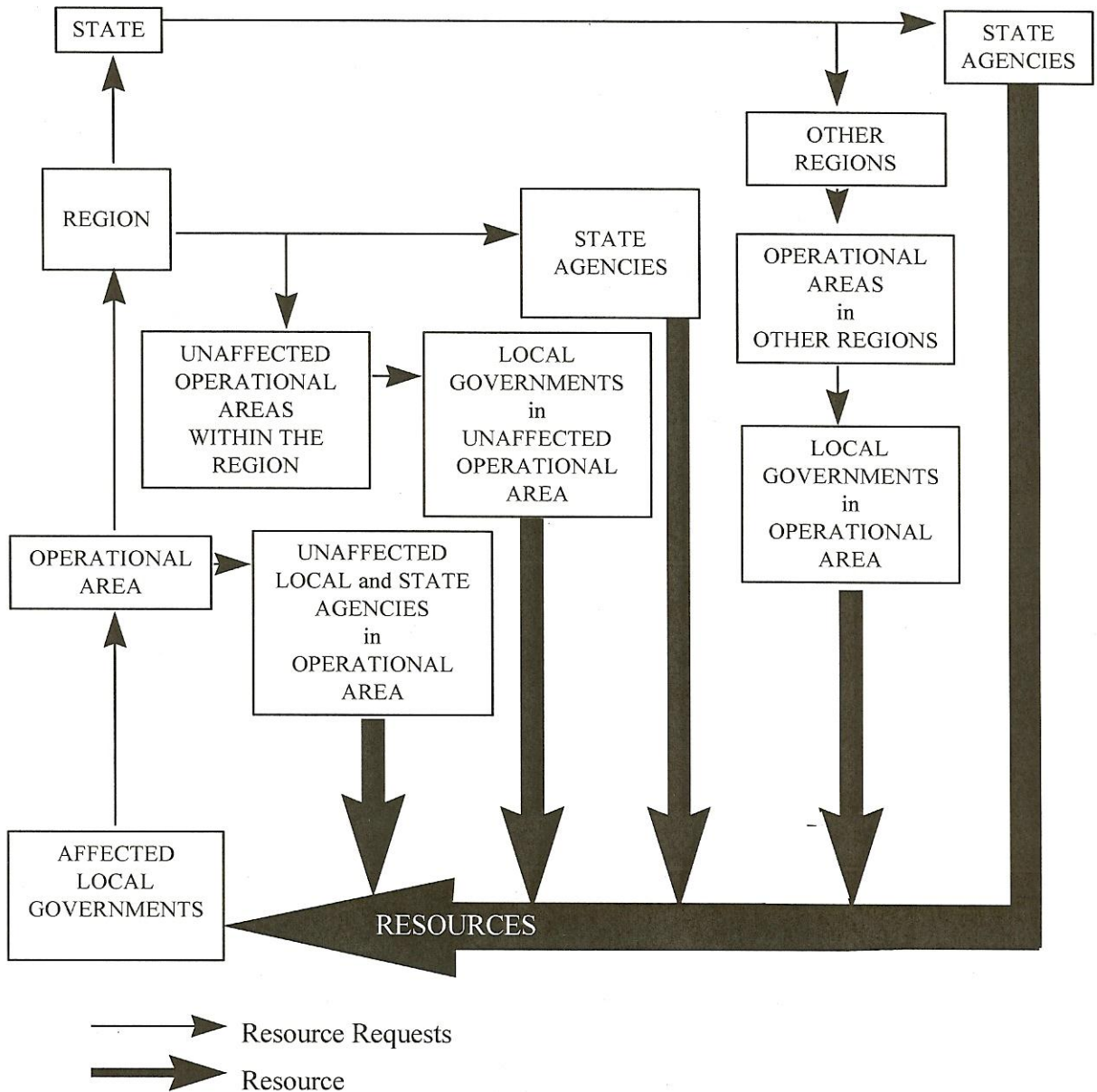
## **Authorities and References**

Mutual aid assistance may be provided under one or more of the following authorities:

- California Emergency Managers Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act , Public Law 93-288, as amended: provides federal support to state and local disaster activities.

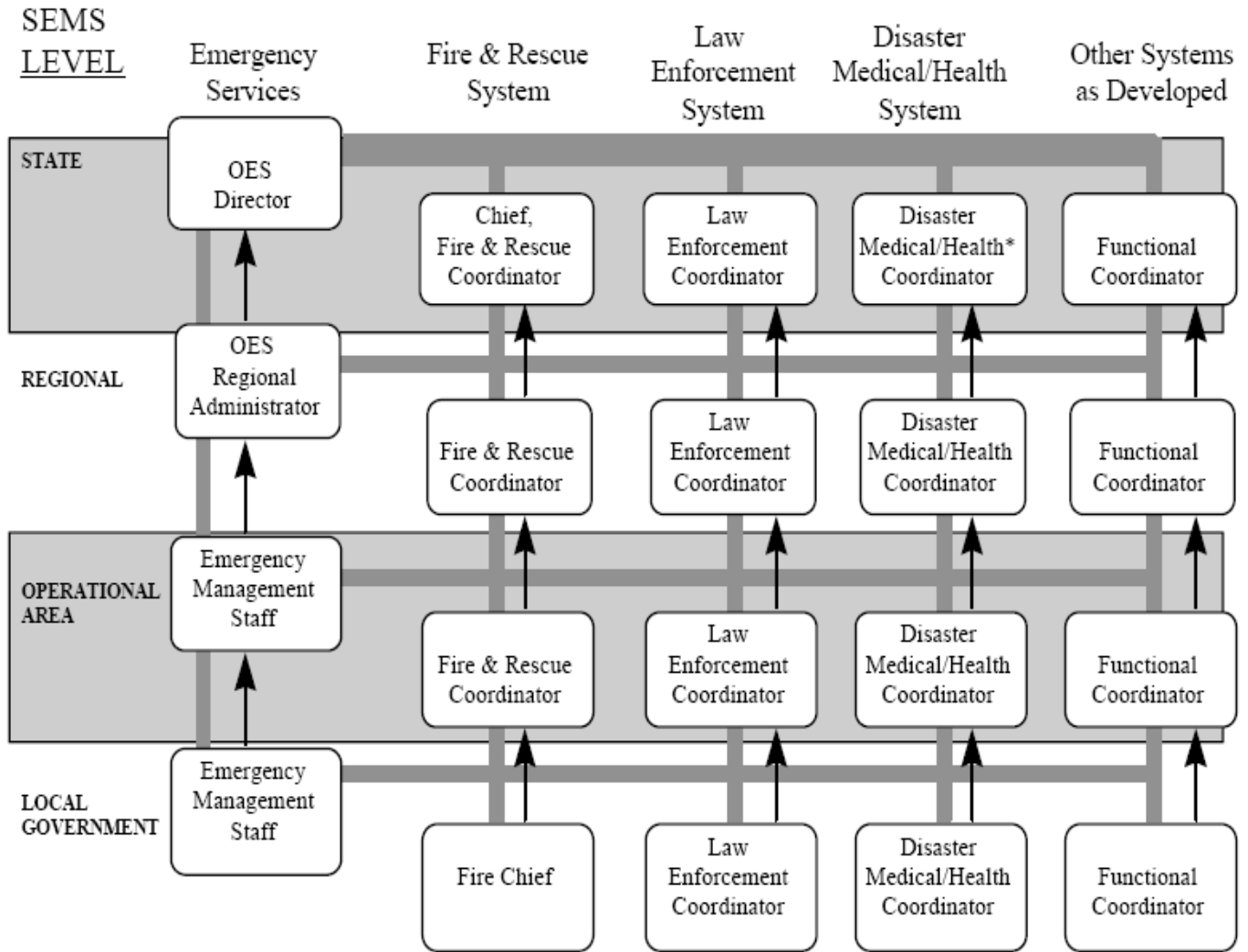
**Chart 1**

**MUTUAL AID CONCEPT:  
Flow of Resource Requests**



**Chart 2**

**MUTUAL AID CHANNELS:  
 Discipline Specific Mutual Aid Systems**

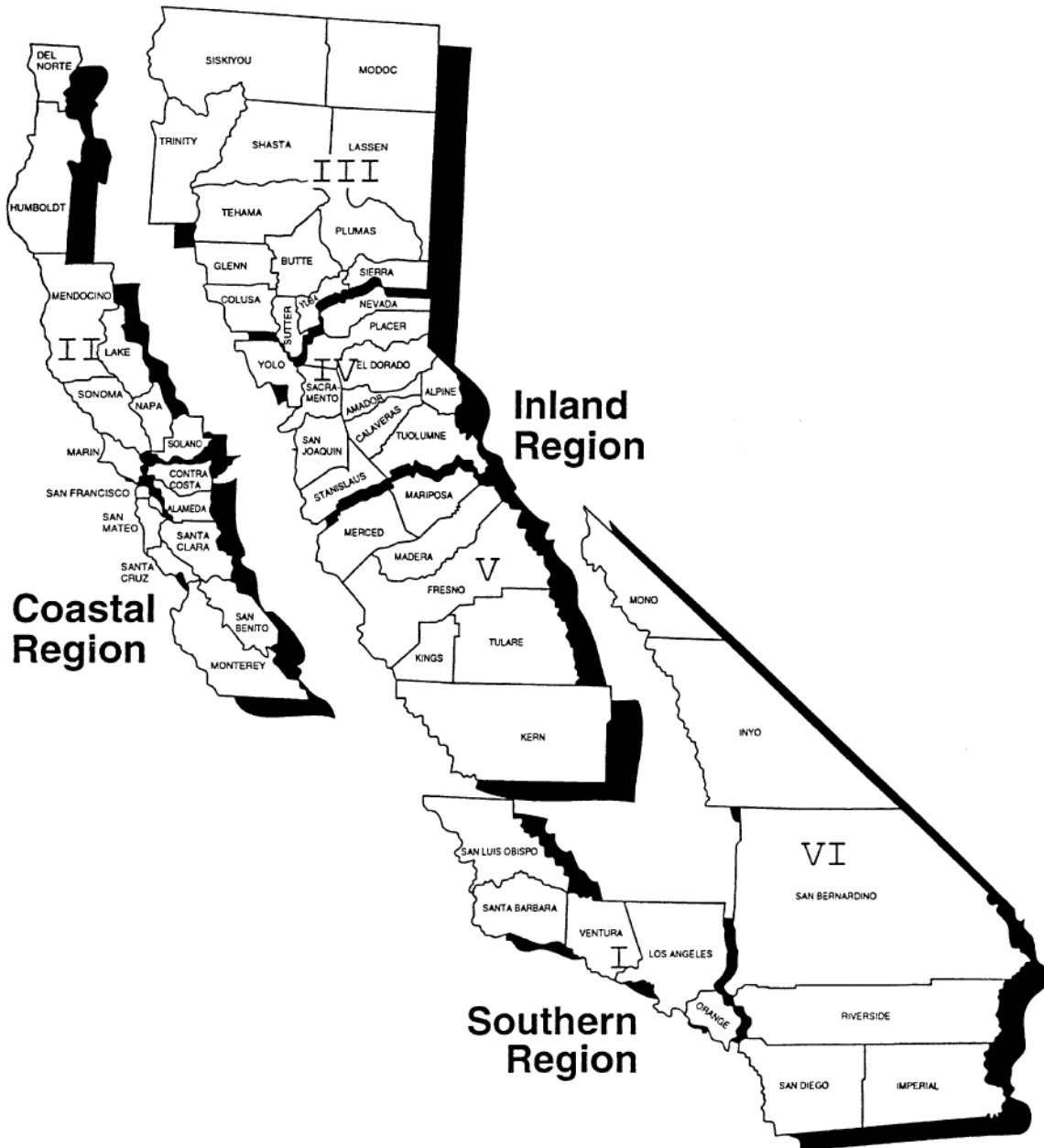


\* Includes Mental Health Mutual Aid System

↑ Resource Requests      — Information Flow and Coordination

### Chart 3

#### California Governor's Office of Emergency Services Administrative Regions and Mutual Aid Regions



## **Part One, Section Twelve**

### **Authorities and References (CW-#7)**

#### **General**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act, provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Therefore, local emergency/disaster plans are considered to be extensions of the California Emergency Plan. The current State plan was reviewed and found to be in compliance with NIMS.

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations. Response includes:

- Immediate actions to save lives, protect property and meet basic human needs.
- Implementation of emergency operations plans.
- Actions to support short-term recovery and some short-term mitigation activities.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

#### **Authorities**

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

## 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).
- 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).

## State

- 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, CAL-EMA, 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).

*Note: Mutual Aid plans are addressed in Part One, Section Eleven.  
Hazard Mitigation and Local Hazard Mitigation Plans are addressed in Part One, Section Seven.*

## 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

### **State**

- California (Cal-EMA) Disaster Assistance Procedure Manual
- California Emergency Plan.
- California (Cal-EMA) Emergency Planning Guidance for Local Government
- California (Cal-EMA) 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.
- California (Cal-EMA) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan.
- California Master Mutual Aid Agreement.
- California (Cal-EMA) State Emergency Plan (SEP) – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan).

### **County/Operational Area**

- Los Angeles County Operational Area Disaster Information Reporting Procedures.
- Los Angeles County Operational Area Emergency Public Information Plan.
- Los Angeles County Operational Area Emergency Response Plan.
- Los Angeles County Operational Area Functional Annex—Recovery.
- Los Angeles County Public Health, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures
- Los Angeles County Public Works Disaster Routes Plan

### **Local (California State University Dominguez Hills)**

- University Hazardous Materials Area Plan.
- University's Local Hazard Mitigation Plan