

1.2 CONCEPT OF OPERATIONS

OPERATIONAL PRIORITIES

Special consideration is given to the following priorities when conducting emergency operations:

1. Protecting life (**highest priority**), property, and the environment.
2. Meeting the immediate emergency needs of students, faculty, staff and guests, which include rescue, medical care, food and shelter.
3. Temporarily restoring facilities that are essential to the health, safety, and welfare of our campus population (such as sanitation, water, and electricity).
4. Mitigating hazards that pose a threat to life, property, and the environment.

This Plan considers the full spectrum of emergency responses to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning while other emergencies occur with little or no advance warning. In either event, all available elements of the campus' emergency management organization must respond promptly and effectively to minimize the damages caused to life, property, and operations.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

SEMS is the system required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based upon the Incident Command System adapted from the system originally developed by FIRESCOPE (Firefighting Resource of California Organized for Potential Emergencies).

- SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies for on-scene management of natural, technological or man-made disasters or emergencies.
- SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.
- In times of emergency or disaster, Cal State Fullerton will coordinate with the City of Fullerton, the County of Orange, other CSU campuses and the Chancellor's Office, the State of California, and the Federal Government to manage the emergency.

ORGANIZATIONAL LEVELS

Activated as necessary:

- **Field Response Level** commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

- **Local Government Level** manages and coordinates the overall emergency response and recovery activities within the jurisdiction.
- **Operational Area Level** manages and/or coordinates information, resources and priorities among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.
- **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the State level coordinates overall state agency support for emergency response activities.
- **State Level** manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and serves as the coordination and communication link with the federal disaster response system.

SEMS incorporates the use of the ICS, the Operational Area concept, Multi-Agency or Inter-Agency coordination and the California Master Mutual Aid Agreement. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for all State agencies.

The Emergency Services Act further requires that, when assigned by the Governor, State agencies will carry out required emergency response and recovery activities. Cal State Fullerton will need to cooperate with local jurisdictions, the Operational Area (County of Orange) and the State to prepare for, respond to and mitigate the effects of an emergency.

ORGANIZATIONAL FUNCTIONS

ICS is the organizational management system from which SEMS operates, utilizing the following concepts of:

- Common Terminology
- Manageable Span-of-Control
- Unity of Command
- Integration of Communications

Accordingly, this organizational structure is based around five principal functions that can be performed at any incident. These are: Command, Operations, Planning, Logistics and Finance. ICS allows for a modular and rapid expansion to meet the needs imposed by the incident. ICS can be used during any serious multi-disciplinary (e.g. fire, law enforcement, medical) emergency within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies. All levels of government will use this organizational structure.

Some incidents, particularly those involving earthquakes, fires or hazardous materials, can escalate requiring further activation of the emergency management system. In such cases, one or more Incident Command Posts may be established to assist in managing emergency operations.

Coordination and communications will also be established between the City of Fullerton, The OA (County of Orange), other CSU system emergency preparedness staff and the university EOC, when activated.

SEMS will be utilized when the university activates its EOC or when a campus and local emergency have been declared or proclaimed. When the EOC is activated, communications and coordination will be established between the Incident Commander (in the field) and the EOC. Coordination of fire and law enforcement resources will be accomplished through their respective mutual aid systems. The same five principal functions of ICS will be utilized in the EOC as well as in the field.

EOC Emergency Management Functions

- **Management:** This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the university, the CSU system, local governmental agencies, and private organizations.
- **Operations:** This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
- **Planning/Intelligence:** This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
- **Logistics:** This function is responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.

MUTUAL AID

The statewide mutual aid system is codified in the California Disaster and Civil Defense Master Mutual Aid Agreement. All counties, incorporated cities, and the State of California have adopted the Agreement, which was developed in 1950. The Master Mutual Aid Agreement creates a formal structure wherein each local jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State. Written policies and procedures have been developed for several disciplines that function on a statewide basis.

In addition to Fire and Law, Emergency Medical, Coroner, and Search and Rescue systems exist. Due to size and geography, the State is divided into six Mutual Aid Regions. The Office of Emergency Services Office provides administrative oversight for the mutual aid regions through three Administrative Region Offices. Cal State Fullerton is located within the Southern Regional Area with offices located at the Los Alamitos Joint Forces Training Center. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The OES regional manager will coordinate inter-regional mutual aid and state assistance as necessary at the request of the Operational Area Coordinators. Additionally, Fire and Rescue, and Law Enforcement Coordinators are assigned at the Operational Area level.

With respect to Orange County, the County Sheriff or Fire Chief is the Operational Area Coordinator, and the Mutual Aid Regional Coordinator is the State OES Region 1 Manager.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or mutual aid regional level whenever available resources are:

- Subject to State or Federal control.
- Subject to military control.
- Located outside the requesting jurisdiction.
- Allocated on a priority basis.

The university will, whenever possible, provide incoming mutual aid forces with portable radios, using local frequencies. In addition:

- Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.
- Requests for, and coordination of, mutual aid support will normally be accomplished through established channels (CSU campus to campus and the Chancellor's Office) and (Campus to Cities/Operational Area to Mutual Aid Region to State level).

Requests will specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom responding personnel should report.
- Access routes.
- Estimated duration of emergency operations.

California State University, Fullerton will provide mutual aid upon:

- Request from other CSU campuses for emergency assistance and support. When Cal State University, Fullerton is not affected, the Emergency Preparedness Coordinator will function as the university liaison to other CSU campus Emergency Operations Centers during an emergency to coordinate CSU Fullerton's response effort.
- Request from local governments that have declared a Local Emergency.
- Direction from the Office of Emergency Services (OES) to render emergency assistance.

- Gubernatorial declaration of a state of emergency in an area including CSU Fullerton.
- 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 Federal declaration of a national emergency.

The City of Fullerton will:

- Develop and maintain Standard Operating Procedures consistent with the State Emergency Plan and Master Mutual Aid Agreement.
- Maintain liaison with neighboring jurisdictions and the County Emergency Management Organization.
- Designate staging areas for incoming support and recovery operations.

The County of Orange will:

- Provide Coordination of intra-county mutual aid.
- Maintain liaison with State OES personnel.
- Request mutual aid from the State OES Southern Region Manager.

State OES – Southern Region will:

- Maintain liaison with State, Federal, and local authorities.
- Provide planning guidance and assistance to county and local jurisdictions.
- Respond to requests for mutual aid.
- Provide a clearinghouse for emergency operations information.

State OES – Headquarters will:

- Perform executive functions assigned by the Governor.
- Coordinate response and recovery operations of State agencies.
- Provide a clearinghouse for emergency operations information.
- Prepare and disseminate proclamations from the Governor.
- Receive and process requests for mutual aid.
- Receive and process requests for Federal disaster assistance.
- Direct the allocation of Federal and out-of-state resources.