

PART ONE

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SECTION ONE

BASIC PLAN

PURPOSE

The Basic Plan addresses CSU Channel Islands planned response and recovery to emergencies associated with natural and man-made disasters and technological incidents. It provides an overview of operational concepts, identifies components of the campus emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state, and county entities and CSU Channel Islands for protecting life and property and assuring the overall well-being of the campus population.

SCOPE

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities
- Describes the organizational structures, roles, 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 or Unified Command whenever possible to facilitate responsive and collaborative incident management
- Includes pre-incident and post-incident public awareness, education, and communications plans and protocols

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident to a major event (earthquake, active shooter). Emergencies may occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All CSU Campus's must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One, Section Six-Mutual Aid**).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and

exercises, and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures/Plans (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

Increased Readiness

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

- Review and update of emergency plans, SOPs/EOPs, and resources listings
- Dissemination of accurate and timely emergency information.
- Accelerated training of permanent and auxiliary staff.
- Assessment of critical facilities.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing notification and communications systems

Response Phase

Pre-Emergency

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

- Evacuation of faculty, staff, students, and residents of University Glen to safer areas.
- Advising populations of the emergency and apprising them of safety measures to be implemented.
- Advising the Ventura County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the Chancellor's Office then the Ventura County Office of Emergency Services.
- Proclamation of a Local Emergency by the campus President and/or local authorities (**See Management Support Documentation**)

Emergency Response

During this phase, emphasis is placed on saving lives and property, control of the situation, and minimizing effects of the disaster on campus. Immediate response is accomplished by CSU Campus emergency personnel, local government agencies, and segments of the private sector if needed.

One of the following conditions will apply to the CSU Channel Islands campus during this phase:

- The campus is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

- The situation can be controlled without mutual aid assistance from outside the campus.
- Evacuations of portions of the campus are required due to uncontrollable immediate and ensuing threats.

The campus EOC Team will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning/notification to the faculty, staff, and students
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Coroner operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When campus resources are at maximum and additional resources are required, requests for mutual aid will be initiated through the California State University System and the Ventura County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action, which involves financial outlay by the jurisdiction, or a request for assistance, must be authorized by the appropriate campus official.

Depending on the severity of the emergency, a Campus Emergency may be proclaimed, the Campus Emergency Operating Center (EOC) may be activated, and Ventura County Operational Area and City of Camarillo will be advised. The Secretary of the California Emergency Management Agency (California OES) may request a gubernatorial proclamation of a State of Emergency (**See Local and State Proclamations in the Management Support Documentation**). Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the California OES Secretary.

California OES may also activate the State Operations Center (SOC) in Sacramento to support California OES Regions, **state agencies**, and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Ventura County Operational Area.

Sustained Emergency

In addition to continuing life and property protection operations, mass care, and relocation, registration of displaced persons and damage assessment operations will be initiated.

Recovery Phase

As soon as possible, the campus, the CSU Chancellor's Office and Ventura County OES and will bring together representatives of state, county, and University agencies, as well as NGOs to coordinate assistance programs and establish support priorities. Local Assistance Centers (LACs) established, providing a "one-stop" service to initiate the process of receiving state and local recovery assistance.

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

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

Mitigation Phase¹

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the University by creating a safer campus.² Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

- CSU Channel Islands (zoning ordinance, building codes and enforcement, etc.)
- CSU Channel Islands Hazard Mitigation Plan (2021)
- Structural measures
- Building site assessments
- Public information and community relations
- Land use planning
- Professional training

CAMPUS EMERGENCY AWARENESS AND EDUCATION

The University'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 University Campus, local, state, and federal officials to ensure their contribution to emergency preparedness and response

¹National Fire Protection Association's Standard 1600 recommends a fifth "Prevention Phase" to prevent damage and life impacts from disasters. Federal Emergency Management Agency and California OES recognizes "prevention" as a component of the Mitigation Phase.

²National Incident Management System, U.S. Department of Homeland Security, January 26, 2007, pg.159

operations. Emergency Public Information procedures are addressed in **Part Two, Management Section Support Documentation.**

The staff, students, and residents of any 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. The University incorporates pre-disaster awareness and education programs into student and staff orientations. Some of these programs include:

- Citizen Emergency Response Training (CERT)
- Public Safety Days
- Emergency Preparedness Fair
- Fire and Safety Drills
- Printed Materials
- Building Marshal Training
- New Employee Orientation
- EOC Training

ADA CONSIDERATIONS FOR THE UNIVERSITY

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

Included in the Universities planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation protocols.
- Sheltering protocols.
- Accessibility to medications, refrigeration, and back-up power.
- Accessibility to mobility devices or service animals while in transit or at shelter.
- Provide for alternate forms of communication (TTD/TTY, pictographs, large print, captions, sign, sign language, etc.)

The University has a complete list of students who have self-reported to have an access or functional need. This list is maintained and regularly updated by the Disabilities Accommodation and Support Services (DASS) department. DASS has their emergency procedures and Business Continuity Plan. The DASS phone number is **805-437-3331**. In addition, all Resident Assistants (RAs) also have a current list of D/AFN students within their dorms of responsibilities. Refer to the Resident Assistant Manual for hazard-specific procedures in assisting D/AFN students during an emergency.

Also refer to the Emergency Procedures Pamphlet on the Emergency Management webpage. which provide the procedures for assisting D/AFN individuals on campus during an emergency.

Service Animals and Personal Pets (PETS Act)

The PETS 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.

It should be noted that animals whose sole function is to provide comfort or emotional support to an individual do not qualify as a service animal under the ADA. Furthermore, students are not required to notify the Disabilities Resource Center and register their service animal. University personnel may not inquire about an individual's disability or ask for confirmation that the companion animal is, in fact, a service animal under the ADA.

During emergency situations where time is of the essence, it may be impractical to determine the type of animal accompanying individuals seeking assistance and shelter. Therefore, any student living on campus with a service animal or personal pets will not be denied emergency sheltering. The University, to the best of its ability, will arrange to provide shelter for the student and the animal.

During an event that requires long-term sheltering, the University will work with the student to identify the most practical arrangements and will assist the student in acquiring the necessary provisions for the animal (e.g., food).

Community Assistance by the University

A crisis affecting neighboring communities may require local authorities to request the assistance of University personnel and/or facilities. It is logical to assume such assistance would involve the necessity to provide temporary shelter for victims of a disaster and/or medical care for these persons. The University will cooperate to the extent possible in any emergency assistance operations directed by outside agencies. Assistance of this nature may require Memoranda of Understanding, Mutual Aid Agreement or other forms of assistance arrangements. It may also require activation of this EOP.

Refer to Part Two, Operations Supporting Documentation, for additional issues.

TRAINING AND EXERCISES

The Emergency Management Unit will conduct regular training and exercising of the university staff in the use of the EOP and other specific training as required for compliance with both SEMS and NIMS. The Director of Public Safety (Police Chief) is responsible for coordinating, scheduling, and documenting the training and exercises.

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. **Refer to Governor's Office of Emergency Services Training Matrix for specific SEMS/NIMS/ICS classes and target audiences.**

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. Both SEMS and NIMS require annual exercises. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibilities. Such exercises are an effective way to see if policies and procedures exist to manage certain issues.
- **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 evaluate the capabilities of one or more functions, such as evacuation, communications, public information, or overall campus 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.

The University has developed an exercise program that provides periodic exercises for EOC and field personnel under SEMS/NIMS.

EMERGENCY NOTIFICATION

Notification is the process of alerting University faculty, staff, and students to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, notification can originate at any level. (Example: Mountain Lion sighting, fire)

The University utilizes various notification systems (**Informacast Loudspeakers/voice over IP and CI Alert**) to alert and warn the faculty, staff, students, and residents of University Glen.

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SECTION TWO

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

In an emergency, governmental response is an extraordinary extension of responsibility and action coupled with normal day-to-day activity. Normal governmental duties will be maintained with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by CSU Channel Islands 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. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS 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. Local governments must use SEMS to be eligible for funding of their personnel-related costs under State disaster assistance programs.

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

SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

SEMS LEVELS

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident.

University/Local Level

Local levels include the University, Cities, and the County of Ventura. University/Local levels manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local jurisdictions are required to use SEMS when their emergency operations center is activated, or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs.

The University is responsible for disaster/emergency response within campus boundaries.

Operational Area Level

Under SEMS, the operational area level is defined in the Emergency Services Act as an

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, district or other local governmental agency, California State University, or public agency as authorized by law. 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

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment.

The Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to OES Southern Region, Mutual Aid Region One.

The Ventura County Sheriff's 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) The University or local jurisdiction within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) The University and two or more cities within the operational area have proclaimed a local emergency.
- 3) The County and the University and/or one or more cities have proclaimed a local emergency.
- 4) The University, city and county, or 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, University, or two or more cities within the operational area.
- 6) The operational area is requesting 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.
- 7) The operational area has received resource requests 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. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

California OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which California OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

CSU Channel Islands is within California OES' Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

State

The state level of SEMS manages state resources in response to the emergency requests from the Regional EOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

Federal

Department of Homeland Security the Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. Federal Emergency Management Agency 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 Plan. 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 city contact with FEMA and other federal agencies

SEMS REQUIREMENTS FOR A STATE AGENCY

The integration of SEMS will be a cooperative effort of all department and agencies within the University that have a disaster/emergency response role. The Emergency Manager is the point of contact for SEMS and NIMS compliance for the University. The Emergency Manager will be responsible for tasks including, but not limited to:

- Communicating information within the University on SEMS/NIMS requirements and guidelines.
- Incorporating SEMS/NIMS into the University's response procedures.
- SEMS/NIMS into the University's emergency policies, plans, MOU's.
- Establish coordination and communications with Incident Commander and Operational Area.

- Identifying local volunteers and private agencies that have a disaster/emergency response role. Contacts should be made prior to any emergency or disaster for coordination.

CSU Channel Islands under SEMS

The University will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area.

All University staff that may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level, must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

In addition to the training, the University ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response, and recovery activities.

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 university, local agencies, and private organizations.
- **Operations** Responsible for coordinating all campus in support of the disaster/emergency response through implementation of the University EOC Action Plan.
- **Planning/Intelligence** Responsible for collecting, evaluating, and disseminating information, developing the University's EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions, and maintaining documentation.
- **Resources/Logistics** Responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance/ Administration** Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives from utility companies, volunteer agencies, and private agencies with significant response roles.

MAJOR SEMS COMPONENTS

Organization Flexibility - Modular Organization

The five essential SEMS functions are established as "sections" within the EOC and all other functions will be organized as branches, groups, or units within sections. 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 are 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

The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may oversee more than one functional element. Every individual will have a supervisor, and each

supervisor will be responsible for no more than seven employees with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, Management, and other entities within the EOC ensure the effective functioning of the EOC organization.

EOC Action Plans

At the University campus, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives and the steps required for achievement of the objectives. 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 and the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives 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. 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 Support Documentation--Action Planning.**

SEMS Coordination

Multi-Agency or Inter-Agency Coordination at the University and Local Government Level

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

Coordination with the Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the University 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. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

Coordination with Ventura County Operational Area Level

Coordination and communications should be established between activated local jurisdiction EOC's, University EOC's, and the operational area. The communications links are telephone, satellite phone, radio, DLAN VEOCCI, and amateur radio, the Ventura County Auxiliary Communications Services (ACS) radio system, runner, etc.

Ventura County uses an Operational Area Inter Agency Coordinating Group concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

Coordination with Volunteer and Private Agencies

The University EOC will be a focal point for coordination of response activities with many non-governmental agencies. The University EOC will establish and practice communications with private and volunteer agencies providing services within the University, such as the American Red Cross, Salvation Army, Auxiliary Communication Services (ACS), Volunteer Organizations Active in Disaster (VOAD) United Way of Ventura County and Community Emergency Response Team (CERT) and Faith Based organizations.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, then agency representative should be located at the liaison area. If an agency is supporting one function only, then 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 jurisdictional EOCs should be represented at the operational area level.

Universities served by many private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Universities 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 councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

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SECTION THREE NATIONAL INCIDENT MANAGEMENT SYSTEM

GENERAL

In addition to SEMS, the University recognizes NIMS and has incorporated the NIMS concepts into the University EOP, training, and exercises.

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. The National Incident Management System (NIMS) is a system mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments, the private sector, and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS, multi-agency coordination systems, training, identification and management of resources, qualification and certification, and the collection, tracking, and reporting of incident information and incident resources.

NIMS COMPONENTS

Six major components make up this systems approach.

Command and Management

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

The Incident Command System (ICS) - ICS is a standardized, on-scene, 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. Typically, an Incident Commander (IC) will communicate with the Emergency Manager to convey situation and resource status through established communications channels. Personnel at the Incident Command Post will also communicate with their counterparts in the EOC, when necessary. 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

The University's communication plan outlines the communications channels and protocols used during an incident. Typically, field communications directed to the EOC

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 Ventura County Operational Area, the CSU Chancellor's Office, and State OES.

Field/EOC Direction and Control Interface

The Emergency Manager will establish jurisdictional objectives and priorities and communicate them to everyone in the EOC through the EOC Incident Action Plan. The Emergency Operations Center (EOC) will 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 Emergency Manager.

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

- **Multi Agency Coordination Systems (MACS)** - Provides coordination for incident prioritization, critical resource allocation, communication systems integration, and information coordination. These systems include facilities, equipment, and emergency operation centers (EOCs), personnel, procedures, and communications.
- **Public Information Systems** - These refer to processes, procedures, and systems for communicating timely and accurate information to the faculty, staff, students, residents, and 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 several 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 a university, city, or the County to provide resources, facilities, services, and other required support one another during an incident. Each Jurisdiction should have 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 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 ensure 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 establishes an activity to provide 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, update 2021*" 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.

SECTION FOUR CSU CHANNEL ISLANDS EMERGENCY MANAGEMENT ORGANIZATION

CONCEPT OF OPERATIONS

University emergency/disaster response and recovery operations is managed in one of three modes, depending on the magnitude of the emergency/disaster. CSU Channel Islands President is delegated the responsibility for the implementation and maintenance of an emergency program on campus. Guidelines are outlined in Executive Order 1056, Section III Responsibility.

Emergency Declaration (Local, University)

The Emergency Manager may assist the University President with developing a University Emergency Proclamation. University Emergency Proclamation will be maintained on file in hardcopy form in the Office of Emergency Management and Business Continuity, as well as electronically.

The University shall notify and send a copy of the University's proclamation to the Operational Area EOC so that the County can request a Local Emergency declaration or a concurrence by the County, to the California Governor's Office of Emergency Services, and to the California State University's Chancellor's Office.

Level Three – EOC Activation (Monitoring)

Activation may be a minor to moderate incident wherein local University resources are adequate and available. The EOC Director monitors and provides basic support to field operations and information reports (SITREPS) to the Police Chief, Emergency Operations Executive, the University PIO and the police group as appropriate. A Local Emergency may or may not be proclaimed. Off-duty personnel may be recalled.

Level Two – EOC Activation (Partial)

Level Two activation may be a moderate to severe emergency/disaster wherein local University resources are not adequate and mutual aid may be required with the Ventura County Operational Area, a regional or even statewide basis. Key management level personnel from the principally involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC is activated. Off-duty personnel may be recalled. A campus or Local Emergency will be proclaimed, and a State of Emergency may be proclaimed. The Chancellor's Office is notified of the incident.

Level One- EOC Activation (Full)

Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. The emergency extends past the scope of normal operations, requires coordination across more than one department, affects multiple University buildings or facilities, or the incident affects a substantial portion of the University population. A University, Local Emergency and/or a State of Emergency 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. The Chancellor's Office is notified.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

The University Disaster/Emergency Operations Team (including emergency/disaster response and recovery) will be directed by the University Chief of Police who serves as the EOC Director. The EOC Director is responsible to the CSU Chancellor's Office and the CSU Office of Risk Management. The EOC Director (CSU Channel Islands Police Chief) is responsible for implementing the Emergency Operations Plan (EOP).

The **EOC Director** is supported by the **Emergency Operations Center Team** and has overall responsibility for:

- Organizing, staffing, and operating the Emergency Operations Center (EOC).
- Implementing communications and notification systems.
- Providing information and guidance internally and externally.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations to support field operations.
- Obtaining support for the University and providing support to other jurisdictions if 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 CSU Office of Risk management and the Ventura County Operational Area.

During a **Level 2 and 3** Emergency, the following campus notifications will take place:

- University Police Department
- Emergency Management and Business Continuity (if applicable)
- Environmental Health & Safety (if applicable)
- Risk Management
- Facilities Services
- Affected Vice President offices
- Campus state and auxiliary departments (if applicable)

The CSU Channel Islands Emergency/Disaster Organization Matrix is contained in **Chart 1**.

Ventura County Operational Area (See Chart 2).

If the Ventura County Operational Area is activated, then the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Director, and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by the University. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal OES Mutual Aid Region One.

CSU Channel Islands requests all mutual aid including fire and law through the Chancellor's Office, then the Ventura County EOC. The Ventura County EOC may request assistance from public works, emergency managers or other mutual aid through regular channels (See **Chart 3**). Fire mutual aid and Law Enforcement mutual aid is coordinated through the designated Regional Fire and Law Enforcement Coordinators.

Reporting to the Ventura County Operational Area, the CSU Chancellor's Office, and the City of Camarillo

These reports and notifications include:

- Activation of the University EOC
- Proclamation of a Local Emergency (**See Local and State Proclamations in the Management Support Documentation**)
- University Status Reports (SITREPS)
- Initial Damage Estimates

Mutual Aid Region Emergency Management

CSU Channel Islands is within California OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

State Emergency Management

The Governor, through California OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The California OES Secretary, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

CSU CHANNEL ISLANDS EMERGENCY OPERATIONS CENTER (EOC)

Ojai Hall 1986. Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the University. An EOC is a location from which centralized disaster/emergency management can be performed during an emergency. The level of EOC staffing will vary with the specific disaster/emergency.

The following functions are performed in the CSU Channel Islands EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, The Chancellor's Office, various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to disaster/emergency operations

- Continuing analysis and evaluation of all data pertaining to disaster/emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the disaster/emergency
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Ventura County Operational Area
- Providing emergency information and services to the public and media networking
- Providing damage assessment reports to the Chancellor's Office and Ventura County EOC.

EOC LOCATION AND DESCRIPTION

The University's primary EOC is in Ojai Hall. The alternate EOC is located at the CSU Channel Islands Police Department in Placer Hall. In the event neither the primary nor the secondary EOC is available, the University has arrangements with City of Camarillo to use their EOC, if available.

The University EOC totals **1149 square feet** and includes the Policy, Management, Operations, Resource/Logistics, Planning, and Finance sections. An amateur radio area is in the Emergency Operations Trailer, as well as satellite phones and hot spots.

The primary generator is located at Facilities Services near the paint shop and holds 10,000 gallons of fuel. Emergency power for Placer Hall is provided by a diesel generator. The emergency fuel reserve holds 400 gallons and can run 3-5 days. Fuel is provided by Facilities Services. Power will provide for lighting panels, selected wall circuits, telephones, and radios. On-site services include kitchen, bathrooms, food, and water supply.

An alternate EOC is activated only during an earthquake or major disaster when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority is transferred from the primary EOC to an alternate EOC when necessary, by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC are like those of the primary EOC. Auxiliary Communications Services have a complete communications center at the alternate EOC.

DISPLAYS

Because the EOCs major purpose is gathering and sharing information for coordinated emergency response, command and status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions occurred, what resources are available, and to track the damage on campus resulting from the emergency. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts,

boards, and materials are stored in the University EOC located in Ojai Hall and the Police Department. The EOC Carts and monitors are also stored in Ojai Hall.

A Significant Events Log (ICS 214 Form) should be compiled for the duration of the emergency. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

COMMUNICATIONS

Communications provided in the EOC include telephone, Hot Spots, satellite phone (In the EOC Trailer) cellular phone, fax, computers, amateur radio, two-way radio, DLAN and VEOCI.

Communication facilities will be continuously staffed during disasters/emergencies, either by Call Experts off campus or University staff. The Resource/Logistics Section is responsible for communications.

EOC MANAGEMENT

The primary and alternate EOC facility management is the responsibility of the Police Department or Police Chief and includes maintaining the operational readiness of the primary and alternate EOCs.

Emergency Notification procedures are found in the **Appendix (Restricted Use)**.

The EOC Director will have the primary responsibility for ensuring that the University President, Chancellor's Office, and the CSU Office of Risk Management is informed of the situation and will bring all major policy issues to the Emergency Operations Group for review and decision.

CSU CHANNEL ISLANDS EOC ACTIVATION POLICY

The University EOC in **Ojai Hall 1986** activates when field response need support, a campus wide perspective is needed, or multi-departments/agencies need to coordinate. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

EOC set up procedures are found in the **Appendix – EOC Set-Up Procedures (Restricted Use)**.

The Office of the Chancellor should be notified when the University's EOC is activated.

When to Activate:

- On the order of the Campus President or Chief of Police, provided that the existence or threatened existence of a campus or Local Emergency has been proclaimed;
- When the Governor has proclaimed a State of Emergency in an area which includes CSU Channel Islands;
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act (**See Local and State Proclamations in the Management Support Documentation**).

- By a Presidential Declaration of a National Emergency.
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation.
- Immediately following an emergency of such magnitude that mitigation will require a large commitment of resources from two or more University Departments over an extended time period.
- Upon recognition that the University has suffered serious and critical damage because of fire, earthquake, flood, nuclear attack, major hazardous materials release, civil disobedience, act of terrorism, or other disaster, where University Campus workforce has been seriously impacted.

Who Can Activate:

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

- University President
- Vice-President, Finance and Administration
- Chief of Police
- Watch Commander
- Emergency Manager

How to Activate:

- EOC Director or designee will direct either a “Level One, Two or Level Three” EOC Activation. (**See Appendix, EOC Notification List**)
- EOC Director or designee will designate personnel to set up the EOC.
- During the notification, the emergency/disaster situation will be described.

EMPLOYEE RESPONSE:

All exempt and non-exempt employees must be prepared to report to the EOC if requested, provided they are physically able to do so. All university employees are designated as **Disaster Service Workers** (DSW) during an incident. If the telephone system has failed and no other means of communication is available, then designated employees shall report to EOC, if in their judgment, the emergency requires their assistance. Faculty and staff may also be alerted to the emergency by the campus CI Alert and possibly by county VC Alert. Additionally, employees are encouraged to listen to the radio, as the University will utilize the designated Emergency Alert System (EAS) radio station for Ventura County (KVEN, 1450 AM) to broadcast information relative to university staff.

Virtual EOC

At any level of activation, the EOC Operations Team may activate virtually. Virtual activation will utilize a conference call line zoom or Teams, which will be provided by the Emergency Manager at time of notification.

The EOC Operations Team may also utilize cloud-based software for managing communications and coordinating activities between teams during crisis and emergency situations.

Deactivation

The EOC Operations Team is deactivated at the discretion of the EOC Director. Deactivation occurs when normal operations can resume at affected sites or when the incident has been managed accordingly and can be returned to the direct control of those at the incident site. Notification of deactivation is issued over any open operational communication method.

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 a Demobilization Unit, or the Emergency Manager, to ensure procedures are followed. The VC Operational Area, and CSU Chancellor's Office will be notified when the EOC deactivation is complete.

CSU CHANNEL ISLANDS EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences or advance notice of events that may impact the health and safety of the public and/or environment. Heightened awareness is desired.	Alert/Three	Designated staff members. The EOC will not be activated.
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One/Two	EOC Director Other Designees Note: May be limited to Minimal Operations Center activation.
Severe Weather Issuances (see Operations Support Documentation -NWS)		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director Section Chiefs/Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major city or regional emergency-multiple departments with heavy resource involvement		
Earthquake with damage on campus or adjacent cities/county.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

**SECTION 1, CHART 1
CSU CHANNEL ISLANDS EOC ORGANIZATION TABLE**

EMERGENCY OPERATIONS CENTER (EOC) ROLES AND DESIGNEES

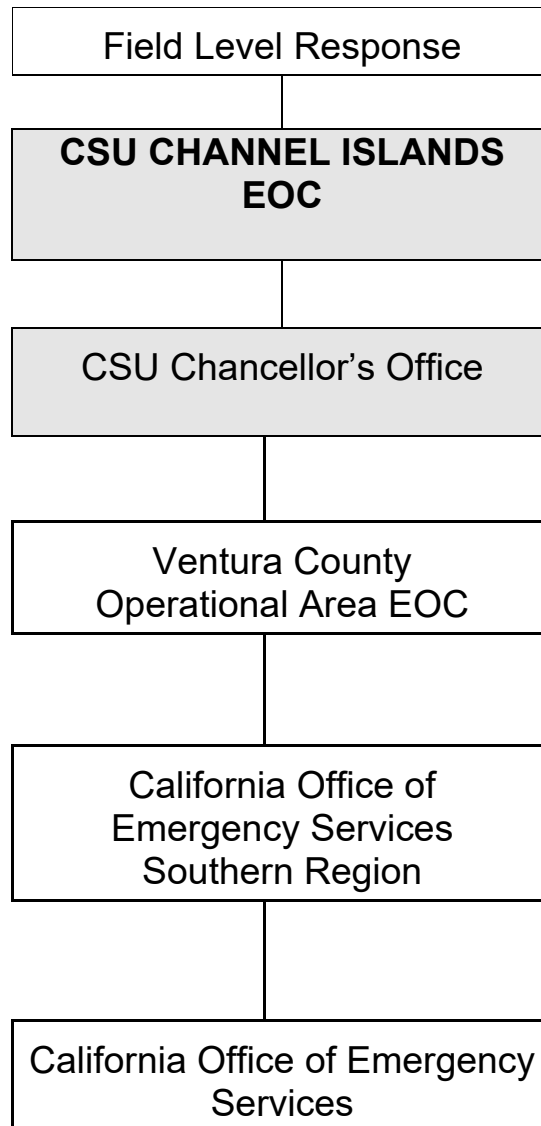
EOC Role	Primary	Alternate
Policy Group		
Policy Group	President and Cabinet Members	Designees
Command Staff		
EOC Director	Chief of Police	Emergency Manager or designee
EOC Coordinator	Emergency Manager	Emergency Manager or Designee assigned by the Chief of Police
Incident Commander	Chief of Police	Lieutenant, Police
PIO	AVP for University Communication	Interim Director of University Communication
Safety Officer	Environmental Health & Safety Director	Health and Safety Manager
Liaison Officer	Director, Government & Community Relations	
General Staff		
Planning & Intelligence Section Chief	AVP Facilities Services	Executive Director HR
Operations Section Chief	Director. Facilities Services	Police Lt.
Logistics Section Chief	Asst. Director Logistical Services	BFA Administrative Manager
Finance/Admin Section Chief	AVP Finance & Administrative Services	Director of Budget and Finance

See EOC Team Roster for Roles and Assignments in the Appendix.

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Section 1, Chart 2

CSU CHANNEL ISLANDS COORDINATION CHART



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SECTION FIVE CONTINUITY OF GOVERNMENT/UNIVERSITY OPERATIONS

PURPOSE

A major disaster or national security emergency could result in the death or injury of key University officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and University operations. University operations at all levels are responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations.

RESPONSIBILITIES

The University President 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 own 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.

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

PRESERVATION OF THE UNIVERSITY SYSTEM

The California Government Code Section 8643(b) and the Constitution of California provide the authority for the University, state, and local government to reconstitute itself in the event incumbents are unable to serve.

Article 15 of the California Emergency Services Act (CESA, 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.

The CESA provides for the preservation of the University system in the event of a peacetime or national security emergency.

LINES OF SUCCESSION FOR UNIVERSITY OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

A successor to the position of EOC Director is appointed by the University President. The succession occurs:

- Should the Director be unavailable or unable to serve, the positions listed below, in order, shall function as the EOC Director.

- 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.

First Alternate: Chief of Police
Second Alternate: University Vice President of Finance and Administration
Third Alternate: Director of Risk Management
Fourth Alternate: Emergency Manager

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

See Lines of Succession List for University departments at the end of this Section.

LINES OF SUCCESSION

SERVICE/DEPARTMENT

TITLE/POSITION

University President
(EOC Director)

1. University President
2. Vice-President, Finance & Administration
3. Chief of Police

Police

1. Chief of Police
2. Operations Lieutenant
3. Administration Lieutenant

Office of Risk Management

1. Director, Risk Management
2. Construction Coordinator/Inspector
3. Landscape Superintendent

Facilities Services

1. Director, FS

Finance

1. AVP BFA Finance Administration
2. Budget & Finance Manager
3. Payroll Specialist

Utility Services

1. Director, CI Power
2. Sustainability and Energy Director

SERVICE/DEPARTMENT**TITLE/POSITION**

Human Resources

1. Associate Director Human Resources
2. Manager of HR Operations

Student Housing/Student Affairs

1. VP Student Affairs
2. Director of Enrollment

PRESERVATION OF VITAL RECORDS

In CSU System, Human resources and the Registrar's Office are responsible for the preservation of vital records.

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day University operations. To assist in the records reconstruction period following a disaster, proactive measures must be taken to protect essential records.

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

- **Protect and preserve the rights and interests of individuals.** Examples include student transcripts, business records, personnel records, student patient records, Hazardous Materials Business Plan, and criminal record information.
- **Conduct emergency response and recovery operations.** Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps and the location of emergency supplies and equipment.
- **Business Continuity Plans.** Included in this group are financial records, payroll records, purchase orders and departmental or campus-wide continuity plans.
- **Education Data Records.** Examples include faculty and staff research, journal articles, grant material, and examination grades.

Please refer to the Appendix Section of this Plan (a restricted use document) to see where vital records of CSU Channel Islands are routinely stored.

SECTION SIX MUTUAL AID

INTRODUCTION

Mutual Aid is designed to ensure that adequate resources, facilities, and other support are provided to the University 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 Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties, incorporated cities and California State Universities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each University 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 the University in emergencies. It is the responsibility of the University to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers (EMMA). In addition to the Mutual Aid agreements that are in place within the State of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with 50 other states in a nationwide mutual aid system.

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, Universities, local governments, operational areas, regions and state with the intent 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 statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through University systems, local government and other jurisdictions, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states via the Emergency Management Assistance Compact.

MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered one through five have been established within California. CSU Channel Islands is within Region One which is divided into two Regions for Law Enforcement Mutual Aid – Regions One and Region One A. Each mutual aid region consists of designated counties. Region One is in the OES Southern Region. **See Chart 3 and 4.**

MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the University, 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 University, operational area, Chancellor's Office, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected University or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When a campus EOC is activated, CSU Agency Representatives (AREP) should be at the operational area EOC to facilitate coordination and information flow to/from the campus.
- When an OES regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be 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 AND PRIVATE AGENCIES

Volunteer agencies 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. Some volunteer agencies such as the American Red Cross, Salvation Army, United Way, Radio Amateur Civil Emergency Services, Disaster Assistance Response Teams, the Ventura County Transportation Commission (VCTC) and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies 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 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 within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental and other University EOCs. In some areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental, University 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, the University System and inter-jurisdictional mutual aid will be coordinated with the Chancellor's Office and at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, the University should provide incoming mutual aid forces with portable radios having local frequencies.
- The University will make mutual aid requests through CSU Chancellor's Office and the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services. Requests should specify, at a minimum:
 - Number and type of personnel needed.
 - Type and amount of equipment needed.
 - Reporting time and location.
 - Authority to whom forces should report.
 - Access routes.
 - Estimated duration of operations.
 - Risks and hazards.

All mutual aid requests will be made on the Mission/Request Tasking Form. This form is in **Part Two, Logistics Support Documentation**.

AUTHORITIES AND REFERENCES

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

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Fire Assistance Agreement 2002-2006
- California Law Enforcement Mutual Aid Plan
- Emergency Management Assistance Compact
- CSU System Emergency Management Mutual Aid Agreement 2020
- 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 SYSTEM FLOW CHART
Mutual Aid System Concept:
General Flow of Requests and Resources

MUTUAL AID CONCEPT:
Flow of Resource Requests

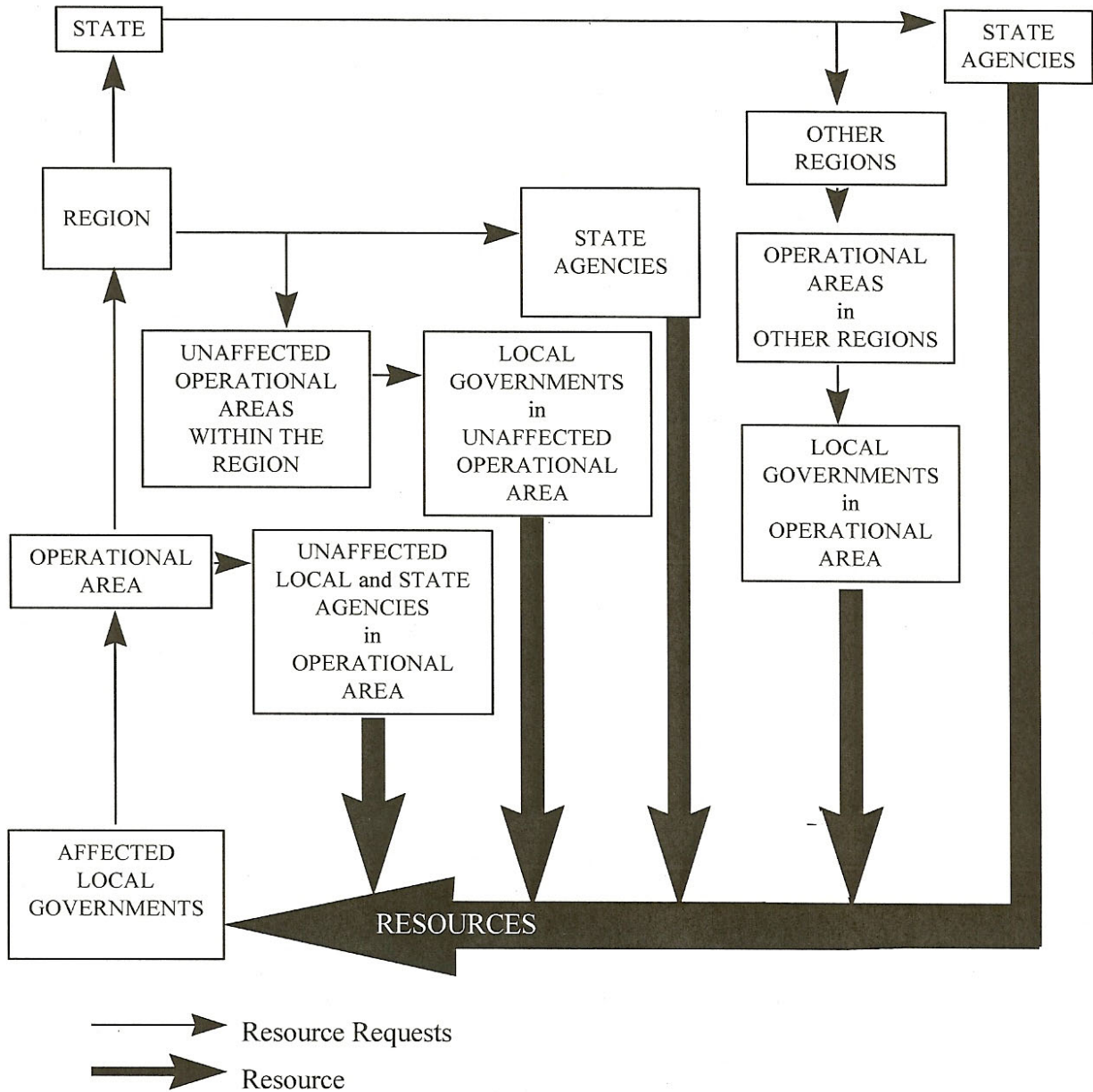
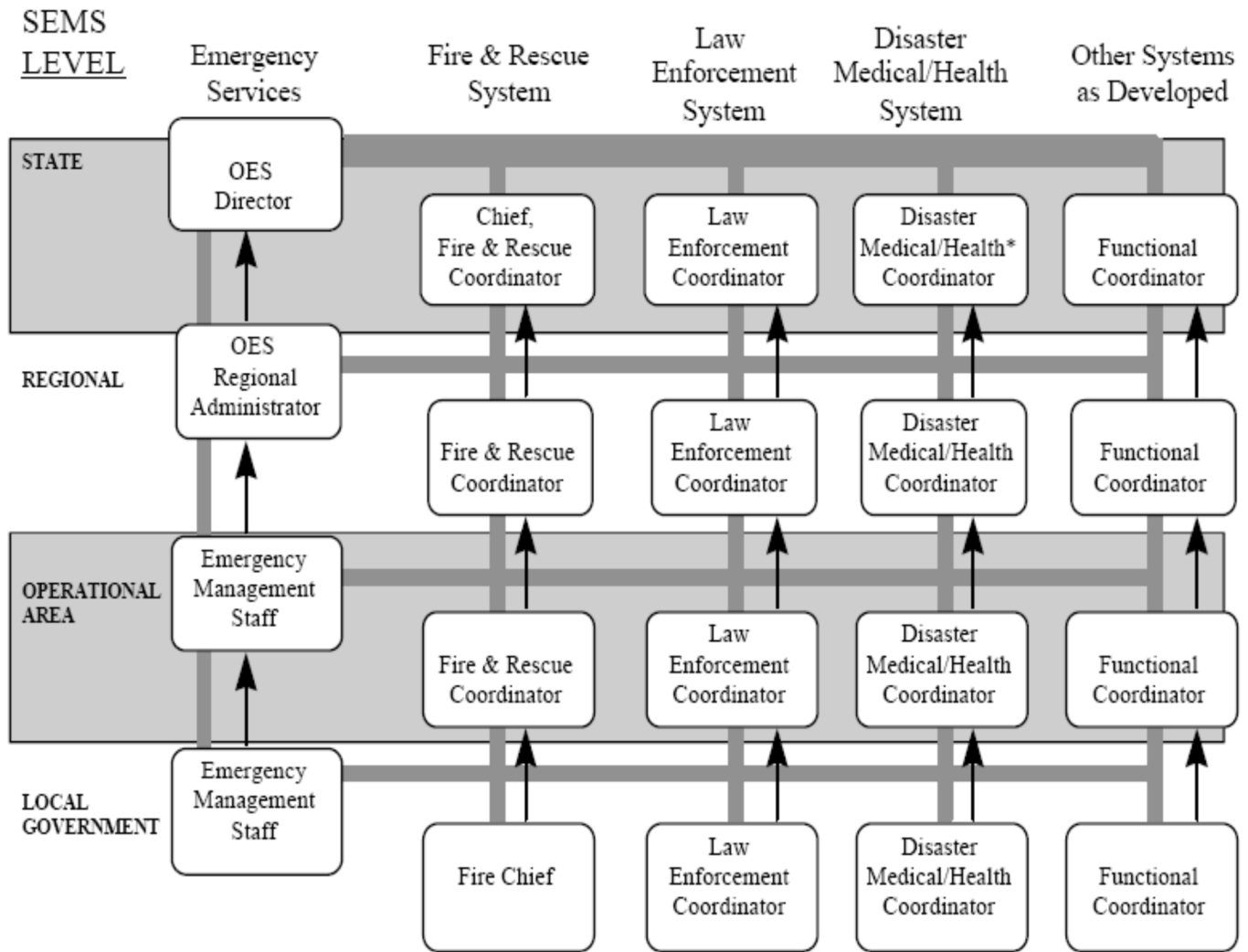


CHART 2 MUTUAL AID COORNINATORS FLOW CHART

MUTUAL AID CHANNELS: Discipline Specific Mutual Aid Systems



* Includes Mental Health Mutual Aid System



Resource Requests



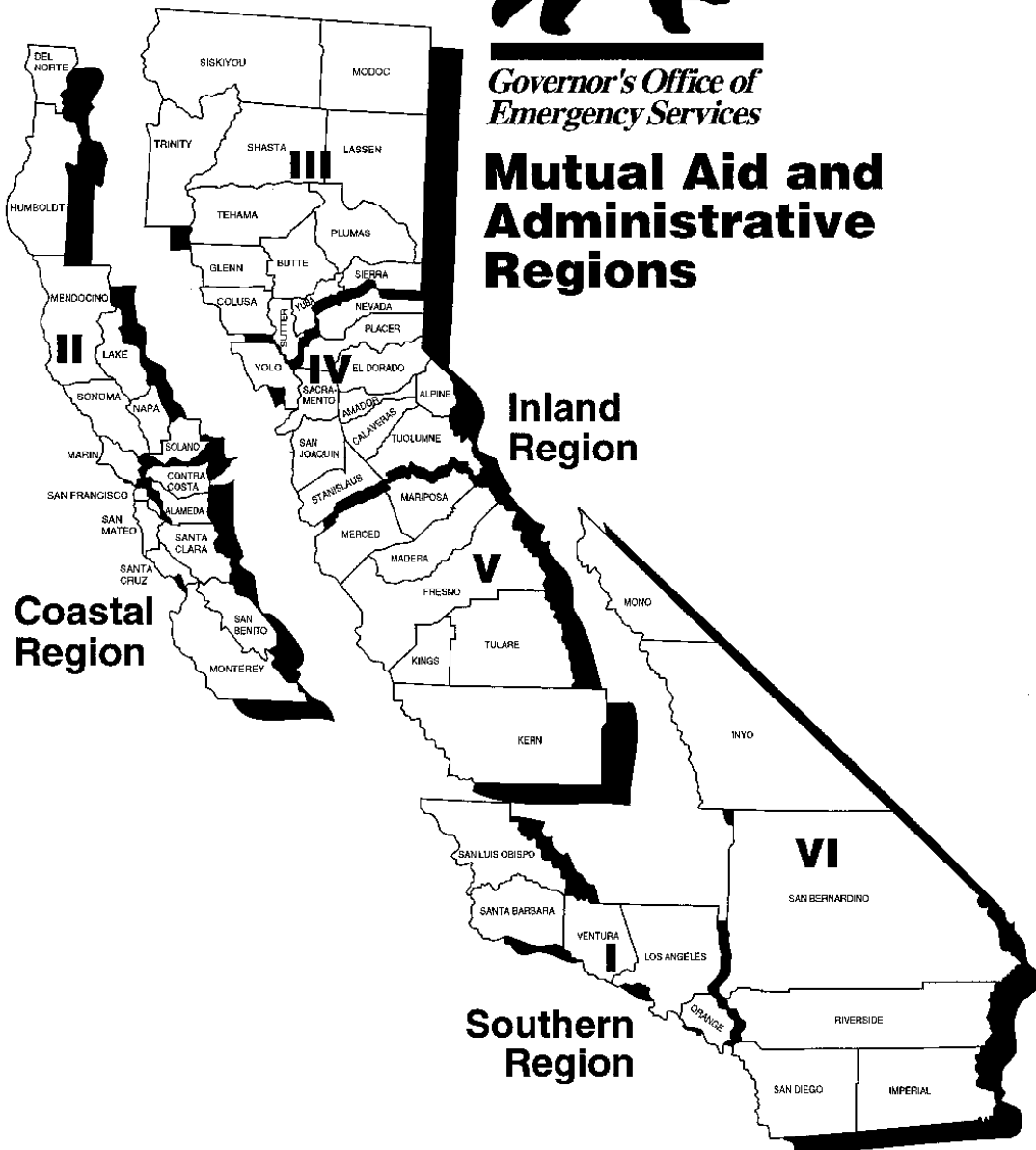
Information Flow and Coordination

CHART 3 STATE MUTUAL AID REGION MAP



*Governor's Office of
Emergency Services*

Mutual Aid and Administrative Regions



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SECTION SEVEN AUTHORITIES AND REFERENCES

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. **(For more information on Proclamations see Local and State Proclamations in the Management Support Documentation).**

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 the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime.

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 (NRF) establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan specifies how the federal government coordinates with the University, state, local and tribal governments and the private sector to respond to Incidents of National Significance (incidents requiring the Department of Homeland Security [DHS] coordination). The NRP 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)
- EO 13347 Individuals with Disabilities in Emergency preparedness.
- 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, OES, 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)

Local/University Authorities

- California State University System Executive Order 1013
- California State University Executive Order 1056 related to the Emergency Management Program.
- Memorandum, Delegation of Authority, President Richard Rush, 04/08/10.
- CSU Channel Islands Facilities Services Emergency Preparedness Plan.
- Water Agency Response Network (WARN), 1996 Omnibus Mutual Aid Agreement, August 17, 1997
- Ventura County Ordinance No. 2538 pertaining to public emergency adopted, 2011
- Ventura County Operational Area Organization Agreement adopted November 21, 1995
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995
- Ventura County Hazardous Material Area Plan

- Ventura County Multi-Hazard Functional Plan adopted 2020
- Ventura County Hazard Mitigation Plan, 2020

REFERENCES

Federal

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Plan: U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State

- California (OES) Disaster Assistance Procedure Manual
- California Emergency Plan
- California (OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California (OES) State Emergency Plan (SEP) – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan)

SECTION EIGHT THREAT SUMMARY FOR CSU CHANNEL ISLANDS

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the University's Safety Element in the University's General Plan. (January 2010) 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.

CSU Channel Islands is in the unincorporated portion of Southern Ventura County at the eastern edge of the Oxnard Plain and the western flank of the Santa Monica Mountains. The campus is 1.5 miles south of the City of Camarillo, northeast of the intersection of Lewis and Potrero Roads and east of the Calleguas Creek. North of the Regional Park is agricultural land. To the east, land is characterized by steep mountain terrain. The Camrosa Water District Wastewater Treatment facility is located west of the main campus. A 28-megawatt cogeneration facility (Channel Islands power) is located west of the main campus. Lewis Road and California State Highway 101 provide major road access to CSU Channel Islands.

On a typical day, the campus provides services to approximately 5,000 students and 300 faculty members. There are approximately 800 students living on campus and 1200 residents living in University Glen, a housing development 300 yards from the main campus and the University Town Center.

Fire protection service is provided by the Ventura County Fire Department. The nearest fire station is located at the Camarillo Airport at Las Posas and Pleasant Valley roads.

The nearest hospital is St. John's Pleasant Valley located in the City of Camarillo.

Law enforcement services are provided by the CSU Channel Islands Police Department with headquarters located inside Placer Hall. Dispatch is provided by the CSU Channel Islands Police department.

CI Power is located on the west side of Potrero Road on the University Campus. The plant uses natural gas to make steam and electricity to provide heating and cooling energy to the campus. Gas pipelines are located within the boundaries of the plant both below and above ground. The main gas valve is located within the boundaries of the facility and is owned by the Southern California Gas Company (So Cal Gas).

Physical Plant services are provided by the CSU Channel Islands Facilities Services with headquarters inside Arroyo hall. Physical Plant Equipment is located at the Ironwood Hall shops.

The Carden Pre-School is located on the CSU Channel Islands campus.

There are several private businesses on campus who lease space from CSU Channel Islands.

- An earthquake could impact either segments of or the total population.
- The University has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials sites as well as transportation accidents, and pipeline ruptures, Pesticide drift and pandemic.
- A portion 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.
- A transportation incident such as a major air crash or trucking incidents could impact areas within and bordering the University.
- A civil unrest incident could impact areas within the University.
- The entire Ventura County basin is considered as a risk area for a nuclear event or act of terrorism; therefore, both sheltering, and evacuation should be considered. Neither the University nor the County of Ventura County 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, **(Grand Salon with assistance from the Ventura County Human Services Agency (HAS))** and information will be provided to the public as the University no longer maintains fallout shelters.

The University has its own police department but relies on the Ventura County Sheriff and the California Highway Patrol for law enforcement resources. The university requests the Ventura County Fire Department fire services. The University also relies on local volunteer organizations such as the Auxiliary Communication Services (ACS) for assistance in emergency communications and other necessary emergency services.

University faculty and staff have been designated to coordinate all SEMS/NIMS functions. During the response phase, the University's EOC is the coordination and communication point with access to the Ventura County Operational Area.

The campus evacuation maps are located on the Emergency Management web page.

The following threat assessments identify and summarize the hazards which could impact CSU Channel Islands.

Threat Assessment 1	Major Earthquake	
	Attachment 1	Fault Map
	Attachment 2	Liquefaction Map
	Attachment 3	Modified Mercalli Scale
Threat Assessment 2	Flooding/Mudslide	
	Attachment 1	Potential Flooding Hazard Map
Threat Assessment 3	High Wind Events	

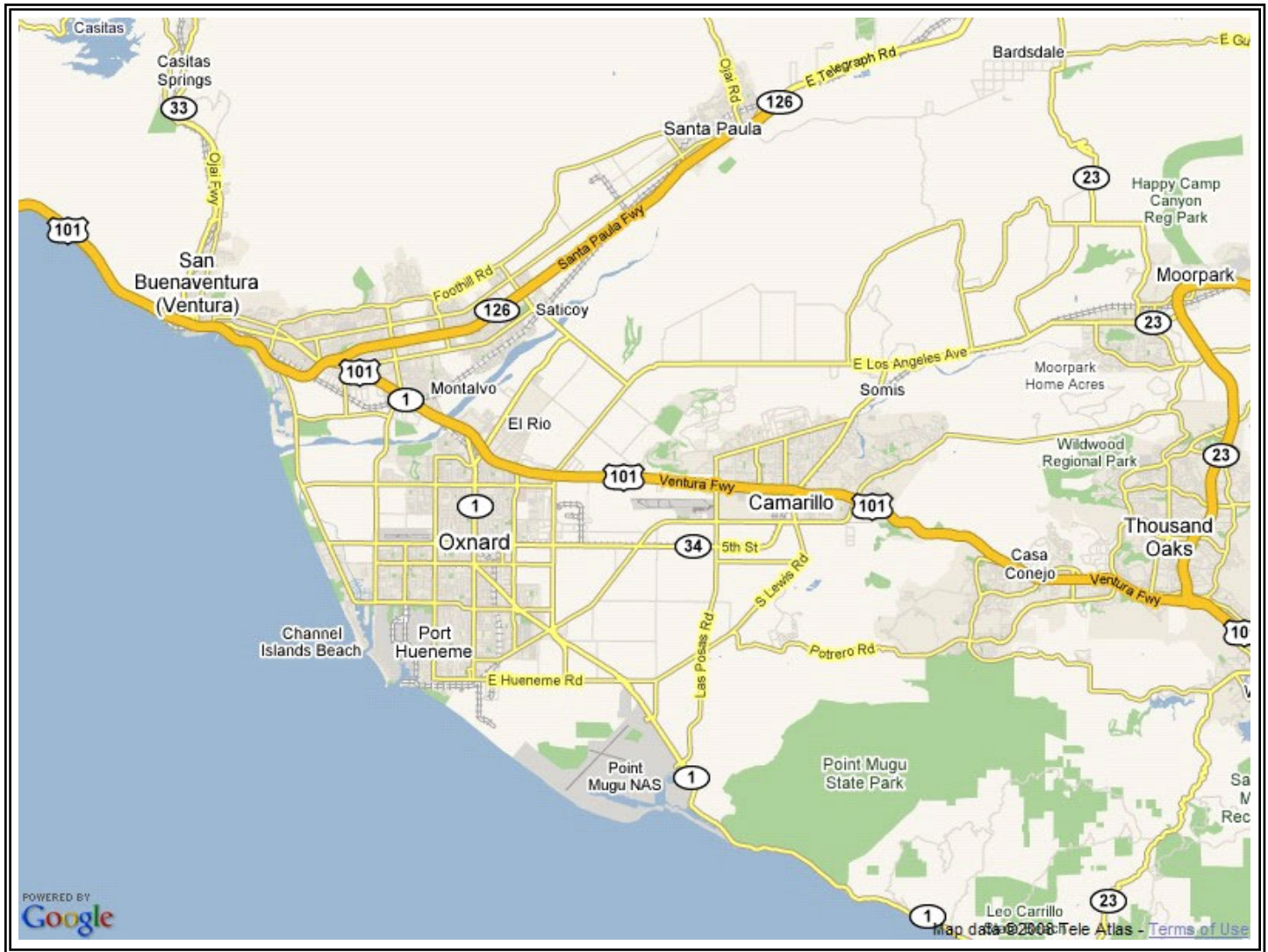
Threat Assessment 4	Wildfire
Threat Assessment 5	Liquefaction
Threat Assessment 6	Pesticide Drift
Threat Assessment 7	Power Outage
Threat Assessment 8	Food and Water Shortages
Threat Assessment 9	Pandemic or Public Health issues
Threat Assessment 10	Airplane Crash
Threat Assessment 11	Natural Gas Pipeline Emergency
Threat Assessment 12	Hazardous Materials Release
Threat Assessment 13	Civil Unrest
Threat Assessment 14	Active Shooter on Campus
Threat Assessment 15	Terrorism
Threat Assessment 16	Bomb Threat
Threat Assessment 17	Dam Failure

CSU CHANNEL ISLANDS MAP



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MAP - ADJACENT JURISDICTIONS



THREAT ASSESSMENT 1 MAJOR EARTHQUAKE

GENERAL SITUATION

CSU Channel Islands is in the vicinity of several known active and potentially active earthquake faults including the San Andreas, Oakridge Fault, Simi Fault, Malibu Coast Fault, San Cayetano Fault, Santa Ynez Fault and Santa Susanna Fault (see **Attachment 1, map**). New faults within the region are continuously being discovered. Scientists have identified almost 100 faults in the Ventura County area known to be capable of a magnitude 6.0 or greater earthquake.

Recent reports from scientists of the U.S. Geological Survey and the Southern California Earthquake Center say that the Ventura County Area could expect one earthquake every year of magnitude 6.0 or more for the foreseeable future.

A major earthquake occurring in or near the University may cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of the waterways and dams. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the individual jurisdiction, Ventura County Operational Area and the State of California Emergency Services. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the State and Federal governments.

CSU Channel Islands may be significantly impacted by an earthquake due to the high number of unreinforced masonry buildings. Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas downwind from hazardous material releases. Many families would be separated, particularly if the earthquake should occur during working hours, and a personal inquiry or locator system would be essential. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

The economic impact on the University from a major earthquake would be considerable in terms of serious damage and/or outage of computer facilities.

SPECIFIC SITUATION

The potential hazards that the University may face in an earthquake include the following:

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and the resultant damages are 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.

Liquefaction

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction (see **Attachment 2**). Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. Areas having the highest relative liquefaction potential are based primarily upon alluvial areas having ground water depths less than about 30 feet and, under some conditions, up to 50 feet. Pleasant Valley, Santa Rosa Valley and the Oxnard Plain has a high ground water table.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES

Communications

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day. Considering the expected situation, emergency planners should not plan on the use of telephone systems for the first few days after the event. **If available the university will utilize satellite phone and cloud internet for communications. Call experts is the off-site communication tool used in emergencies.**

Ham and 2-way radios are effective tools and will be utilized if needed.

Dam and Flood Control Channels

Because of the current design and construction practices and ongoing programs of review and modification, catastrophic dam failure is considered unlikely. Many flood control channels are expected to suffer damage.

Electrical Power

CSU Channel Islands and University Glen are supported by single and separate electrical supply lines serviced by Southern California Edison. The loss of these supply lines will create a significant disruption in services as redundant electrical supply services, in the form of generators is not always available. Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to

representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

Fire Operations

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none. First response from fire personnel is expected to be assessment of the area to establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

Highways and Bridges

Damage to freeway systems is expected to be major. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways will be blocked due to collapsed overpasses. Many surface streets in the older central business districts will be blocked by debris from buildings, falling electrical wires and pavement damage.

Natural Gas

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage. **CSU Channel Islands has only one distribution line coming into the campus. This line is owned by Southern California Gas Company.**

Sanitation Systems

The Oxnard Regional Wastewater Treatment Plant, operated by the City of Oxnard, could be out of service from 1 to 6 months depending on the damage caused by the severity of intensity and liquefaction. There is a limited daily volume of storage available in the waste water treatment plant; if the treatment plant cannot be restored before storage is exceeded, the waste water will require discharge without treatment to the ocean.

Overflow of sewage through manholes can be expected due to breakage in mains and loss of power. As a result, there may be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters. Many house sewer connections will break and plug.

Water Supply

The University's primary source of potable water is obtained from the Camrosa Water District, several large water tanks on campus and the United Water Conservation District (UWCD). UWCD is located on the Oxnard Plain in the El Rio area, so the proximity of this source of groundwater makes it more likely that water service to the University will be restored more quickly following the event. Significant damages to the UWCD transmission mains are expected, but repairs should be completed within one week. The UWCD has natural gas and diesel emergency power generation capability to operate water production facilities if Edison power is not available.

State water supplied to the University via the Calleguas Municipal Water District (CMWD) is considered supplemental water and is not a reliable source following the event. The CMWD obtains its water from the Metropolitan Water District of Southern California (MWD), through two mountain tunnels that are expected to be damaged and not available for use. Additionally, two of the three major State water aqueducts serving MWD are expected to be out of service from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates that the imported water supply into Ventura County will be unreliable and not available during the time needed to repair the aqueducts and the tunnels.

The University water distribution system maybe damaged at numerous locations following the event. Water main repairs will be made by University personnel or contractor within two days to restore the function of the distribution system. Some customers may be without water for up to three days. Water availability and distribution for needed immediate life support, to treat the sick and injured and for fire suppression activities is of major concern to the University.

The damage to reservoirs used by UWCD, CMWD, and may be significant and take weeks or months to repair.

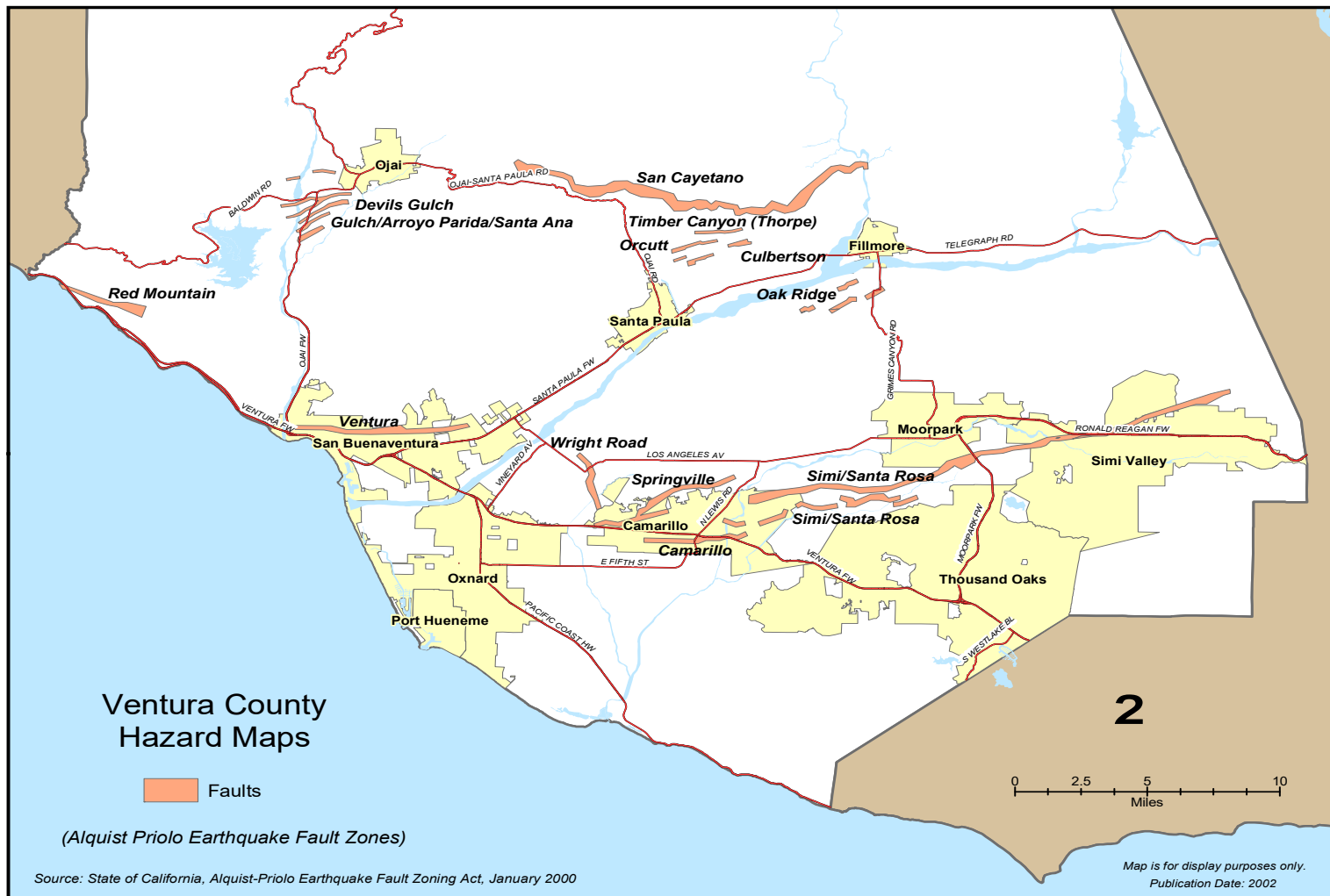
EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

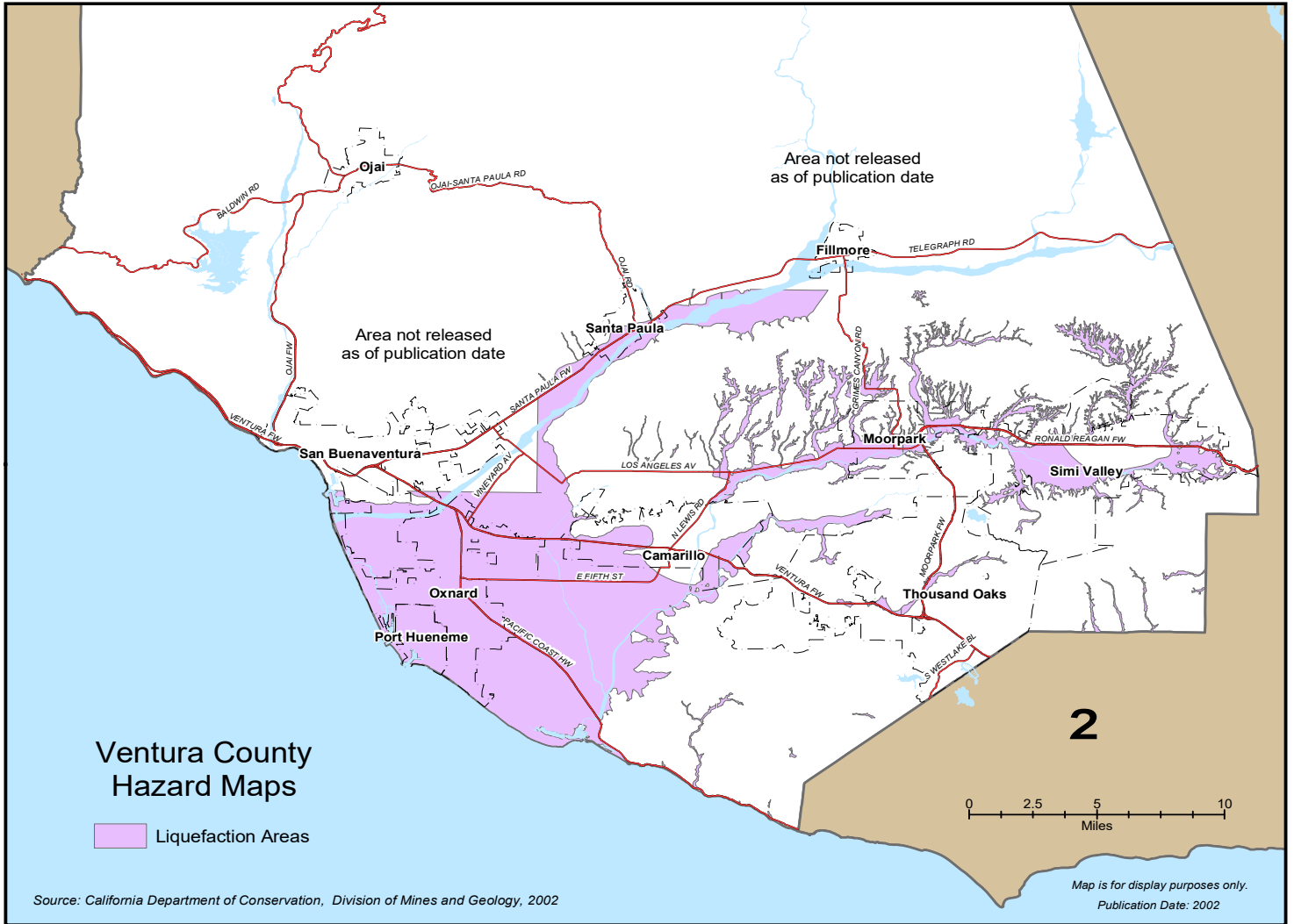
Attachments:

- 1 - Fault Map
- 2 - Liquefaction Potential
- 3 - Modified Mercalli Intensity Scale

ATTACHMENT 1, THREAT SUMMARY 1 EARTHQUAKE FAULT MAP



ATTACHMENT 2, THREAT SUMMARY 1 LIQUEFACTION POTENTIAL



ATTACHMENT 3, THREAT SUMMARY 1 MODIFIED MERCALLI INTENSITY SCALE

- I** Not felt. Marginal and long-period effects of large earthquakes.
- II** Felt by persons at rest, on upper floors, or favorably placed.
- III** Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
- IV** Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
- V** Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
- VI** Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware break. Knickknacks, books, etc., fall off shelves. Pictures fall off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
- VII** Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also non braced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII** Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
- IX** General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames cracked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alleviated areas, sand and mud ejected, earthquake fountains, sand craters.
- X** Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
- XI** Rails bent greatly. Underground pipelines completely out of service.
- XII** Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Definition of Masonry A, B, C, D:

Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

THREAT ASSESSMENT 2 FLOODING/MUDSLIDE

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, 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.

Landslides are caused by disturbances in the natural stability of a slope. They can accompany heavy rains or follow droughts, earthquakes, or volcanic eruptions. Mudslides develop when water rapidly accumulates in the ground and results in a surge of water-saturated rock, earth, and debris. Mudslides usually start on steep slopes and can be activated by natural disasters. Areas where wildfires or human modification of the land have destroyed vegetation on slopes are particularly vulnerable to landslides during and after heavy rains.

SPECIFIC SITUATION

At CSU Channel Islands, potential flood hazards may result from overflow of natural watercourses and man-made drainage systems due to excessive and unusual storm runoff. The storm drainage and flood control system within the University generally consists of surface drainage with limited storm drains. Calleguas Creek and Long Grade creek flow adjacent to the University property and have caused some flooding problems in the past. Extreme precipitation can develop without adequate warning. Flash flooding can impact areas on campus and University Glen. Recent wildfires and erosion destroyed vegetation and left areas around the campus vulnerable to mudslides during and after heavy rains.

EMERGENCY READINESS STAGES

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

Stage I (Watch Stage)

Light to Moderate rain. All field units (Facilities Services, Police, Fire Departments, etc.) are to review their procedures for flood incidents.

Stage II

Moderate to heavy rain expected for the next four to six hours. Public Information on location of sandbags, sand and flood clean-up kits to be prepared and distributed to appropriate departments.

Stage III

Continuation of heavy rain over next 6 to 12 hours. Identified risk areas should be closed to traffic. Public information to be distributed to residents and businesses in affected areas by all available field units.

Stage IV

Threat to private property and persons. Areas should be evacuated that pose a safety or health hazard.

EVACUATION ROUTES

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

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

Attachment 1 - Flood Hazard Map

THREAT ASSESSMENT 3 HIGH WIND EMERGENCY

GENERAL SITUATION

Violent Santa Ana windstorms are probable during late summer, fall and early winter months. These windstorms can result in downed trees and power lines and poles. This can result in a major power outage and the campus will require evacuation.

SPECIFIC SITUATION

In the event of a High Wind Emergency, student and faculty will receive emergency notification by the police department. Instructions will be given at that time. Southern California Edison (SCE) will be notified to service any damaged power poles and downed power lines.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 4 WILDFIRE

GENERAL SITUATION

In general, wildfire hazard exists in the vegetated hillsides and canyon areas. The University is susceptible to a wildfire threat due to the mountainous areas adjacent to campus during late summer and fall that are full of brush fuel. Special efforts like clearing brush around the campus are made during fire season to mitigate wildfire threats. Urban fires can result from several causes, including arson, carelessness, home or industrial accidents, electrical storm, or from ignorance of proper safety procedures.

A moderate to extreme brush fire hazard exists in the Camarillo Hills, north of the city. The threat is especially great because of the number of houses interspersed within the brush areas. The threat is elevated during years of drought. The brush fire hazard is usually seasonal with the greatest potential danger existing from June to November. During these months the brush and grass (primary fuels) are dry and there is the potential for low humidity and strong east or northeast Santa Ana winds. Most of the hillside areas across Calleguas Creek are in an Extreme Fire Hazard Zone. It has been many years since the area between Calleguas Creek and Santa Rosa Road has burned. Most of the area east of Santa Rosa Road and south of the Highway 101 has burned at various times in the past.

The Camarillo Springs area abuts the hazard zones near the Conejo Mountains. The only vital services located in the hazard zone within the City of Camarillo and the University are Southern California Edison power lines. There are other secondary effects resulting from fire. Public utilities will be strained by fires; water supplies will be depleted; power lines may be disabled; phone systems disrupted. Flood control facilities may be severely burdened by the increased run-off from denuded hillsides and resulting debris that washes into drainage channels.

SPECIFIC SITUATION

Fire protection services are currently provided by the Ventura County Fire Protection District (VCFPD) and Cal Fire. The district maintains one fire station located at the Camarillo Airport. Additional fire protection equipment and staffing is available from the 29 additional fire stations, and the adjacent City of Camarillo and the U.S. Naval Construction Battalion Center in Port Hueneme.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 5 LIQUEFACTION

GENERAL SITUATION

The potential for liquefaction depends on both the susceptibility of a deposit to liquefy and the opportunity for ground shaking to exceed a specified threshold level required for liquefaction to occur. Liquefaction susceptibility is the relative resistance of a deposit to loss of strength when subjected to strong ground shaking. Loss of soil strength as a result of liquefaction during an earthquake can result in ground failures at the earth's surface. These failures, including localized ground settlement and lateral spreading, can cause significant property damage. Physical properties of surficial deposits govern the degree of resistance to liquefaction during an earthquake. These properties include sediment grain-size distribution, density, cementation, saturation, and depth. Sediments that lack resistance (susceptible deposits) commonly include saturated, sandy young deposits. Sediments resistant to liquefaction include older deposits that are dry or sufficiently dense.

Historic and geologic evidence of large earthquakes in Ventura County, and evidence of past liquefaction during these earthquakes, demonstrates that the opportunity exists to produce liquefaction in susceptible sediments in Ventura County. Liquefaction occurs over widespread areas during long-duration, strong ground motion generally exceeding 0.15 g peak ground acceleration (PGA). These ground motions typically are produced by large-magnitude earthquakes, exceeding magnitude (Mw) 6.5. Given the widespread occurrence of active faults in Ventura County, we anticipate that virtually all parts of the County likely could be exposed to long duration ground shaking strong enough to produce liquefaction in the foreseeable future. Major fault zones capable of producing large earthquakes in or near the study area include the Oak Ridge fault, the Simi-Santa Rosa fault system, the Santa Ynez fault, the Red Mountain fault, the Santa Susana fault, and the San Andreas Fault.

A transition from solid state to a liquefied state has been identified as a possibility for the CSU Channel Islands campus in the event of an earthquake. Liquefaction can decrease the ability of soil deposits to support foundations for buildings and bridges. See Part One page 58.

SPECIFIC SITUATION

A transition from solid state to a liquefied state has been identified as a possibility for the CSU Channel Islands campus in the event of an earthquake. Liquefaction can decrease the ability of soil deposits to support foundations for buildings and bridges. See Part One page 58.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 6 PESTICIDE SPRAY/DRIFT

GENERAL SITUATION

CSU Channel Islands property is adjacent to extensive agricultural lands. While the use of mitigation efforts designed to facilitate the use of the drift reducing application technologies and best management practices to minimize drift have been in place for some time the drift from spray and dust from pesticide applications can expose people to pesticide residues that can cause health and environmental effects and property.

SPECIFIC SITUATION

Fire protection services are currently provided by the Ventura County Fire Protection District (VCFPD).

EMERGENCY RESPONSE ACTIONS

The California Agricultural Commission will be contacted for response.

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 7 POWER OUTAGE

GENERAL SITUATION

CSU Channel Islands and University Glen are supported by single and separate electrical supply lines serviced by SCE. The loss of these supply lines will create a significant disruption in services as generators are not always available. CI Power is owned by CSU Channel Islands and operated by the CSU Channel Islands Site Authority through an agreement with NAES. The facility supplies electricity and steam to the University for the operation of its equipment/facility and supplies surplus electricity to SCE. **The cogeneration Plant is located at 1947 West Potrero Road, Camarillo, California.**

SPECIFIC SITUATION

It will take approximately 2-45 minutes for a response from SCE. Assume that all staff and faculty should continue to work unless they must be released from duty. Generally, most classes will continue during daylight hours. If it is not safe to continue classes, the campus may close.

- Faculty and students are encouraged to keep a flashlight accessible to them.
- Know how to locate the closest exit.
- Know your primary Rally Point outside of your building.
- Know where the Emergency Assembly Point you and your colleagues and friends plan to meet.

All vital equipment, records, experiments, and hazardous materials should be secured if it is safe to do so. Chemicals should be stored their original or marked containers. If this is not possible students and faculty should evacuate the area and communicate hazards to the University Police.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 8 FOOD AND WATER SHORTAGE

GENERAL SITUATION

A shortage of food and water supplies could threaten the welfare of the residents of CSU Channel Islands and University Glen due to the campus' remote location. The dependency upon off-campus sources can become a problem when normal deliveries are interrupted.

SPECIFIC SITUATION

A major emergency or disaster could hinder the welfare of the faculty, staff, students and residents of CSU Channel Islands. Measures must be taken to ensure the population on campus has adequate food and water supplies in the event of a disaster. The Ventura County Office of Emergency Services has a warehouse in Camarillo with a supply of water and MRE's. There are other non-profit organizations in Ventura County that could assist the University with food emergencies.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 9

PANDEMIC/PUBLIC HEALTH EMERGENCY

GENERAL SITUATION

Public health emergencies can take many forms—disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, biological, radiological, nuclear or explosive agents (CBRNE), and large-scale infestations of disease carrying insects or rodents.

Public health emergencies can occur as primary events by themselves, or they may be secondary to another disaster or emergency, such as flood, or hazardous material incident. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. Public health emergencies can be worldwide or localized in scope and magnitude.

Two public health hazards have recently emerged as issues of great concern, with far reaching consequences. One pertains to the intentional release of a CBRNE agent, as a terrorist act of sabotage to adversely impact many people. For more information on biochemical terrorism see Threat Assessment – Terrorism. The second hazard concerns a deadly outbreak (COVID-19) that could kill or sicken thousands of people across the county or around the globe, as in the case of the Spanish Flu epidemic of 1918-1919. The University updated the Communicable Disease Plan in 2020 as a result of COVID-19. That plan is an annex to the EOP and is located on the CSUCI Emergency Preparedness webpage.

PANDEMIC

A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, can cause serious illness, and can sweep across the country and around the world in very short time.

Pandemic phases:

Inter-pandemic Period

Phase 1: No new influenza virus subtypes have been detected in humans and virus subtypes circulating in animals pose little or no risk to humans.

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

Phase 3: Human infection with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

Phase 4: Cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5: Large cluster(s) in which human-to-human spread is less localized, suggesting that the virus is becoming increasingly better adapted to humans.

Pandemic Period

Phase 6: Sustained human-to-human transmission outside the United States.

Phase 7: Sustained human-to-human transmission within the geographic boundaries of the United States.

Phase 8: Sustained human-to-human transmission within a bordering County(s) of Ventura County.

Phase 9: Sustained human-to-human transmission within Ventura County.³

SPECIFIC SITUATION

Compared to other natural infectious health threats, pandemic flu has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, the potential consequences of pandemic flu in Ventura County require special actions for public health preparedness.

An epidemic disease could threaten the welfare of the CSU Channel Islands population due to the proximity of classroom, lab and office activities.

The essential components of the Ventura County Public Health Influenza Response Plan are:

- Surveillance
- Case Investigation
- Communication
- Antiviral Management
- Vaccine Management
- Emergency Response

Should Ventura County be impacted by a Public Health Emergency, Ventura County Public Health along with the County's other response and supporting agencies, area hospitals, schools and businesses will partner in the implementation of the Ventura County Influenza Response Plan.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**. Refer to CSU Channel Islands Pandemic Flu Plan Annex for specific information.

³ Ventura County Public Health Influenza Plan, 2008

THREAT ASSESSMENT 10 TRANSPORTATION: MAJOR AIR CRASH

GENERAL SITUATION

A major air crash that occurs in a heavily populated University campus and/or 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 resulting 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 effect 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.

The skies above Camarillo are heavily occupied by aircraft originating and departing from several airports located in Southern California including Los Angeles International Airport, Burbank Bob Hope Airport, Oxnard Airport, Santa Barbara Airport, the Naval Air Weapons Station Point Mugu and the Camarillo Airport. The Camarillo Airport is a tower-controlled facility and is designated as general aviation for use by private aircraft along with charter, agricultural and government flights. The airport is located within the city, just south of and parallel to the Ventura Freeway (US Hwy 101). Camarillo Airport is operated by Ventura County Department of Airports.

Pt. Mugu Naval Air Station has various planes flying throughout the day 7 days a week. These planes include cargo, recon, and fighter jets to name a few. It is also the home of the Pt. Mugu air show. In October 2014 a fighter plane crashed west of the campus and shut down nearby roads. 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.

SPECIFIC SITUATION

Increasingly heavy air traffic over the greater Los Angeles metropolitan area and the Naval Air Base at Point Mugu, the Naval Construction Battalion Center and Air National Guard are constant reminders of the possibility of aircraft accidents in the City Camarillo and the boundaries of CSU Channel Islands.

The Ventura County Airports at Oxnard and Camarillo are very active. Aircraft crashes may occur anywhere within the jurisdiction, therefore residential areas, business districts, and industrial areas are all equally in jeopardy. The closest airports to CSU Channel Islands which handle the greatest amount of air traffic are as follows:

The **Los Angeles International Airport (LAX)**- It is the fourth busiest airport in the world and has experienced a four percent air traffic growth rate. Planes arrive and depart at a rate of one per minute.

The **Van Nuys Airport**, located in the heart of the San Fernando Valley, is ranked as the world's busiest general aviation airport with averages of nearly one-half million takeoffs and landings annually.

The **Burbank Airport**-It is ranked 53rd busiest airport nationally in terms of air traffic that it handles and has experienced a 9.4 percent growth rate since 1993. Also, airport hours of operation are restricted to 7:00 AM to 10:00 PM.

The **Ventura County Airport at Oxnard**-is oriented toward general aviation.

The **Camarillo Airport** -is designated as a general aviation field for use by private aircraft along with charter, agricultural and government flying activities. An aircraft control tower has been installed in order to monitor flight patterns and to assist in safe flying activities.

The Naval Air Station at Point Mugu - is a federal installation. The Navy is currently in the process of updating its Accident Prevention zone mapping for the Point Mugu facility.

The Uniform Aircraft Financial Responsibility Act (Section 24230, and all the Public Utilities Code, State of California, added by Chapter 1452 of Statute in 1968) makes it a duty of the Chief of Police to report any aircraft accident which occurs within his or her jurisdiction. This duty to report applies to aircraft accidents in which there is an injury or death resulting from or in which property damage is sustained in excess of \$400.00. The Chief of Police shall notify the Business and Transportation Agency, Department of Aeronautics, in writing, immediately, but not later than 48 hours. The Watch Commander or Senior Officer will assure that such written report is completed by the officers assigned by the investigation. The classification of such report will be a C&I report under the heading "Incident Involving Aircraft" and either "crash" or "forced landing".

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 11 NATURAL GAS PIPELINE EMERGENCY

GENERAL SITUATION

Recent events such as the San Bruno, California pipeline explosion have shown that although pipelines are generally the safest methods of transporting hazardous chemicals, they are not fail safe. Pipeline product releases, whether in the form of a slow leak or violent rupture, are a risk in any community with pipelines running through it.

Pipeline incidents could pose a threat to the University, faculty, staff, students, visitors and residents as well as buildings and the surrounding environment. The incident may be caused by or occur during another emergency such as earthquake, flood, excavation or pressure burst.

SPECIFIC SITUATION

CSU Channel Islands has one building sitting on top of a pipeline system consisting of one natural gas transmission line owned by Southern California Gas Company (SCGC) that enters the campus from the northwest area. Surrounding the campus are two main distribution pipelines owned by SCGC. The University main gas valve that services the campus is located at the north end of CI Power and a meter located at the north end of the Power House.

On a typical day, the campus provides services to approximately 5,000 students and 300 faculty members. There are approximately 1200 students living on campus and 1200 residents living at University Glen. Based on the proximity of gas pipelines to campus buildings, student housing and University Glen housing, the identification of gas pipeline placement and hazards on campus is imperative.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

See also Gas Pipeline Emergency Response Plan Annex

THREAT ASSESSMENT 12 HAZARDOUS MATERIALS RELEASE

GENERAL SITUATION

A hazardous materials incident may be caused by or occur during another emergency such as flooding, a major fire or earthquake. A major transportation hazardous materials incident may require the evacuation of University faculty, staff, students and residents from the campus. It may also be due to an accident in a lab on campus.

SPECIFIC SITUATION

Hazardous materials are commonly stored, used transported and manufactured at the University. While companies from neighboring jurisdictions are not subject to reporting their inventory, a release or spill may impact the University community. CI Power is one such entity that stores and manufactures hazardous materials. Ammonia is also stored in and near the campus. An accidental release of hazardous materials could pose a threat to the University and environment.

The primary objective of every hazardous materials response is to protect the people at risk. This includes faculty, staff, students, residents and visitors on the University campus and in the immediate area of the release or projected plume. Evacuation is the recognized standard for population protection; however, recent research indicates shelter-in-place should be considered as a better alternative for many hazardous materials incidents.

Most hazardous materials incidents are managed prior to becoming emergencies. The Ventura County Fire Protection District responds to all hazardous materials calls within the City of Camarillo and the campus and maintains a hazardous materials (HAZMAT) response team specially trained and equipped to respond to emergencies involving potentially hazardous materials.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan. See also CI Power Emergency Response Plan Annex, Hazardous Materials and the CSU Channel Islands Chemical Emergency Plan Annex.**

THREAT ASSESSMENT 13 TERRORISM

GENERAL SITUATION

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large.

Terrorism is defined as the use of fear for intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties, or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There may be multiple events (i.e., one event to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated
- Before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.
- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the

- incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.
- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
 - Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
 - The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
 - There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
 - Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
 - Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
 - Specialized State and local response capabilities may be overwhelmed.

TERRORISM HAZARDS

Terrorism hazards may be WMD (including conventional explosives, secondary devices, and combined hazards) or other means of attack (including low-tech devices and delivery, attacks on infrastructure, and cyber terrorism).

WMD Hazard Agents

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

Chemical

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

Table 1. General Indicators of Possible Chemical Agent Use

Stated Threat to Release a Chemical Agent
Unusual Occurrence of Dead or Dying Animals <ul style="list-style-type: none"> • For example, lack of insects, dead birds
Unexplained Casualties <ul style="list-style-type: none"> • Multiple victims • Surge of similar 911 calls • Serious illnesses • Nausea, disorientation, difficulty breathing, or convulsions • Definite casualty patterns
Unusual Liquid, Spray, Vapor, or Powder <ul style="list-style-type: none"> • Droplets, oily film • Unexplained odor • Low-lying clouds/fog unrelated to weather
Suspicious Devices, Packages, or Letters <ul style="list-style-type: none"> • Unusual metal debris • Abandoned spray devices • Unexplained munitions

Biological

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

Table 2. General Indicators of Possible Biological Agent Use

Stated Threat to Release a Biological Agent
Unusual Occurrence of Dead or Dying Animals
Unusual Casualties <ul style="list-style-type: none"> • Unusual illness for region/area • Definite pattern inconsistent with natural disease
Unusual Liquid, Spray, Vapor, or Powder <ul style="list-style-type: none"> • Spraying; suspicious devices, packages, or letters

Nuclear/Radiological

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use

Stated Threat to Deploy a Nuclear or Radiological Device
Presence of Nuclear or Radiological Equipment <ul style="list-style-type: none"> • Spent fuel canisters or nuclear transport vehicles
Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties

Conventional Explosives and Secondary Devices

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

Combined Hazards

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

Other Terrorism Hazards

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.⁴ Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning

⁴ Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

Low-Tech Devices and Delivery

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

Infrastructure Attacks

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report, issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

Cyber Terrorism

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning. CSUCI IT department has a robust continuity plan and response plan in the event of a cyber-attack.

SPECIFIC SITUATION

CSU Channel Islands has developed a broad threat assessment of potential terrorist targets, threat elements and local response capabilities. This assessment is contained in a restricted use-planning document maintained by the Police Department. The information contained in this document will be used as necessary during a threat situation or actual event. However, following is a general overview of potential terrorist targets in Ventura County and specifically CSU Channel Islands:

- Facilities that store, manufacture or transport hazardous materials
- US Highway 101
- Telecommunications facilities
- Research Facilities
- Electrical Facilities and Power Plants
- Bridges and Overpasses

In 1998, Ventura County Sheriff's OES formed the Terrorism Working Group (TWG) in response to a growing concern about terrorism at the federal, state and local level. The mission of the TWG is to prepare Ventura County emergency response agencies to mitigate, plan, prepare and respond to any act or incident involving terrorism, working in coordination with agencies from all levels including local agencies within the Operational Area. CSU Channel Islands participates with this group.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards including Response to Bomb Threats, Policy 416 are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 14

NATIONAL SECURITY EMERGENCY

GENERAL SITUATION

As a result of the recent restructuring of the Soviet Union, the likelihood of nuclear war is significantly reduced. However, terrorist activities and radiological materials accidents are still likely. Terrorist activities could result in nuclear weapons being detonated.

The following is provided for information and planning purposes:

Air Burst

An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

Surface Burst

A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, under-water bursts and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas.

Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

Blast

When the weapon is detonated, a tremendous pressure is developed. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum which must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

NOTE: Over-pressure is rated in pounds per square inch (psi). Normal pressure at sea level is 14.7 pounds per square inch. Therefore, if the pressure is increased to 15.7 psi, the over-pressure would be 1 psi.

Thermal Radiation

Thermal radiation is a burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third-degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

Initial Radiation

Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

Fallout

Fallout is produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission produces and induced radioactive material from the weapon casing and debris that was pulled up into the fireball which returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

Electromagnetic Pulse (EMP)

EMP is intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000). Surface bursts typically produce significant EMP up to the 1 psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

SPECIFIC SITUATION

Although a nuclear war threat is unlikely there still exist other threats involving the transportation of nuclear devices and the threat of terrorism. Having a military facility and a deep-water port, transportation of nuclear devices occurs. Transportation of nuclear devices is based on the highest principles of safety and engineering. In all cases the various components are transported in special containers which are securely fastened to the transport vehicles and stringent safety measures have been designed to preclude any type of nuclear accident.

The threat of terrorism is addressed in Threat Assessment 13.

EMERGENCY RESPONSE ACTIONS

Response activities to the nuclear materials threat will consist of in-place protection measures, relocation and spontaneous evacuation.

The population at risk is 5,000. CSU Channel Islands has insufficient fallout shelter spaces for its students, faculty, staff and residents.

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 15 CIVIL UNREST

GENERAL SITUATION

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting, campus violence and fires can take place as a result of perceived or actual non-intervention by authorities.

SPECIFIC SITUATION

The entire University, consisting of the campus and its facilities, residential and CI Power is vulnerable to the effects of civil unrest.

In the event of civil unrest in a jurisdiction or on campus and the incident overwhelms campus capacity to respond, the campus will contact the VC Sheriff's Office and the Chancellor's Office for mutual aid assistance.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 16 ACTIVE SHOOTER ON CAMPUS

GENERAL SITUATION

There is no greater priority for the CSU Channel Islands campus than the safety and security of faculty, staff, students, visitors and residents. As a result of increased tragic campus shootings across the nation, California has altered our collective awareness of the adequacy of security at the nation's Universities and Colleges.

SPECIFIC SITUATION

The University has been actively preparing and training to respond to an "active Shooter" event since well before Virginia Tech. University Police train for such an incident through extensive tactical firearms and active shooter training exercises, often in conjunction with other law enforcement agencies. The University has established interoperable radio communications capability with local mutual aid agencies. Campus-wide educational awareness programs and procedures on how to respond to an active shooter, shelter in place and/or evacuate procedures have been incorporated into emergency plans. The University has a mass emergency notification system in place.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to an Active Shooter Hazard are presented in the Rapid Response and Deployment Policy 424 for Campus Violence is included in the **Checklist Actions of Part Two of this plan.**

THREAT ASSESSMENT 17 DAM FAILURE

GENERAL SITUATION

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rock fill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics. The earth-rock fill type dam will fail gradually due to erosion of the breach. A flood wave will build gradually to a peak and then decline until the reservoir is empty. In addition to the above characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach its maximum distance of inundation), or the ability to notify persons downstream and their ability to evacuate.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

SPECIFIC SITUATION

The Bard Reservoir and Pyramid Dam, an earth-rock fill type dam, could have a significant impact on the City of Camarillo and campus. According to information and inundation maps filed with Cal OES by Calleguas Municipal Water District, the Dams have 8 sub drains beneath the dam and spillway. Distance downstream of the Dam is approximately 38 miles. In a worst-case scenario, floodwaters would travel the approximate 18.3-mile distance from the dam to the City in about 3 hours, 14-minutes. Floodwaters would reach, and could crest the bridge at Calleguas Creek and Upland Road, at a depth of about 17.3-ft. Beyond Upland Road, water would spread out through Calleguas Creek with a corresponding decrease in depth. Portions of Highway 101 (Ventura Freeway) could also

be impacted, albeit at shallower depths. Floodwaters would be expected to reach Pleasant Valley Road, approximately 20.6 miles from Bard Lake, in 3 hours, 53-minutes after failure of the dam.

In the event of a failure of the Pyramid Dam, or flooding caused by large runoff if no slowing or intervention of the flood is made, the floodwaters will reach Camarillo in approximately 6 hours. Flooding stays west of Spanish Hills and inundates the western margin of Camarillo Airport. The Casa Del Norte Mobile Home Community may also potentially be affected. Failure of this dam during a catastrophic event, such as a severe earthquake, is considered a very unlikely event. Due to the method of construction of these dams, they have performed well in earthquakes; and failure is not expected to occur. However, for purposes of emergency preparedness, areas expected to be inundated, should failure occur, are shown in **Attachment 1, Dam Inundation Map**.

EVACUATION ROUTES

Pertinent information that relates to evacuation operations are included in Part Two, Operations Section.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

Attachment:

1. Dam Inundation Map

LIST OF ACRONYMS AND ABBREVIATIONS

AC	Area Command
ACS	Auxiliary Communication Services
ADA	Americans with Disabilities Act
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ATSDR	Agency for Toxic Substances and Disease Registry
C of S	Chief of Staff
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
California OES	California Emergency Management Agency
CALWAS	California Warning System
CAO	Chief Administrative Office(r)
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear and or High-Yield Explosive
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDA	California Natural Disaster Assistance Act
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CDL	Community Disaster Loan
CDRG	Catastrophic Disaster Response Group
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEPEC	California Earthquake Prediction Evaluation Council
CEPPO	Chemical Emergency Preparedness and Prevention Office
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CI	Channel Islands
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CSU	California State University
DA	Damage Assessment
DAC	Disaster Application Center

DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DEST	Disaster Emergency Support Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMIS	Disaster Management Information System
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOI	Department of Interior
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DP	Disaster Preparedness
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DWR	California Department of Water Resources
EAS	Emergency Alert System
ED	United States Department of Education
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMIS	Emergency Management Information System
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMPG	Emergency Management Performance Grant
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPIC	Emergency Public Information Center
ERT	Emergency Response Team
ERT	Evidence Response Team (FBI)
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator

ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FRMAC	Federal Radiological Monitoring and Assessment Center
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HazMit	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HHS	Department of Health and Human Services
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IA	Individual Assistance
IAEM	International Association of Emergency Managers
IA/O	Individual Assistance/Officer
IACG	Inter Agency Coordinating Group
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IFG	Individual and Family Grant Program (State of California program)

IFGP	Individual and Family Grant Program
IG	Inspector General
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LFA	Lead Federal Agency
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MC	Mobilization Center
MHFP	Multihazard Functional Planning
MMRS	Metropolitan Medical Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCS	National Communications System
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NEP	National Exercise Program
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NGO	Non Government Organization
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NICC	National Interagency Coordinating Center, National Infrastructure Coordination Center
NIFCC	National Interagency Fire Coordination Center
NIMS	National Incident Management System
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NOC	National Operations Center
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRCS	Natural Resources Conservation Service

NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSSE	National Special Security Event
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDH	Packaged Disaster Hospital
PFO	Principal Federal Officer
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
POC	Point of Contact
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PUC	California Public Utilities Commission
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RAP	Radiological Assistance Program
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RM	Radiological Monitor
RO	Radiological Officer
ROC	Regional Operations Center
RRCC	Regional Response Coordinating Center
RRT	Regional Response Team

RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAC	Special Agent in Charge
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCE	Southern California Edison
SCO	State Coordinating Officer
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SFLEO	Senior Federal Law Enforcement Officer
SFO	Senior Federal Officer
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SIOC	Strategic Information and Operations Center
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TEWG	Terrorism Early Warning Group
TH	Temporary Housing
TSCA	Toxic Substances Control Act
TWG	Terrorism Working Group
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

A

Advance Element of the Emergency Response Team (ERT-A): The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potentially hazardous areas for on-site inspections.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

AMBER Plan: A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information, contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Attention Signal: The two tone 853 /960 Hertz tone now shortened to eight seconds that was the old EBS signal that activated decoders and alerted the public to stand by for emergency information.

Auxiliary Communications Services (ACS): Formerly known as RACES, is an emergency services organization designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Available Resources: Incident-based resources which are available for immediate assignment.

B

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or

other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

California Emergency Council: The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. CCP is now referred to as Field Treatment Site.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Catastrophic Disaster Response Group (CDRG): The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-

makers in their respective parent organizations to facilitate decisions on problems and policy issues.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in location at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that require Law enforcement intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

CLERS: California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run off the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

CLETS: California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. Command may also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may

also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Community Right-to-Know: Legislation requiring the communicating of chemical formation to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Complex: Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Computerized Hazard Identification Program (CHIP): Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the National Response Plan.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, it's probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for the selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as

relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

Designation: The action by the Associate Director, SLPD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Preparedness Improvement Grant Program (DPIG): Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Welfare Inquiry (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when

the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

EDIS: Emergency Digital Information Service. The "government wireless service" provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [www.edis.ca.gov]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired. EDIS is also a key system to reinforce and support the LA County AMBER Plan.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (EOC Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

ENN: The Emergency News Network. A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as NASA does with its NASA Mission Control.

EOM: The End of Message FSK “digital” signal sent at the end of an EAS message that tells EAS decoders an alert sequence has ended. Without an EOM, decoders will not return to the normal program mode for a two-minute time out period.

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emergency Response Personnel: Personnel involved with an agency’s response to an emergency.

EOC Action Plan: The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA): the government unit, a part of FEMA that administers the National Flood Insurance Program.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance

applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

Federal Coordinating Officer (FCO) - (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations, Title 44, Part 205.

Federal On-Scene Commander (OSC) - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

Field Coordination Center: A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

FIPS Code: Federal Information Processing Identifier. It is a unique five-digit number for every county, borough, parish or census district in the US and its possessions.

Flood Hazard Boundary Map (FHBM): the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk

premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and Finance/Administration Section Chief

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. The act provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: (See Chain of Command)

Homeland Security Advisory System (HSAS): HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide a "comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The Actions taken by resources which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Integrated Emergency Management System (IEMS): Is the strategy for implementing emergency management activities which builds upon those functions common to preparedness for any type of occurrence and provides for special requirements of individual emergency situations. IEMS seeks function based plan annexes that can be adapted to varied hazard events.

Intermediate-Term Prediction: A prediction of an earthquake that is expected within a period of a few weeks to a few years.

J

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., law enforcement, health department, etc.) (See Multi-Jurisdiction)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

Landing Zone: (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

LECC: Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y).

Local Government Advisory Committee (LGAC): Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

Logistics Section: One of the five primary functions found at all SEMS levels. It is the Section responsible for providing facilities, services and materials for the incident or at an EOC.

Long-Term Prediction: A prediction of an earthquake that is expected within a few years up to a few decades.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal.

The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Management.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

Multi-purpose Staging Area (MSA): A pre-designated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of California OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

N

National Emergency Training Center (NETC): FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

National Infrastructure Coordination Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Response Plan (NRP): The federal plan to be used when responding to Incidents of National Significance.

National Interagency Coordination Center (NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation located in Boise, ID.

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

O

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Plan: As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: Provides coordination for emergency management and incident response activities before a potential incident. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as

deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radio Amateur Civil Emergency Services (RACES): RACES is now referred to as Auxiliary Communications Services (ACS). An emergency services organization designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer: (RO) An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at California OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Relocates: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

S

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident; it includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 miles.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

Alert--Three days to a few weeks

Imminent Alert--Now to three days

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, and State.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Agency: Any department, division, independent establishment, or agency of executive branch of the state government.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Stay-Put: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan; e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Team: (See Single Resource.)

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tort: An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Management.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Urban Fire: Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

W

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.