



CAL POLY

**EMERGENCY
OPERATIONS
PLAN**

2023

Department of Emergency Management
1 Grand Avenue
San Luis Obispo • California • 93407

ACKNOWLEDGEMENTS

We would like to acknowledge contributions from the following California Polytechnic State University (Cal Poly) divisions and units, organizations, and partners:

Cal Poly divisions and units, Organizations, Partners

Administration and Finance	University Housing
Student Affairs	Office of University Diversity and Inclusion
Cal Poly Police Department	Cal Poly Disability Resource Center
Facilities Management and Development	County Office of Emergency Services
Campus Health and Wellbeing	Sheriff's Office
Human Resources	Fire Departments
Agricultural Operations	Emergency Medical Services
Transportation and Parking Services	Hospitals
University Communications and Marketing	County Public Health
Information Technology Services	County Mental Health
University Housing	American Red Cross
University Legal Counsel	California Highway Patrol
Associated Students Incorporated	California Governor's Office of Emergency Services
Cal Poly Corporation	CALTRANS
Strategic Business Services	

ACKNOWLEDGEMENTS

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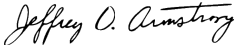
PROMULGATION

The preservation of life, property, and the environment is of the utmost importance of the California Polytechnic State University San Luis Obispo (Cal Poly) Administration and Public Safety. While no plan can completely prevent all contingencies, reasonable plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Cal Poly Department of Emergency Management has prepared this Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) compliant Emergency Operations Plan to ensure the most effective and efficient allocation of resources for the maximum benefit and protection of the campus community and all visitors during times of emergency.

This plan continues to cultivate the Whole Community process, utilizes shared governance, and establishes the campus emergency roles and responsibilities, processes, specifies policies and general procedures, and provides for planning information for the various potential hazards that may impact our campus.

The Cal Poly Office of the President, Administration and Finance Division, and Department of Emergency Management give their full support to this plan.



Jeffrey Armstrong
President
California Polytechnic State University

05/02/2023

Date

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APPROVAL AND IMPLEMENTATION

This Cal Poly Emergency Operations Plan (EOP) was prepared by the Cal Poly Department of Emergency Management to develop, implement, and maintain a multi-hazard response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities.

This plan shall apply to all Cal Poly personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, this EOP may be applied to any university-sponsored events, whether on or off campus, and all public or private university sanctioned activities.

The Cal Poly Executive Director of Public Safety and Emergency Management has been delegated authority as the campus emergency executive and shall be responsible for plan oversight and coordination with applicable stakeholders. All changes to this EOP must be approved by the Executive Director of Public Safety and Emergency Management and noted in the Record of Change. This EOP is based on the “all-hazards” concept and plans for natural and manmade disasters and incidents. This plan is flexible in that part of the plan, or the entire plan may be activated based on the specific emergency and decision by Cal Poly’s senior leadership.


The Cal Poly Office of the President, Administration and Finance Division, and Department of Emergency Management give their full support to this plan. The Cal Poly EOP and its supporting contents are hereby approved, supersede all previous editions, and is effective immediately upon the signing by all signature authorities below.



Anthony J Knight
Executive Director of Public Safety
And Emergency Management

05/02/2023

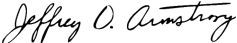
Date


Cynthia Vizcaíno Villa (May 2, 2023 13:44 PDT)

Cynthia Vizcaíno Villa
Senior Vice President
Administration and Finance Division

05/02/2023

Date



Jeffrey Armstrong
President
California Polytechnic State University

05/02/2023

Date

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RECORD OF CHANGE

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RECORD OF CHANGE

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PURPOSE, SCOPE, SITUATION OVERVIEW, AND
ASSUMPTIONS

PURPOSE

The purpose of this Plan is to outline the process on California Polytechnic State University San Luis Obispo’s (Cal Poly) campus for effectively managing emergency incidents, which can only be addressed by the collaboration and cooperation of different organizations on campus. Collaboration and coordination will be vital in certain emergency incidents in order to protect lives, property, the environment, and restore normal campus activities. This process differs from emergencies managed on a more regular basis by campus organizations and contractors like the Cal Poly Police Department and the City of San Luis Obispo Fire Department.

In order to alleviate unnecessary overlap of duties or allocation of resources, this Plan outlines the relevant roles and responsibilities of jurisdictions, agencies, and partners prior to, during, and after any emergency situation.

SCOPE

This Plan addresses preparedness, response, and recovery activities that affect the campus and applies to all campus organizations. The Plan also details partnerships with regional and local partners and their role in emergency response on the campus.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.

The overall objectives of this Plan are to:

- Mitigate adverse impacts of all emergencies by promoting collaboration and cooperation within, and beyond, the University.
- Outline coordination actions to be taken prior to, during, and after a significant campus emergency.
- Promote full campus coordination and establish common Essential Elements of Information (EEI) for any significant emergencies.
- Enhance situational awareness for all campus departments/organizations during potential or actual emergencies/disasters.

This Plan supports a whole-community approach; to effectively respond to significant emergencies, each stakeholder should understand not only its internal functions and capabilities, but also the capabilities of other stakeholders across Cal Poly, within the San Luis Obispo Operational Area (OA), and beyond.

SITUATION OVERVIEW

Geographic and Demographic Characteristics

California Polytechnic State University (Cal Poly) is located in the City of San Luis Obispo on California's Central Coast, midway between Los Angeles and San Francisco. The University was founded in 1901, and the campus now consists of 6,000 acres in a suburban setting. As a result of the unique and diverse mission of the University, the land is host to a variety of zoning areas, including high density housing, office buildings, educational and research facilities, recreational facilities, and agricultural land.

As of the Fall 2021 quarter, the University has 23,897 enrolled students, 1,473 faculty, and 1,670 staff, for a maximum of 24,399 people who may be on campus on any given weekday. Of those students, about 8,102 live in on campus housing.

As a result of its location and unique demographic situation, the University faces a number of threats from local and statewide hazards.

Natural hazards, including earthquakes, wildfires, floods, and mudslides are all a distinct possibility.

California is known as an earthquake-prone state, and the Central Coast is no exception. The area has a history of damaging earthquakes primarily associated with the San Andreas Fault. There are also other active and potentially active faults in the County, and it is impossible to know where or when the next earthquake is likely to strike.

The campus environment is also prone to yearly wildfires. The combination of available fuels, weather, and topography found in outlying areas of campus and areas surrounding campus, results in the University being confronted with a considerable hazardous wildfire risk. Though the surrounding areas are prone to wildfire, campus buildings are not at a higher risk than normal of a structure fire caused by a pre-existing wildfire.

Extreme weather events have historically impacted campus as well. Strong storms with heavy rain and high winds have caused flooding, mudslides, power outages, fallen trees, reservoir breaches, and could cause dam failure. Droughts have also impacted the state before and increase the chances of wildfires.

The University may also be affected by manmade disasters or accidents such as a hazardous materials release, localized fires, mudslides, a terrorist attack or mass casualty incident, or a nuclear power plant meltdown.

The threat of a major hazardous materials incident on campus would likely be from industrial/agricultural usage, a transportation accident along the railroad, or a natural gas or propane leak. A hazardous spill or release could present a significant threat to both the environment and the public health of students, faculty, staff and visitors. The most serious threat, one involving a railroad incident, is difficult to mitigate. There is a very limited history of these types of events on the campus.

PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

Considering the diversity of facilities and populations on campus, localized fires resulting in evacuations and potential mass care and shelter impacts do occur, and do require coordination and cooperation between local and state authorities to resolve.

As a public institution hosting a diverse array of people or philosophies, civil unrest may cause some degree of impact to normal campus operations.

The Diablo Canyon Power Plant is located 13 miles away from campus by air, and along with this proximity comes the possibility of a nuclear materials release. The plant has operated for 25 years without a nuclear material release but there is still a risk.

Other hazards also threaten to disrupt normal operations at Cal Poly, including opportunistic acts of terrorism, disruptions to utilities (whether planned or unplanned) and infectious disease outbreaks. As an educational institution and a place of residence, Cal Poly provides educational opportunities and a safe place to live that is highly dependent upon technology, electricity, water, and the ability to congregate. Because of these factors, any interruption to utilities or requirement to decompress population densities, will impact the campus' capacity to continue normal business operations.

The campus has experienced water system interruptions that have required coordination and cooperation amongst campus stakeholders. The campus has responded to multiple infectious disease outbreaks, with COVID-19 being the most complex response to date. The campus also faces annual risks of power interruptions from Public Safety Power Shutoff incidents.

ASSUMPTIONS

Certain assumptions can be made for the campus risks and hazards. These assumptions lay the foundation for this Plan:

- The University is continually vulnerable to a variety of hazards throughout all seasons of the year.
- There may be little-to-no warning of an incident on Campus and will require independent rapid response with in-place capabilities and resources.
- This Plan is considered to be a dynamic document, with changes being made as needed, and then documented.
- In accordance with the specified Plan Maintenance, this Plan will be reviewed and updated based on lessons learned and best practices to improve future responses.
- Major emergencies or disasters may pose serious threats to public health, property, the environment, and the local economy.
- Major emergencies or disasters will affect Community Members differently, and effects to Community Members with access and functional needs may be disproportional.

PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

- Subordinate operational and tactical plans will take into account the values of Diversity, Equity, and Inclusion in order to effectively serve our Community Members.¹
- Major emergencies or disasters may result in significant transportation interruptions that may complicate other response operations.
- Major emergencies or disasters may require a multi-jurisdictional response and multi-agency coordination.
- In emergencies or disasters, the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be utilized by responding agencies.
- Major emergencies or disasters may overburden local resources and necessitate utilizing pre-identified additional resources through established mutual-aid agreements with neighboring jurisdictions or requesting assistance from the state, as appropriate.
- Major emergencies or disasters may generate widespread public and media interest.
- Emergency response resources will be identified, prioritized, and tracked in the most efficient manner possible. Resource shortfalls should be anticipated and methods sought to augment them.
- All levels of the Cal Poly organization will participate in emergency planning and preparedness activities.
- Critical infrastructure and utilities such as natural gas, water, and electricity may be severely impacted.
- Additional planning, resources, and assistance will be needed to support people with disabilities and others with access and functional needs.

¹ FEMA, “2022-2026 FEMA Strategic Plan, 8-13

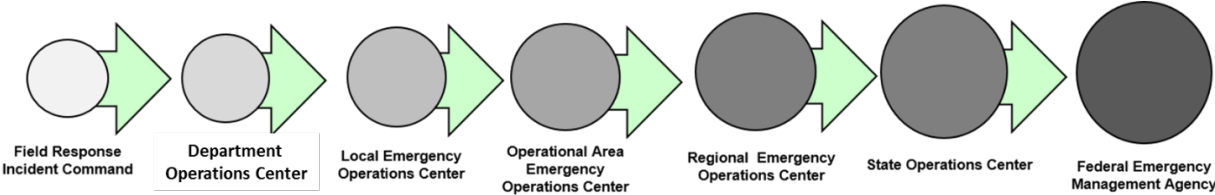
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CONCEPT OF OPERATIONS

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CONCEPT OF OPERATIONS

In accordance with state and federal laws, Cal Poly has officially adopted and integrated the following emergency management, response, and coordination systems: the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). Together, these congruent operational systems outline how incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the county, region, state, and federal levels.



EMERGENCY MANAGEMENT ORGANIZATION

In order to ensure a comprehensive response to emergencies or incidents, Cal Poly has established an Emergency Management Organization that encompasses field operations, strategic operations, policy level operations, and volunteer organizations. Each of these components of the EMO listed below are key to ensuring Cal Poly has an effective response structure in place to mitigate adverse impacts to emergencies or incidents:

- Emergency Services/Field Response
- Emergency Operations Center
- Executive Policy Group
- Emergency Volunteers/Disaster Assistance Teams

FIELD LEVEL COORDINATION: ICS

General

As mandated by both SEMS and NIMS, Cal Poly utilizes the Incident Command System (ICS) to manage response activities at the field level. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the needs of an incident expand or contract. When utilized, the standardization of ICS principles and nomenclature is capable of integrating large numbers of personnel from disparate organizations.

Incident Command

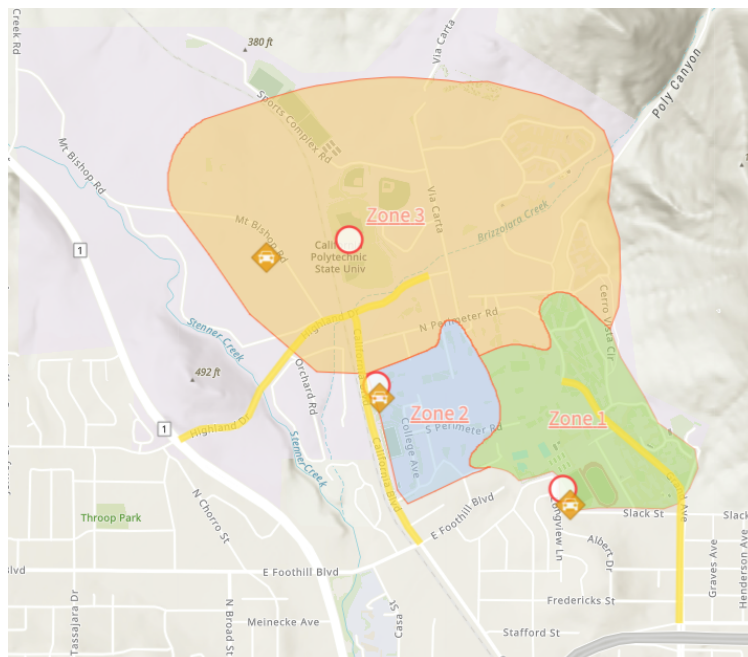
In accordance with SEMS and ICS, command authority resides at the field level of response. The Cal Poly Police Department (CPPD) is the primary emergency services organization that has command authority on campus. During an incident the first CPPD officer, regardless of rank/position, will assume command and will become the Incident Commander. The officer will remain as the Incident Commander until a proper transfer of command is conducted with somebody of equal or greater capability to serve in the position. San Luis Obispo Fire Department and Cal Fire also have command authority for incidents involving fire, emergency medical services, or rescue.

Unified Command

Unified command exists when two organizations/agencies have command authority for an incident, and they work together under a single unified command to manage incident response. Unified Command is an application of ICS and may be established at the field response level when more than one agency has jurisdictional responsibilities. Agencies work together through the designated members of the Unified Command to establish their designated ICs at a single ICP. Under Unified Command, entities develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan.

Campus Zones

Cal Poly has strategically organized the University's jurisdiction into three geographic zones that establishes a conceptual construct for operational and tactical plans. This concept is supported by assessments of population densities evaluated with hazard analyses, and provides a frame of reference for evacuations, repopulations, divisional tactics such as damage assessments, etc.



Subordinate Geographic Divisions

Increasingly granular strategic geographic divisions are possible and may be subordinate to macro-scale campus zones. Examples may be geographic divisions by infrastructure systems, by college, police patrol areas, by Residence Hall or Residence Hall Group.

STRATEGIC COORDINATION: EMERGENCY OPERATIONS CENTER (EOC)

General

Cal Poly's EOC provides a centralized location where emergency management coordination and strategic decision making can be supported during a complex incident, emergency, or disaster. The EOC provides a central location of authority and information and allows for face to face coordination and collaboration among personnel that represent governmental incident management functions/capabilities who must make strategic emergency decisions to ensure incident support and continuity of operations. The EOC is also the critical information node between the field, Executive Policy Group (EPG), and the Operational Area EOC (OA EOC).

The Cal Poly EOC is essential for performing the following critical activities when activated:

- Information Management
- Resource Management
- Support of field response operations
- Initiate and sustain response operations for capabilities outside of field resources (e.g., mass care and shelter, point of distribution/dispensing, damage assessment)
- Receive and disseminate warning information
- Collect intelligence from, and disseminate information to, the various EOC personnel, field responders, executive policy group, and as appropriate, city, county, state, and federal agencies
- Prepare intelligence/information summaries, situation report, spot reports, operational reports, and other reports as needed
- Maintain general and specific maps, information display boards, and other data pertaining to University emergency operations and situational awareness
- Ensure continuity of campus priorities and objectives
- Analysis and evaluation of all data pertaining to University emergency operations
- Maintain contact and coordination with Cal Poly Department Operations Centers (DOCs), local EOCs, OA EOC, and State Regional Emergency Operations Center (REOC)
- Provide emergency information and instructions to the public, making official releases to the news media, and the scheduling of press conferences, as necessary
- Develop emergency policies and procedures in collaboration with the Executive Policy Group

Location

The physical Cal Poly EOC is located in Building 74 at the intersection of Safety Way and North Perimeter. In the event that the EOC is rendered inaccessible/inoperable, DEM has mobile capabilities and can rapidly transfer to an alternate location or operate a virtual EOC. Building 36, Room 105 has been established as the primary alternative EOC location. Additionally, DEM and the California Governor's Office of Emergency Services (Cal OES) have agreed that the California Specialized Training Institute (CSTI) EOC located at 10 Sonoma Avenue, San Luis Obispo, CA 93405, will be another possible alternate location.

Activation

The Cal Poly EOC may be activated in support of a wide variety of incidents or planned events that pose a potential, imminent, or actual threat to life safety, infrastructure, or academic operations. All requests to activate will be approved at the discretion of the Executive Director of Public Safety and Emergency Management or delegate as advised by DEM and CPPD staff. However, to activate all authorities within this plan, a request from the Executive Director of Public Safety and Emergency Management or delegate for a proclamation of emergency must be approved by the Cal Poly President or delegate.

The Executive Director of Public Safety and Emergency Management or delegate will activate the EOC, serve as the EOC Director, and determine the activation level in a complex or rapidly evolving incident if there exists a sincere and reasonable belief that life safety, infrastructure stability, or continuity of operations is threatened, or if an incident requires rapid stabilization in the interest of minimizing impacts to essential functions.

Essential functions for Cal Poly include (alphabetically – not by priority):

- Academic Recruitment and Admissions
- Agricultural Care and Facilities
- Academic functions
- Emergency Services
- Facilities and Infrastructure
- Fiscal Services
- Food Services
- Grants and Donations
- Healthcare and Counseling
- Housing
- Information Technology Services and Communications
- Leadership
- Payroll

CONCEPT OF OPERATIONS

- Procurement and Contracts
- Reputation Management
- Research

EOC Activation Triggers

EOCs are activated for various reasons based on Cal Poly organizational needs, the needs of an incident, or its Incident Commander/Unified Command. Below are possible circumstances that may trigger a Cal Poly EOC activation:

- More than one function/department/jurisdiction becomes involved in an incident, or a Unified Command or Area Command is established.
- The Incident Commander indicates the incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident led to EOC activation in the past.
- The EOC director or appointed official directs EOC activation.
- An incident is imminent, such as severe storm warnings, slow river flooding, predictions of hazardous weather, elevated threat levels.
- Significant impacts to the population are anticipated.

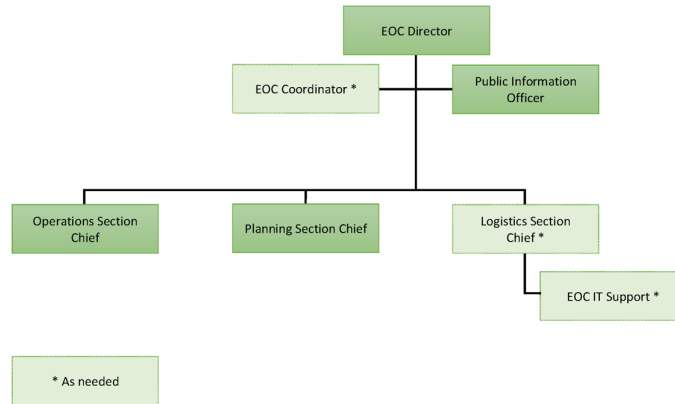
Activation Levels

Level 4 – Activation (Soft-Opening)

This level of activation is utilized when there is an increased probability for the need of a moderate level of coordination, information management, or resources support that is higher than that which is provided in a DEM Duty Officer Monitoring Status.

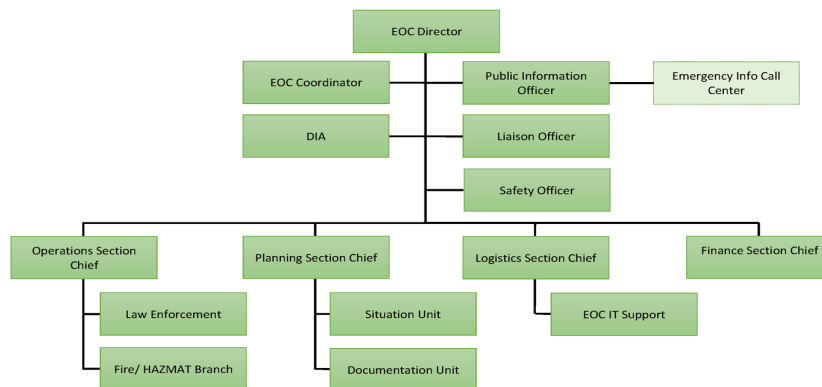
Level 3 – Activation This level of activation is utilized when there is an increased need for a moderate level of coordination, information management, or resource support and all sections of the EOC are needed, but does not require the activation of all branches, groups, and/or units. An activation of this level would fall within the incident complexity of a widespread power outage, or nuisance flooding, that would impact essential functions and require coordination across multiple departments.

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Level 2 – Activation

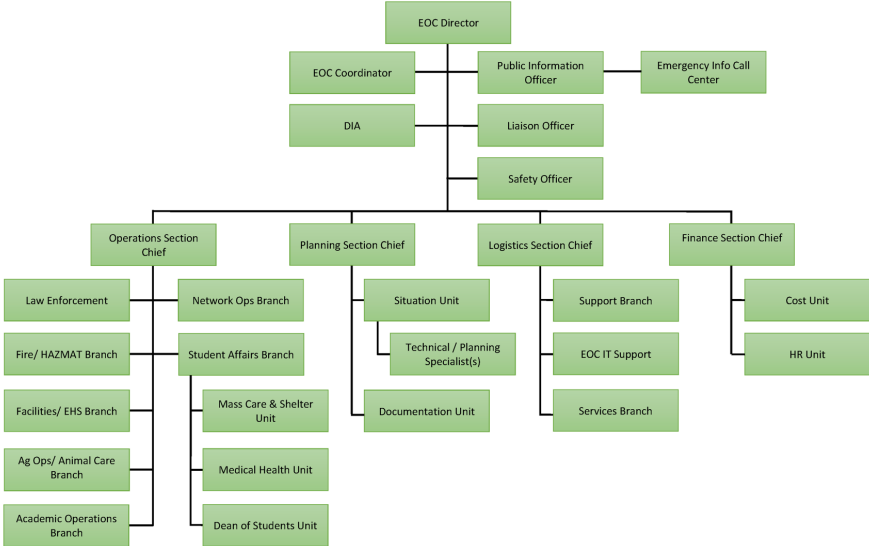
This level of activation is utilized when there is an increased need for a high level of coordination, information management, or resource support and all sections, branches, and most units are needed, but does not require activation of all groups and/or units. An activation of this level would fall within the incident complexity of a pandemic or severe earthquake, critically impacting essential functions and require widespread coordination across Cal Poly in order to maintain continuity of operations.



Level 1 – Activation

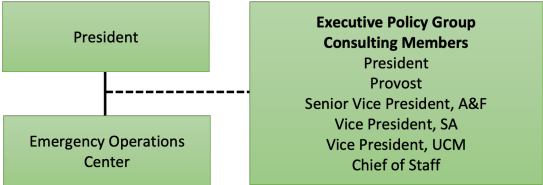
This level of activation is utilized when there is a substantial need for an extremely high level of coordination, information management, or resource support and requires a full activation of all sections, branches, groups, and units. An activation of this level would fall within an incident complexity of a catastrophic earthquake or nuclear incident, critically crippling essential functions and require the execution of continuity plans to restore and reconstitute mission essential functions.

CONCEPT OF OPERATIONS



EOC Director Reporting

The EOC Director will report directly to the President, who is the lead of the EPG. In addition, the EOC Director will maintain direct coordination with the below key members of the EPG:

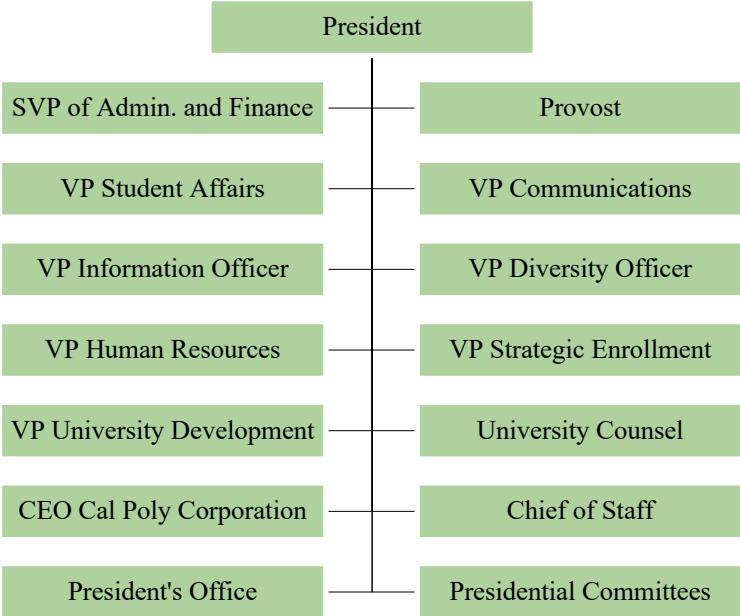


POLICY-LEVEL COORDINATION: EXECUTIVE POLICY GROUP

The Cal Poly Executive Policy Group (EPG) is the senior executive level oversight and decision-making body for Cal Poly during a crisis situation. The EPG has the authority to make strategic policy-level, financial, and legal decisions in response to the incident or event. If the implications of a crisis require senior executive decision making, have potential long-term implications on the viability and reputation of the campus, or require significant changes in existing policies, the EOC Director will request the EPG become involved in the day-to-day management of the crisis, as described within the core EPG segment in the preceding Emergency Management Organization section. The EPG makes proactive policy decisions to mitigate expected impacts and is responsible for ensuring the Chancellor’s Office, local elected officials, and other critical stakeholders are notified during applicable incidents.

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The Executive Policy Group (EPG) is comprised of 13 members of the President’s Cabinet with different essential roles and responsibilities. This section will highlight core EPG members whose roles in emergency response and significance to this Plan may be critical.



President

The President leads the EPG by setting management objectives and priorities, and develops consensus amongst EPG members. The President may also choose to announce and describe emergency strategies and tactics to campus communities, and external stakeholders.

Chief of Staff

The Chief of Staff oversees the daily operations of the President’s Office, which includes the office of Student Ombuds Services and the Office of University Legal Counsel. The Chief of Staff also serves as President’s point of contact with Cal Poly’s Academic Senate, Associated Students, Inc., and other internal and external stakeholders. This position is vital in coordinating relevant policies within and outside the University during times of disaster.

Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs (Provost) serves as a member of the EPG. They serve on several additional committees at the university, including the Executive Committee of the Academic Senate. The Provost and their office, through shared governance processes, can relay considerations and concerns from the Senate and take part in discussions related to disaster preparedness and response policies.

The Provost and their office is the primary point of contact to facilitate modifications to syllabi, course modalities, and research, scholarship, and creative activities, and can effectively

promulgate policy decisions through shared governance processes and coordination with deans and other Academic Affairs and campus leaders.

Senior Vice President for Administration and Finance/Chief Financial Officer

The Senior Vice President for Administration and Finance/Chief Financial Officer (CFO) leads Facilities Management & Development, Public Safety, Strategic Business Services, University Financial Services, Operations, Cal Poly Corporation and Internal Audit and assists in prioritizing operational objectives through determination of solvency.

Units within Administration and Finance control significant resources, capabilities, and professional relationships that are all critical in coordinating an organized response to exigent circumstances: Facilities Management & Development are capable of interfacing with utility agencies, collaborating with cooperators, interpreting and negotiating agency policies (State Fire Marshall, Cal/OSHA) and providing tactical capabilities and resources for improving buildings or building systems and scheduling staff to achieve work assignments. The CFO may also oversee operational and tactical plans involving recovery efforts.

Vice President for Student Affairs

The Vice President for Student Affairs (VPSA) leads a division that oversees campus resources and capabilities related to student life and wellbeing, such as Associated Students, Inc., Athletics, Campus Health and Wellbeing, the Disability Resource Center, Office of the Dean of Students, University Housing, etc. Because of the breadth of these Student Affairs resources and capabilities, the VPSA assists in prioritizing management objectives through determination of resource and capability levels, and helps accomplish management objectives by leveling and committing such resources and capabilities at a tactical level.

Vice President for University Communications and Marketing

The Vice President for University Communications and Marketing (UCM) helps meet policy decisions by leading the Cal Poly Joint Information Center (JIC) – an ad hoc group comprised of campus-wide communicators – and ensuring that messaging is understandable, uniform, and coordinated amongst all Campus units. UCM also ensures that media inquiries are fulfilled and appropriate context is provided for controversial matters.

Vice President for University Personnel and Chief Human Resources Officer

The Vice President for University Personnel and Chief Human Resource Officer (CHRO) leads a division that is responsible for developing and executing employee strategies in support of the overall purpose and strategic direction of the university. The Human Resources Unit assists in prioritizing operational objectives by implementing emergency policies and procedures, assessing the viability of employee expectations, interacting with union groups as appropriate, and determining appropriate pay and benefits for disrupted employees. The Human Resources Unit also attends to the wellbeing of and provides guidance to the employee on navigating disasters and assists in the communication of available resources and accommodations. The CHRO may collaborate with the CFO to fund and hire contract staff in support of an extended response to

complex incidents that require atypical skillsets (i.e., staffing capabilities) or expanded staffing capacities.

Vice President for Information Technology and Chief Information Officer

In an increasingly technologically reliant society, the Vice President for Information Technology and Chief Information Officer (CIO) leads a division that helps set and meet policy decisions by directing Cal Poly's Information and Technology Services (ITS) division, whose mission it is to provide connectivity for campus communities, technological capabilities and technological access, while protecting campus communities from digital threats. The CIO may collaborate with other EPG members on determining and supporting technology needs related to EOC objectives, and may help facilitate shifts in business practices and/or modalities for community members.

University Counsel

University Counsel assists in ensuring compliance with legal obligations and University policies. Counsel provides recommendations for strategies and actions designed to improve safety and mitigate risks.

Location

When activated, the Cal Poly EPG will assemble in the President's conference room located in Building 1, Room 409. In the event that the President's conference room is rendered inaccessible/inoperable, the EPG may utilize the conference room located in Building 1, Room 133, or choose to utilize the President's residence, or meet virtually.

Deactivation

Prior to deactivation, the EOC will secure stakeholder commitment for assuming the planned transition of operations and/or demobilization of activated resources. Deactivation of the Cal Poly EOC occurs upon order of the EOC Director based on incident status. Deactivation may occur through a gradual decrease in staffing or all at once, and may require a transition plan where newly founded capabilities are reassigned to a suitable business partner, and external stakeholders are notified. EOC responders must follow applicable deactivation procedures as directed by the EOC Director and identified in the Cal Poly EOC position-specific checklists.

EMERGENCY VOLUNTEERS/ DISASTER ASSISTANCE TEAMS (DATs)

Cal Poly utilizes Disaster Assistance Teams (DAT) as part of the overall campus emergency management organization. DATs may be called upon during incidents or planned events to provide additional response capabilities such as the Medical Reserve Corps (MRC), Cal Poly Red Cross Club, Community Emergency Response Team (CERT), Volunteers in Patrol (VIPS), and Building Emergency Response Coordinators (BERCs). Activation of DATs will be at the discretion of the Executive Director of Public Safety and Emergency Management or delegate, and during activation of the EOC, by the EOC Director.

Community Emergency Response Team (CERT)

The Community Emergency Response Team (CERT) is a DEM resource for Cal Poly students, faculty, and staff to volunteer to provide basic support resources for DEM in times of need. They will be trained in basic search and rescue, damage assessment, and other critical functions in order to act as volunteer responders. CERT teams will be trained by DEM and activated by the DEM Duty Officer or the EOC.

Medical Reserve Corps (MRC)

The Medical Reserve Corps (MRC) is a team of students used to provide help to emergency medical responders in the face of an emergency. MRC will fall under Campus Health and Wellbeing during steady-state operations and will be trained and maintained by them. If the EOC is activated, MRC falls under the Med-Health Branch Director.

Veterinary Emergency Response Team (VERT)

The Veterinary Emergency Response Team (VERT) is a team of students, staff, and faculty used to provide help managing medical care and evacuation of animals during emergencies. VERT will fall under Agriculture Operations during steady-state operations and will be trained and maintained by them. If the EOC is activated, VERT falls under the Animal Care Unit Leader or the Agricultural Operations Branch Director.

Building Emergency Response Coordinators (BERCs)

Building Emergency Response Coordinators (BERCs) are appointed to every building in order to be the dedicated emergency responders for that building. They are tasked mainly with evacuation and amateur building assessment, and can be activated through the Poly Alert system. DEM is responsible for maintenance and training of the program, and activation of BERCs falls under the DEM Duty Officer or the EOC. If the EOC is activated, the main point of contact with the BERCs will be the Damage Assessment Branch Leader.

RESPONSE

The Response Phase includes actions taken immediately before, during, or directly after an incident in order to minimize the potential or existing impacts of the emergency/disaster.

Pre-Event Response

In order to maintain an elevated level of situational awareness regarding events, incidents, or potential hazards to campus, DEM full-time staff will rotate the position of “Duty Officer” during steady state operations. The DEM Duty Officer will be tasked with monitoring relevant statewide, local, or campus specific incidents, hazards, or emergencies that have the potential of impacting campus students, staff, faculty, and/or infrastructure. The DEM Duty Officer will also serve as the primary DEM contact for all emergencies, incidents, or events, and will remain within SLO County to allow for rapid activation of this plan, if needed.

CONCEPT OF OPERATIONS

Some incidents may provide sufficient warning to allow for pre-event or precautionary measures. Depending upon the probability and likelihood of significant impacts, pre-event response activities may include:

- Heightened Monitoring Status
- Public Warning
- Evacuations
- Resources Mobilization
- Resource Staging
- Mutual Aid Requests
- Proclamation of Local Emergency

Emergency Response

Emergency response activities are actions taken during, or in the immediate aftermath, of an incident to reduce actual impacts. While these are most often associated with traditional response organizations including law enforcement, fire, emergency medical services, utilities, and facilities, the size and complexity of an incident may require robust support from additional Campus organizations, governmental agencies, Non-Governmental Organizations (NGOs), and other partners. As a result, comprehensive stakeholder participation during the development and socialization of relevant strategic, operational, and tactical plans can greatly enhance the efficiency and effectiveness of these emergency response activities.

When coordinating emergency response activities and addressing competing needs and objectives, the Campus utilizes the following prioritization hierarchy:

- 1) Support Life Safety
- 2) Protect Property and Infrastructure
- 3) Stabilize the Incident
- 4) Minimize Impacts to Academic Services and Business Operations

FEMA also prescribes the Community Lifelines construct for objectives-based response that prioritizes the rapid stabilization of Community Lifelines after a disaster occurs. These lifelines are the most fundamental of services that, when stabilized, enable all other aspects of society to function. However, when the lifelines are disrupted, decisive interventions are required to stabilize the incident (re priority #3).

The Community Lifelines encapsulate:

- Safety and Security
- Food, Water, Shelter
- Health and Medical
- Energy

CONCEPT OF OPERATIONS

- Communications
- Transportation
- Hazardous Materials

Emergency response may also include activities related to short-term recovery and often overlaps with long-term recovery operations.

MUTUAL AID

The California Mutual Aid System operates within the framework of the California Master Mutual Aid Agreement (MMAA) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources.

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of San Luis Obispo County OA, the Campus is part of Mutual Aid Region I.



The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the OA, regional, and State levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded 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 and by emergency management staff at the local government, operational area, regional, and state levels.

The California State University System is also implementing a mutual aid system between CSU campuses, titled the California State University Campus Emergency Management Mutual Assistance (CEMMA), for the purpose of responding to critical incidents whose complexities exceed the resources and/or expertise of a single campus' resources.

A sample list of resources spans:

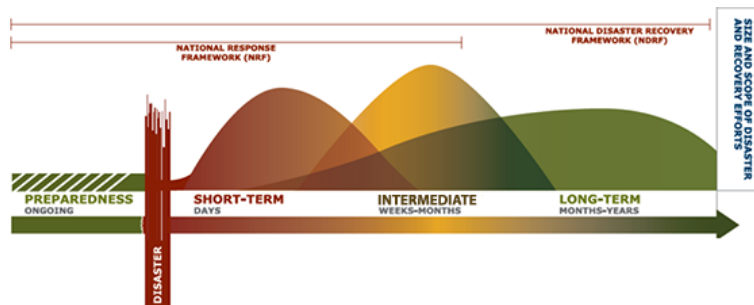
- Personnel
 - EOC Positions
 - Policy Group Personnel
 - Essential Function Experts
 - Technical Specialists, etc.
- Information Systems
 - Notification Services
 - Incident Management Systems

CONCEPT OF OPERATIONS

- Joint Information Center
- Physical Resources
 - Material Resources
 - Transportation Resources
 - Temporary Shelter, Housing, Academic Classrooms

RECOVERY

The Recovery Phase includes short and long-term activities focused on returning the community to pre-incident conditions. In some instances when a state or local proclamation, or federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response and recovery costs eligible for reimbursement.



Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following any significant incident Cal Poly will conduct Initial Damage Estimates (IDEs) and will submit them to DEM within 24 hours of the incident. DEM will collect, analyze, compile, and then send all IDEs to Cal OES to initiate the disaster assistance process.

Recovery Organization

Cal Poly Administration and Finance's University Financial Services department will be the lead coordinating agency responsible for the overall management of recovery operations. However, Department of Emergency Management, Strategic Business Services, Facilities, and other impacted departments will be key stakeholders in the process.

MITIGATION

The Mitigation Phase includes actions and measures taken to reduce or eliminate the degree of long-term risk from natural and technological hazards. Whereas preparedness activities increase the Campus' ability to respond to the impacts of a hazard, mitigation activities reduce the potential for those impacts in the future, thereby reducing overall risk. Mitigation is a shared responsibility

CONCEPT OF OPERATIONS

with other campus departments. A number of mitigation activities are available and may include the implementation, augmentation, or promotion of the following:

- Building and Safety Codes
- Land Use Planning and Management
- Hazard Research and Analysis
- Monitoring and Inspection
- Public Outreach and Education
- Relocation
- Risk Mapping
- Safety Codes, Statutes, and Ordinances
- Seismic Strengthening or Retrofitting
- Community Input/Involvement

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ROLES AND RESPONSIBILITIES

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ROLES AND RESPONSIBILITIES

This section provides basic guidance on the roles and responsibilities of the various jurisdictions, county departments/agencies, and other partners within the OA prior to and during emergencies.

Complex incidents that require the coordination between two or more functions may require the activation of this plan and the activation of the Cal Poly EOC. Should the EOC activate, the following departments or agencies will have significant emergency response roles, whether they are primarily responsible (P), or secondarily or supportive (S):

SEMS Level	Department/Agency	Initial Response						Extended Operations				Damage Assessment			
		Alert and Warning	Interagency Coordination	Evacuation	Wildland Fire	HazMat	Flooding	Civil Unrest	Infectious Disease	Evacuation Centers	Mass Care and Sheltering	Animal Sheltering	Disaster Intelligence	Damage Safety Survey	Detailed Safety Assessment
Cal Poly	Executive Policy Group	P	P	P	P	P	P	P	P	P	S	S			
	University Communications & Marketing	S	S	S	S	S	S	S	S	S	S	S	S	S	
	Department of Emergency Management	P	P	P	S	S	S	S	S	S	S	S	P	S	
	Cal Poly Disability Resource Center	S		S	S	S	S	S	S	S	S		S		
	Office of University Diversity and Inclusion	S	S	S	S	S	S	S	S	S	S	S	S		
	Facilities Maintenance and Development		S			P	P		S				S	P	P
	Administration and Finance								S		S		S		S
	Associated Students, Inc.								S		S		S		
	Cal Poly Police Department		P/S	P/S	P/S			P	S				P/S	S	
	Transportation and Parking Services		S	S	S		S	S	S				S		
	Student Affairs								S			P	S		S
	Academic Affairs			S	S	S	S	S	S			P	S		
	Information Technology Services			S					S		S		S		
	Campus Health and Wellbeing								P				S		
	University Housing	S		S			S		S		S		S		
	Human Resources								S				S		
	Strategic Business Services			S			S	S	S	S	S		S		
Cal Poly Corporation												S	P	P	
Operational Area	County Office of Emergency Services	S	S	S	S	S	S	S		S	S	S	S	S	
	Sheriff's Office	S	S	P				S					S	S	
	Fire Departments		P	P	P	P							S	S	
	Emergency Medical Services		S		S								S		
	Hospitals		S		S	S			S				S		
	County Public Health		S						P				S		
	County Mental Health		S										S		
American Red Cross			S	S					P		P	S			
State/Federal	California Highway Patrol		S		S	S							S		
	California Office of Emergency Services	S	S	S	S	S		S		S			S		
	National Weather Service	S	S	S	S		S						S		
	Caltrans		S		S		S						S		

CAL POLY DEPARTMENTS/AGENCIES

Public Safety

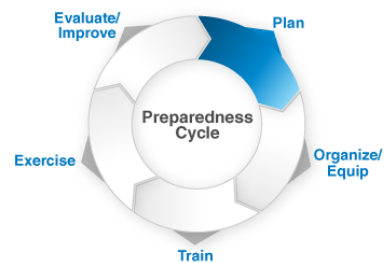
Cal Poly Public Safety is comprised of four distinct public safety departments, which are the Cal Poly Police Department, Department of Emergency Management, Transportation and Parking Services, and Business Services. Public Safety is responsible for oversight of each of these four departments.

Department of Emergency Management

The Cal Poly Department of Emergency Management’s (DEM) mission is to support students, faculty, and staff to ensure that as a university we work together to build, sustain, and improve our capability to prepare for, respond to, recover from, and mitigate all hazards. DEM is responsible for the development, maintenance, and sustainability of the comprehensive, all-hazard, risk based Campus Emergency Management Plan which engages the whole community by considering all possible hazards, establishes a multi-layer response organization, and outlines critical information requirements. DEM manages all EOC operations and coordinates any and all emergency efforts, responses, and decisions during an emergency.

Preparedness

The Preparedness Phase – as defined within NIMS’ National Preparedness Cycle – can be fractionated into component parts and illustrated by the Preparedness Cycle that includes activities undertaken prior to an emergency in order to improve the Campus’ ability to coordinate, respond, and recover from an emergency/disaster. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. The Campus’ preparedness activities emphasize emergency planning and training as well as public education and outreach. The Campus conducts drills and exercises regularly in order to validate ongoing activities, identify areas for improvement, and prioritize or justify future effort and funding.



In recognition of the number and wide variety of potential hazards facing the area, the Campus has adopted an “all-hazards” approach to planning and preparedness. While not restricting the development of specialty or tactical plans, this model focuses on the development of core capabilities through which the full spectrum of potential hazards can be addressed.

Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the Emergency Operations Plan (EOP) and many of its associated hazard specific or functional annexes, while operational and tactical planning includes more granular information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, and resources lists.

All Campus departments are required to participate in the development of relevant strategic and operational plans while ensuring the internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department specific SOPs required to meet the objectives outlined for each department.

Organize and Equip

Organizing and equipping provide the human and technical capital stock necessary to build capabilities and address modernization and sustainability requirements. Organizing and equipping include identifying what competencies and skill sets people should possess and ensuring an organization has the correct personnel. Additionally, it includes identifying and acquiring standard equipment an organization may need to use in times of emergency. DEM leverages the Preparedness Phase to recruit EOC staff, formally appoint EOC staff, and provide the trainings for the development of the knowledge, skills, and abilities that ensure that an activated EOC will be successful. DEM further ensures that EOC equipment is operational, and that redundancies and failovers are online to mitigate potential disruptions in performance.

Training

Training is an essential component of preparedness and greatly impacts Cal Poly's ability to respond to and recover from emergencies/disasters. DEM maintains a comprehensive training and exercise program that prescribes core training requirements for the five different components of the Campus Emergency Management Organization: the Executive Policy Group, the Emergency Operations Center, Emergency Responders, Building Emergency Response Coordinators, and members of Disaster Assistance Teams (DATs).

1) Public Awareness and Education

The Campus and its partners actively promote public awareness and education in order to strengthen overall preparedness and community resilience. By providing community education, outreach, training, and coordination, the Campus increases the ability of community members and organizations to adequately prepare for and meet their own needs. By promoting self-reliance and individual preparedness, the Campus reduces the overall burden on limited resources and competing needs that emerge during emergencies/disasters.

Exercises

Exercises are the primary tool for assessing preparedness activities and identifying areas for improvement while allowing all levels of personnel to simulate their response and recovery roles in a learning environment. The Campus follows the best practices of the Homeland Security Exercise and Evaluation Program (HSEEP), including a progressive approach concept of seminars, table-top exercises, functional exercises, and full-scale exercises.

The Campus uses a wide variety of exercises to regularly assess critical capabilities and prioritize future planning and training needs. By simulating potential response or recovery scenarios that are core capability driven, the Campus is able to validate existing plans while determining if and where additional training is required.

Cal Poly Agricultural Operations

Cal Poly Agricultural Operations (Ag Ops) is the lead organization for coordinating agricultural and animal care resources. During an emergency, Ag Ops is responsible for the Ag Ops Branch Director and Animal Care Group functions in the Emergency Operations Center.

Cal Poly Police Department

The Cal Poly Police Department (CPPD) is responsible for promoting a safe and secure learning environment by working cooperatively with the campus community to enforce the laws, preserve the peace, and maintain order. During an emergency the Cal Poly Police Department is the primary field emergency services organization for Cal Poly that directs tactical response operations. CPPD is also responsible for the Law Branch function of the Emergency Operations Center.

Campus Health and Wellbeing

Cal Poly Campus Health and Wellbeing (CH&W) is responsible for providing care year-round by appointment and on a walk-in basis to all students. Campus Health and Wellbeing provides ambulatory care, lab testing, on-site X-Rays, prescription medications, counseling services, and holistic wellbeing services, along with managing the Medical Reserve Corps, a Disaster Assistance Team. During an emergency Campus Health and Wellbeing (CH&W) is responsible for offering health and safety assistance to all students, counseling post emergency situations, and for managing the Medical Reserve Corps. CH&W is responsible for the Medical Health Branch function in the Emergency Operations Center.

Cal Poly Disability Resource Center

Cal Poly Disability Resource Center (DRC) is the lead organization in cultivating an accessible and inclusive community where community members with permanent and temporary disabilities have equal opportunity to participate in all aspects of campus life. During an emergency, DRC is responsible for the Disabilities Integration Advisor function in the Emergency Operations Center.

Cal Poly Information Technology Services

Cal Poly Information Technology Services (ITS) is responsible for campus-wide Information Technology and Communications support. During an emergency, ITS is responsible for the Network Operations Branch and Emergency Communication Branch functions in the Emergency Operations Center.

Facilities Management and Development

Cal Poly Facilities is responsible for the oversight of facilities planning & capital projects, facilities operations, facilities customer and business services, emergency utilities and sustainability, and

ROLES AND RESPONSIBILITIES

environmental health & safety. Cal Poly Facilities' roles include safety training and compliance of rules/regulations for all aspects of Cal Poly facilities. During an emergency or disaster, Facilities Management and Development (FMD) is responsible for the Facilities Branch, Environmental Health and Safety Branch, Transportation Group, and Safety Officer functions in the Emergency Operations Center. In addition, the Associate Vice President of FMD serves as one of the EOC Directors.

Strategic Business Services

Strategic Business Services (SBS) provides advisory support in the areas of contracting, purchasing, enterprise risk management, and real estate. During an emergency, SBS is responsible for the Logistics Section Chief, Logistics Support Branch, and Ordering Branch functions in the Emergency Operations Center.

Transportation and Parking Services

Transportation and Parking Services (TAPS) is responsible for ensuring traffic safety, parking, and business services. During an emergency, TAPS is responsible for directing traffic, aiding in evacuation operations, establishing road closures, and serving multiple Planning Section functions in the Emergency Operations Center.

University Communications and Marketing

University Communications and Marketing (UCM) is the lead organization for coordinating public information. During an emergency, University Communications is responsible for organizing the Cal Poly JIC, field, Emergency Operations Center, and Executive Policy Group public information functions.

University Housing

University Housing (UH) is the department responsible for coordinating mass care and shelter for campus residents in an emergency or disaster. UH manages on campus residents and will work in close collaboration with the American Red Cross (Red Cross) to ensure mass care and shelter services are responsive to the campus's operational needs. UH assumes its emergency role when the CP EOC is activated or the DEM requests assistance.

OFF-CAMPUS PARTNERS

Coordination with external agencies takes place during the emergency management preparedness phase when roles, responsibilities, and expectations are defined and emergency response procedures are established, as well as during the emergency response and recovery phases.

Certain key external agencies, such as utilities, are cooperating agencies and are an integral part of preparedness, response, recovery, and mitigation processes. When indicated by the nature of the emergency, these agencies may assign a representative to the EOC Operations or Logistics Section,

ROLES AND RESPONSIBILITIES

as appropriate. The Liaison Officer in the EOC establishes and maintains a communications and coordination link with any key external agencies that do not have a representative in the EOC.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. AT&T, Southern California Gas Company, Pacific Gas and Electricity, American Red Cross, the Salvation Army, and other private and volunteer agencies are cooperating agencies depending on the type of incident.

SLO City Fire

San Luis Obispo City Fire is responsible for the protection of the lives and property of all San Luis Obispo City residents and visitors from the adverse effects of fires, medical emergencies and other dangers caused by man or nature. In a campus emergency, SLO City Fire provides fire, medical, and rescue services to the Cal Poly campus. During EOC activation, a SLO City Fire representative is to report to the EOC and provide real time information/updates from the SLO City Fire personnel in the field in an effort to help aid in effective administrative decisions.

CAL FIRE

The California Department of Forestry and Fire Protection (CAL FIRE) responds to emergencies and other requests for assistance, plans for and takes action to prevent emergencies and to reduce their impact, and coordinates regional emergency response efforts. During an emergency, CAL FIRE is responsible for aiding in the response and mitigation of all possibilities for injuries and property damage and is required to have a CAL FIRE representative present at the EOC during activation to relay pertinent field operations/information.

SLO County Office of Emergency Services (OES)

The San Luis Obispo County Office of Emergency Services (OES) is the lead OA agency for all four phases of emergency management which include: mitigation, preparedness, response, and recovery. Specifically, OES is responsible for ensuring the development, implementation, and maintenance of a comprehensive OA EOP and associated plans/annexes.

SLO County Health Agency

The San Luis Obispo County Health Agency's mission is to provide a broad array of services essential to the health and well-being of those living in and visiting San Luis Obispo County. During a public health emergency, the Health Agency's Public Health Department will lead the San Luis Obispo County Operational Area by tracking public health metrics, provide for and coordinate testing capabilities, provide for and coordinate prophylactic capabilities and capacities, and/or provide for local health guidance and/or mandates.

PRIVATE ORGANIZATIONS

Pacific Gas and Electric

PG & E is responsible for working with campus administration during emergency relief efforts to ensure the safety of all on campus personnel by controlling/managing electric, gas, and energy operations/efforts. PG & E is also responsible for providing training and safe practice techniques to all customers and personnel in proximity of PG & E operations.

OPERATIONAL AREA

San Luis Obispo County Operational Area

As the lead agency in the OA, the County of San Luis Obispo is responsible for coordinating resources across the OA during a disaster. It is the primary point of contact for brokering resources among cities and other jurisdictions within the county and requesting state and federal resources when the need exceeds available resources at the local level.

STATE AGENCIES

California Office of Emergency Services (Cal OES)

Cal OES is responsible for the coordination of overall state agency response to large- scale disasters in support of local jurisdictions. The office is responsible for assuring the state's readiness to respond to and recover from all hazards – natural, manmade, and war-caused emergencies and disasters – and for assisting local jurisdictions in their emergency preparedness, response, recovery, and hazard mitigation efforts.

FEDERAL AGENCIES

National Weather Service (NWS)

The National Weather Service is a component of the National Oceanic and Atmospheric Administration (NOAA). NOAA is an Operating Unit of the U.S. Department of Commerce. Their mission is to provide weather, water, and climate data, forecasts and warnings for the protection of life and property and enhancement of the national economy. NWS provides initial notification of upcoming storm activity (i.e., Hazardous Weather Outlook) and weather projection during an emergency. Cal Poly is under the purview of the NWS Los Angeles Office, based in Oxnard.

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INFORMATION COLLECTION, ANALYSIS AND
DISSEMINATION

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INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Regardless of the size or complexity of an incident the EOC Director is responsible for both mission execution and public perception to achieve a successful response. Successful mission execution may not equate to a successful response operation if the EOC Director fails to properly manage public perceptions of the response – before, during, and after operations.

Information Management Definitions

- A. **Essential Element of Information (EEI)** is an incident pre-determined piece of information that is required to develop a Common Operating Picture (COP) (i.e. boundaries of a fire, facility status, extent of flood).
- B. **Critical Information Requirements (CIRs)** are critical pieces of information that must be immediately reported to the EOC Director/senior leadership in order to facilitate timely decision making.
- C. **Situational Awareness (SA)** is the process to identify, process, and comprehend critical information about an incident or to know what is going on. It is the lifeblood of emergency management.
- D. **Common Operating Picture (COP)** is a shared understanding of complete, up-to-date valid information gathered from a variety of reliable sources that provides people the fullest understanding of a situation. A COP is an up-to-date shared understanding which supports intelligent discussion and decision-making.
- E. **Data** is the rawest form of information as it has not yet been confirmed or evaluated against other data. Data may come from a wide variety of inputs, including operational assets, eyewitness reports, field observations, social media, and weather reports.
- F. **Information** is created when data is assembled, organized, and verified to develop a clear picture. Information constantly evolves as more data is added and the picture becomes clearer. Information sharing is what keeps everyone on the same page.
- G. **Intelligence** is the result of analyzing information and adding findings, conclusions, and recommendations for action.

Information Cycle

The EOC Director must define what CIRs are needed and ensure the collection of EEIs to guarantee the most accurate and appropriate data is gathered by both operational assets and other EOC members. Each piece of data is gathered and synthesized together to create usable information. Information is then disseminated internally to Operations and other EOC members to inform them and modify actions to support operational execution. Information is also reported outside of the EOC to ensure the campus Policy Group, emergency services personnel, stakeholders, and the public are informed. The EOC should continually obtain feedback on the

information reported or disseminated to ensure that the information being provided is accurate and useful.



Incident Information

Incident information is needed to:

- A. Understand the current situation.
- B. Predict the probable course of incident events.
- C. Prepare immediate, short-term, and long-term strategies and plans for the incident.
- D. Submit required incident status reports.

Information Management Responsibilities

- A. EOC Director: Determines needed EEIs, creates CIRs, and owns the data gathered and information developed during the course of the response. Validates and authorizes the dissemination of intelligence.
- B. Public Information Officer (PIO): Supports the creation of CIRs and obtaining EEIs to meet information needs of the public and media. Primary disseminator of external information.
- C. Liaison Officer (LOFR): Supports the creation of CIRs and obtaining EEIs to meet information needs of assisting and cooperating agencies, as well as federal, state, tribal, and local government officials. Primary disseminator of interagency and intra-agency information.
- D. Operations Section Chief (OSC): Supports the creation of CIRs and obtaining EEIs to

meet operational execution needs.

- E. Planning Section Chief (PSC): Oversees the incident information management processes and plans.
- F. Situation Unit Leader (SITL): Serves as the EOC Director's central hub of information in the EOC. Coordinates the flow of information to meet the EOC Director's CIRs.
- G. EOC Communications Unit Leader (ECOM): Establishes and maintains communications and data management infrastructure.

Formal Information Management

The EOC Director must identify those trigger points for an incident that necessitate the need to formally document the information management functions, assignments, and information requirements.

Typically, Type 1 or Type 2 incidents will require the need to formally develop a written information management plan signed by the EOC Director.

Information Management includes both classified and unclassified information. This may necessitate the need for a classified section of the Information Management Plan.

Essential Elements of Information (EEI)

An EEI is an incident pre-determined piece of information that is required to develop a Common Operating Picture (COP) (e.g., boundaries of a fire, facility status, extent of flood).

A fully actionable EEI should contain six parts:

- A. What is to be reported?
- B. How quickly it is to be reported?
- C. Who is reporting the information?
- D. Who is receiving the information?
- E. How is the information being provided?
- F. Is the information required to be provided on a recurring basis or only as needed?

EEIs should have a time factor as part of the requirement; some will require immediate reporting and others may require reporting on a regular schedule. Similarly, some information will have shorter usefulness and reports of information older than a defined amount of time may be of little use for operational decisions. CIRs and EEIs should always be related to incident priorities and objectives.

Common Essential Elements of Information (EEI)

- Boundaries of the disaster area
- Access points to the disaster area
- Social, economic, and political impacts
- Jurisdictional boundaries
- Status of transportation systems and critical transportation facilities
- Status of communications systems
- Access points to the disaster area
- Status of operating facilities
- Hazard-specific information
- Weather data affecting operations
- Seismic or other geophysical information
- Status of critical facilities and distribution systems
- Status of key personnel
- Status of disaster or emergency declaration
- Resource shortfalls and status of critical resources
- Overall priorities for response
- Status of upcoming activities
- Donations
- Historical and demographic information
- Status of energy systems
- Estimates of potential impacts based on predictive modeling (as applicable)
- Status (statistics) on recovery programs (human services, infrastructure, SBA)
- Status and analysis of initial assessments (needs assessments and damage assessments, including Initial Damage Estimates)
- Status of efforts under other Federal emergency operations plans

Situational Awareness (SA)

Developing SA is the process to identify, process, and comprehend critical information about an incident – to know what is going on. It is the lifeblood of emergency management. SA is created from site inspections, data, maps, action plans, situation reports, assessments, and more. SA provides up-to-date information on the status of people, critical facilities, infrastructure, resources and the environment in any emergency situation.

Good SA must be available to emergency management personnel in order for timely and effective decision making. Without it, decision-making is much more difficult, potentially impairing efficient and effective response and recovery activities.

Developing situational awareness requires continual monitoring, verifying, analyzing, and integrating relevant EEIs related to the incident. It also requires continual monitoring of developing hazards. SA is the key element in developing a Common Operating Picture (COP), and a universal real-time snapshot of an incident.

Common Operating Picture (COP)

In any field endeavor, a COP is a shared understanding of complete, up-to-date valid information gathered from a variety of reliable sources that provides people the fullest understanding of a situation. A COP is an up-to-date shared understanding which supports intelligent discussion and decision-making. In emergency management a COP is derived from, and is the result of, good Situational Awareness (SA), the critical information about an incident, which explains what is going on. Without good SA a COP cannot be effectively developed.

Rapid Needs Assessment (RNA)

Rapid Needs Assessment (RNA) is the process of collecting SA to rapidly determine jurisdictional impacts, status, and needs. This process drives the initial priorities and objectives of an emergency response. RNA should be conducted within the first 45 minutes of activation of the Cal Poly EOC and should determine whether the EOC will shift into an Action Planning mode. The RNA process is critical in establishing an initial COP, and aids in decision making during the outset of an emergency or disaster. To ensure the RNA process is coordinated and effective, the Cal Poly EOC should use the Cal Poly Rapid Needs Assessment Tool located in Appendix A.

Information Management Plan

A formal Information Management Plan may be developed during incidents that involve a significant number of EEIs and CIRs, substantial media/political involvement, and/or complex information processing. A formal information management plan should consider and include the following:

- What are the EEIs for this incident?
- What specific information is needed for each EEI?
- Who is responsible for obtaining each piece of required information?
- What are the sources for each piece of required information?
- What is the collection suspense for each piece of required information?
- How is required information reported?

When developing a formal information plan, the Cal Poly EOC should reference the Cal Poly Information Management Tool located in Appendix B.

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PUBLIC INFORMATION AND WARNING

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PUBLIC INFORMATION AND WARNING

Per NIMS, public information is coordinated and integrated across jurisdictions and functional agencies; among Federal, State, local, and tribal partners; and with private-sector entities and nongovernmental organizations. In order to effectively ensure timely and accurate public information and alert and warning messages are disseminated, systems, structures, plans, policies, and equipment must be developed and identified to accomplish these tasks.

PUBLIC ALERTING AND NOTIFICATION

During an emergency, DEM, or EOC Director if EOC is activated, is responsible for the dissemination of emergency information to the Cal Poly community. Public Information Officers (PIOs) work with the Director of DEM or EOC Director to disseminate emergency instructions and critical information to affected audiences—including community partners, local governments, Cal Poly staff and faculty, and Cal Poly students and their supporters. Several departments, as well as PIOs from nearby jurisdictions, share in the responsibility for disseminating complete, coordinated, and correct information to the public. If activated, the Cal Poly EOC may serve as the Joint Information Center, the centralized location for the coordination of emergency information. For more information, refer to the Relevant Systems and Standards section in this chapter.

Cal Poly has various systems in place for disseminating warnings and emergency information to the public, each is described below:

Integration with Executive Order 1107 (EO 1107, “Jeanne Clery Act”)

In compliance with Executive Order 1107, this Plan comports with its Appendix B: Emergency Notification Policy, and will issue emergency notifications while following emergency notification procedures for incidents involving:

- Severe weather warning (e.g., flash flooding, tsunami, hurricane)
- Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire, earthquake, building collapse)
- Criminal activity with an imminent threat to Campus community (e.g., active shooter, murder, fleeing suspect with a weapon)
- Public Health Emergency (e.g., measles outbreak, swine flu outbreak)

EO 1107 identifies the Chief of Police, or their designee, have the responsibility of initiating emergency notifications to the campus communities. DEM, or the EOC if activated, will support this action by utilizing Poly Alert, and/or other technologies and modalities described by the appendix under Methods of Distribution:

- A Campus mass notification system, including but not limited to phone, Campus email, or text messaging. Systems should provide currently enrolled students, faculty and staff the ability to adjust their subscription preferences to select multiple contact methods from text messages, emails and phone calls, or if desired, to 'opt out' of the service and not receive any notifications
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Local media
- Social media
- Other means appropriate under the circumstances

Poly Alert

Poly Alert is Cal Poly's public alert and notification system which utilizes the Cal Poly database to deliver messages to the community via email and social media. Additionally, the community can opt in through the Cal Poly Portal to directly receive Poly Alerts and notifications on cell phones via SMS text messages and phone calls. EOC team members will be notified of an activation through the Poly Alert system via text or phone call. Staff members of DEM, Public Safety, CPPD Dispatch, ITS, and other integral EOC team members have been trained and authorized to create and send public alerts and notifications.

Public alerts and notifications through Poly Alert must protect life safety in order to safeguard the standing of this capability in public opinion; unnecessary use of Poly Alert will dilute public confidence in public alerts and notifications, as a whole, and will result in groups of recipients opting-out of databases or blocking Poly Alert's number, thereby affecting their ability to receive timely alerts and notifications serving life safety considerations.

Poly Alert messages should comport with the guidance set forth by the *State of California Alert & Warning Guidelines* of March, 2019.

Social Media

Due to the unique standing of Cal Poly as an educational facility, workspace, and residential community, some information that is pertinent and relevant to stakeholders is not easily accessible using the Poly Alert system or other communication methods. This is a major factor in the decision to also use social media as a way of disseminating emergency alerts. Poly Alert automatically posts emergency alerts to both the Cal Poly DEM Twitter account (@CalPolyDEM) and Facebook Page (Cal Poly Department of Emergency Management) as a secondary ENS and to make relevant emergency information available to directly and indirectly effected parties.

When the EOC is activated, the PIO also has the ability to post information to the main Cal Poly social media accounts for Twitter, Facebook, and Instagram, and can work with the University's main social media specialist within UCM to facilitate postings to these social media accounts as needed.

Emergency A.M. Radio System

The Emergency A.M. Radio System is a Cal Poly public warning system that may be used by DEM and CPPD to deliver important emergency information to the public via local radio broadcast on AM 1610.

Integrated Public Alert and Warning System

The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability Federal, State, and local authorities can use to issue critical public alerts and notifications. SLO County OES has been credentialed to access IPAWS and deliver Wireless Emergency Alerts (WEA) to targeted populations within the OA. Cal Poly may request SLO County OES send a targeted message to the campus if needed. The WEA system is capable of delivering alerts and notifications to cell phones within a geographic area without the cell phone being registered with the local alerting system.

EMERGENCY INFORMATION CALL CENTER

The Cal Poly Emergency Information Call Center can be utilized to direct the Cal Poly community to a centralized source for obtaining information during emergency/disaster incidents or events in which the EOC is activated. Upon activation of the EOC, a message to the Cal Poly community may be sent, which directs community members to call 805-756-7777. The Emergency Information Call Center number will ring to two digital phone sets located in the back of the EOC. For all emergency needs or requests for assistance, community members should contact 911 as normal.

COMMUNICATION SYSTEMS

Cal Poly DEM and the University community have access to multiple redundant communication modalities allowing the sharing of situational awareness, resource status, raw intelligence and data, and alert and warning. These communication systems are meant to be used during steady state operations and during emergencies by responders, specifically DEM and members of the EOC team. The communication capabilities are routinely reviewed and updated as technology advances. Current communication resources available to DEM and the EOC team include, but are not limited to:

- Land-line based phones
- Cell phones
- Satellite phones

- Internet enabled computers
- Emergency A.M. Radio System
- Poly Alert Emergency Notification System (ENS)
- Webpages
- Digital or physical signage
- Social Media
- Radio systems
 - ARES/RACES amateur radio
 - Public safety frequencies (i.e., law, fire, EMS)
 - Low band frequencies (EOC to EOC radios)

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on their understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups with or without access and functional needs should do to increase their chances of survival and recovery. DEM will make emergency preparedness information from local, State, and Federal sources available to all members of the community through presentations, trainings, social media, individual meetings, and their website, emergency.calpoly.edu. Further, DEM will provide special emphasis on specific hazards throughout the calendar year, aiding in the disaster preparation and education of the entire campus.

RELEVANT SYSTEMS AND STANDARDS

Joint Information System

The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. It includes the plans, protocols, procedures, and structures used to provide public information.

The JIS structure is used for ensuring that:

- Public Information Officer (PIO) functions are coordinated and integrated.
- A structure and system for developing and delivering coordinated interagency messages is provided.
- Public information plans and strategies on behalf of the incident management leadership can be developed, recommended, and executed.

- Leadership is effectively advised on public affairs issues that could affect a response effort, and rumors and inaccurate information that could undermine public confidence are controlled and managed.

Federal, State, tribal, territorial, regional, or local Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS. A robust and competent OA JIS is integral to an effective and comprehensive campus incident management capability.

Joint Information Center

A Joint Information Center (JIC) is:

- A central location that facilitates operation of the Joint Information System.
- A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

JICs may be established at various levels of government or at incident sites, or can be components of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required. When the CP EOC is activated in support of a complex incident or event, the Cal Poly JIC will be activated with the EOC PIO serving as Cal Poly JIC liaison. This will ensure strategic, coordinated and consolidated community-wide emergency messaging.

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RESOURCE MANAGEMENT

RESOURCE MANAGEMENT PROCESS

When the Cal Poly EOC is activated to coordinate response operations, resources may be required to support these operations. Such resources may be sourced from, but not limited to, Cal Poly itself, competitively contracted and pre-established contractors/vendors, neighboring jurisdictions based on the “friendly neighbor” concept, allied agencies, cooperating agencies, or from new contractors/vendors.

The Cal Poly EOC maintains a Resource Directory of Selected Public and Private Agencies, located in Appendix C.

When the Cal Poly EOC is activated where responses requiring financial expenses, the Finance Section Chief will establish an incident-specific program or class code for expense tracking purposes, while the EOC Director, Logistics and Finance Section Chiefs will coordinate with the Senior Vice President of Administration to establish:

- Single purchase spending limits; and
- Overall response budget.

PROCUREMENT STANDARDS

Procurement practices and processes must satisfy 2 CFR, Part 200 standards, and comport with Cal Poly’s established procurement policies. If there are discrepancies in standards between 2 CFR, Part 200 and Cal Poly’s procurement policies, the more restrictive policy provision shall apply.

All contractors and vendors must hold an active registration on the federal System for Award Management, located online at sam.gov.

If sole source procurement is utilized for acquiring needed resources, the requestor must provide written justification along with a benefit-cost analysis to the EOC’s Logistics Section Chief and the Finance Section Chief as to why a particular vendor is proposed or why a singular vendor is identified.

RESOURCE REQUESTS

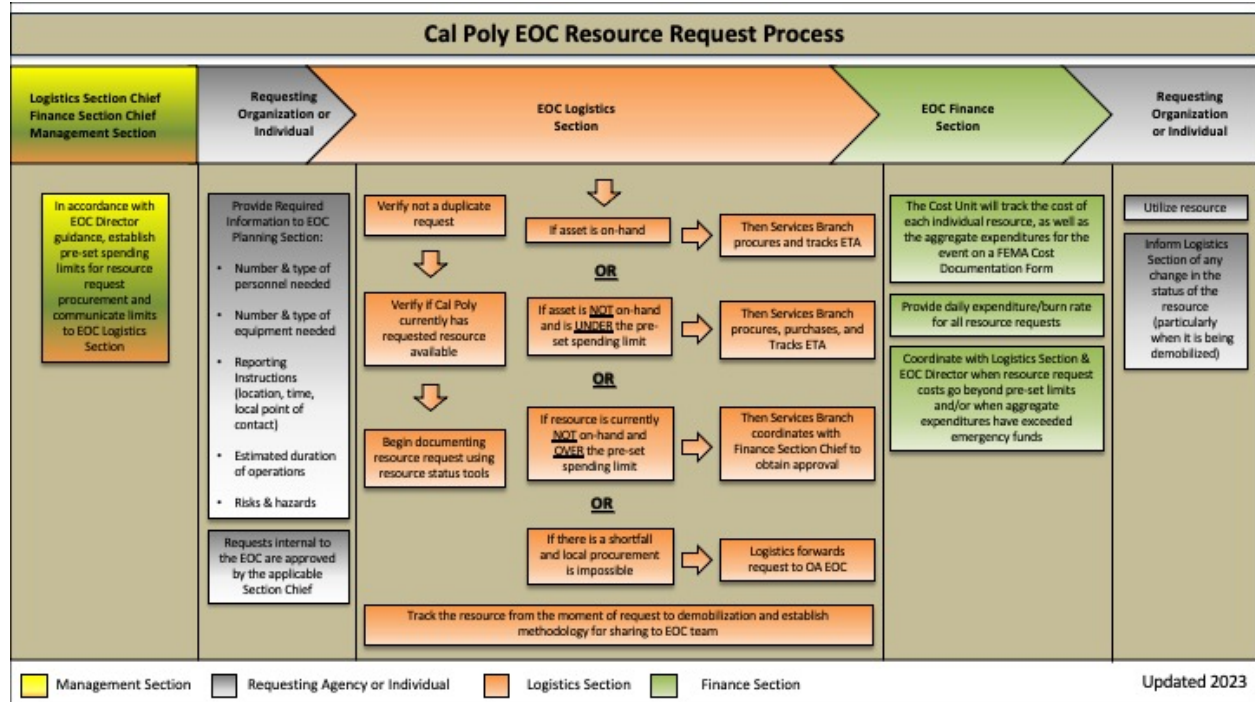
During responses to significant emergencies, multiple requests for similar and/or scarce resources require close coordination between local response agencies and activated EOCs, and between the Operations and Logistics Sections at all EOC levels.

When the Cal Poly EOC is activated, Cal Poly Divisions and their respective Units must still follow standard processes and procedures for acquiring available resources. If Cal Poly Divisions and Units are unable to obtain needed resources through normal means, resource requests must be made through coordination between the Operations and Logistics Sections in the EOC.

RESOURCE MANAGEMENT

Intake of resource requests will be made on Cal Poly's ICS 213-RR form, referenced in Appendix D.

The overall process is outlined here:



MISSION TASKING

Cal Poly is a State agency, and may seek mutual aid through other state agencies by way of Mission Tasking through our regional Cal OES Emergency Services Coordinator (ESC) during times of disaster.

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AUTHORITIES

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AUTHORITIES

Emergency response, like all governmental action, is based on legal authority. The Cal Poly EOP is the general emergency management guidance document and follows state and federal guidelines.

FEDERAL

[Robert T. Stafford Disaster Relief and Emergency Assistance Act](#)

[Homeland Security Act of 2002](#)

[Homeland Security Presidential Directive \(HSPD\) 5 - \(February 2003\)](#)

[Presidential Policy Directive \(PPD\) 8: National Preparedness](#)

[Post-Katrina Emergency Management Reform Act \(PKEMRA\) of 2006](#)

[Pets Evacuation and Transportation Standards \(PETS\) Act of 2006](#)

[Public Law 920: Federal Civil Defense Act of 1950](#)

[Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency](#)

[Executive Order 13347, Individuals with Disabilities in Emergency Preparedness](#)

[National Incident Management System \(NIMS\), Department of Homeland Security, updated in May 2013](#)

[National Response Framework \(NRF\)](#)

[Mass Evacuation Incident Annex to the National Response Framework, Department of Homeland Security, June 2008.](#)

STATE

[California Emergency Services Act \(Chapter 7 of Division 1 of Title 2 of the Government Code\)](#)

[California Disaster Assistance Act \(CDAA\)](#)

[California Disaster and Civil Defense Master Mutual Aid Agreement](#)

AUTHORITIES

[Standardized Emergency Management System Regulations \(SEMS\) California Code of Regulations, Title 19, Division 2, Chapter 1](#)

[California Government Code, Title 1, Division 4, Chapter 8, Sections 3100, 3101, and 3102, and California Labor Code Section 3211.92](#)

[State of California Emergency Plan](#)

[Emergency Function 8 – Public Health and Medical](#)

LOCAL

Executive Order 1056

Campus Administrative Policy 162

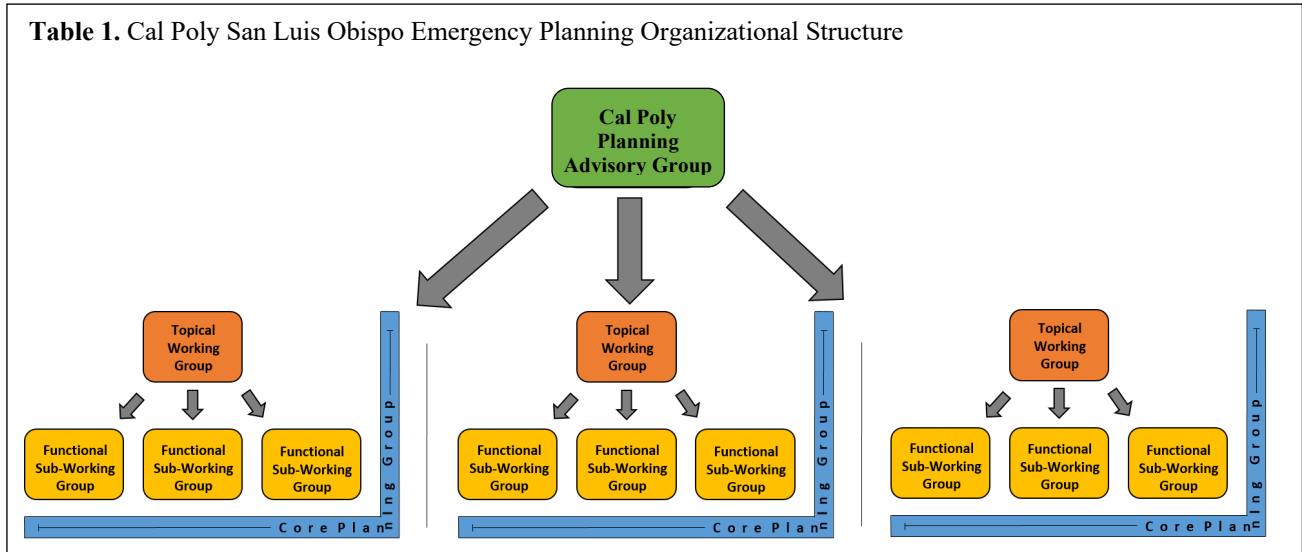
PLAN DEVELOPMENT AND MAINTENANCE

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PLAN DEVELOPMENT AND MAINTENANCE

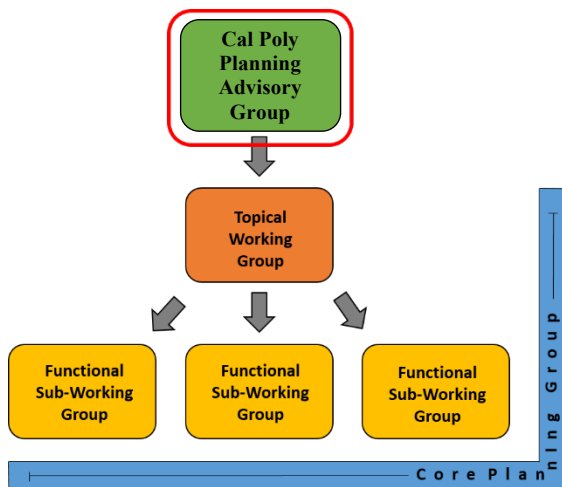
Cal Poly San Luis Obispo Emergency Planning Organization

Table 1. Cal Poly San Luis Obispo Emergency Planning Organizational Structure



Cal Poly Planning Advisory Group

Purpose. The Cal Poly (CP) Planning Advisory Group (PAG) sets emergency/contingency planning priorities for the campus.



Suggested Membership Criteria. The Cal Poly Planning Advisory Group is open to any interested community stakeholder. It is recommended that membership, at a minimum, include:

1. Key Campus Departments – Cal Poly Police Department, Environmental Health and Safety, Facilities, Disability Resource Center, etc.
2. Liaisons from the student body and faculty population
3. Representatives from Allied Agencies (e.g., SLO City Fire, Cal Fire)

Meeting Frequency and Schedule. The Cal Poly Planning Advisory Group’s meeting schedule is subject to change based on the needs of the plan processing period and will be determined in a timeline presented at the initial planning meeting.

Typical Activities. Conduct workshops to discern planning priorities while leveraging a Whole Community process. Present information concerning relevant hazards and capabilities. Identify and promote best practices within the Cal Poly planning environment. Provide guidance and accountability of the Cal Poly Topical Working Groups and Functional Sub-Working Groups.

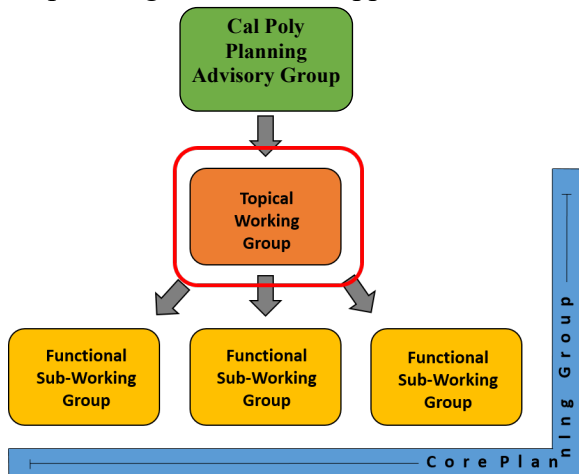
Suggested Topics of Discussion. Summations of previous planning successes, current planning projects, and planning endeavors scheduled to begin in the near future. Additionally, this is an excellent platform for subject matter experts to discuss hazard types pertinent to Cal Poly.

Department of Emergency Management Responsibilities. The CP PAG is a resource directly under the control of Cal Poly San Luis Obispo DEM. The meeting schedule, agenda, composition, stakeholder participation, and format are completely subject to Cal Poly San Luis Obispo DEM prerogative.

Cal Poly Topical Working Group(s)

Purpose. Cal Poly Topical Working Groups endorse plan framework, identify subject matter experts, establish divisions of labor, develop work schedules, etc. for a specific topical plan assigned by the Cal Poly Planning Advisory Group.

Lead Agency. Leadership of each Topical Working Group should be established by the CP PAG in coordination with the Cal Poly San Luis Obispo Department Emergency Management. It is recommended that the leadership of a specific Topical Working Group should fall to the jurisdictional department that has primary responsibility for the plan under draft (i.e., Mass Care & Shelter – University Housing). The lead agency is responsible for facilitating and coordinating all planning efforts with support from Cal Poly San Luis Obispo DEM.



Support Agency(ies). Support Agencies are identified by the Lead Agency for the purpose of sourcing valuable information needed in crafting effective emergency plans. Support Agencies are expected to participate in all planning efforts to the greatest extent possible with the understanding that such participation may be constrained by limited resources such as time, funding, and staffing. Such limitations should be communicated to the Topical Working Group Lead Agency and Cal Poly San Luis Obispo DEM to allow for alternate planning actions and documentation.

Suggested Membership Criteria. Membership composition of each Topical Working Group may include relevant departments, subject matter experts, and representatives from partner institutions. The membership level of a Topical Working Group should be commensurate with the scope of work under consideration. It should be noted that very large membership groups (more than 20 – 30 individuals) may NOT be conducive to planning at this level.

Suggested Membership Level. 10 – 15 individuals.

Meeting Frequency. Topical Working Groups should meet as needed, but it is recommended that at a minimum include: an initial meeting, a mid-term progress meeting, and final meeting. Meetings can be electronic/virtual.

Typical Activities. In order to meet the expectations detailed above – or any additional expectations established by the CP PAG – each Topical Working should develop the following products and/or processes:

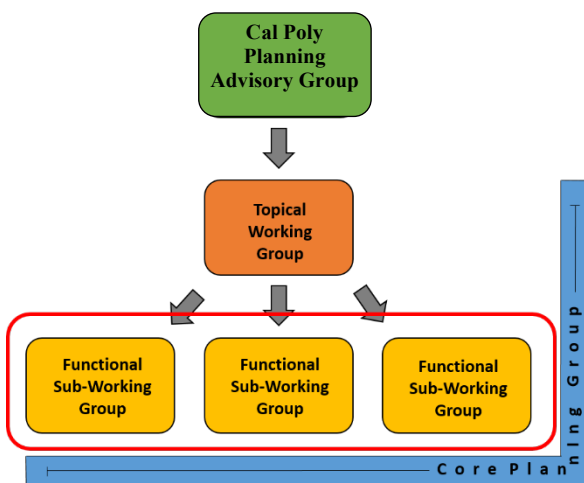
1. Define the current situation regarding the hazard, topic, or function under consideration – including a proposed timeline.
2. Participate in and contribute to an Initial Planning Meeting, a Mid-Term Planning Meeting, and a Final Planning Meeting that includes a broad, holistic audience.
 - a. The Initial Planning Meeting should establish the problem to be addressed via the Emergency Planning Process, solicit opinions from Cal Poly stakeholders, and develop a course of action to resolve the problem previously stated.
 - b. The Mid-Term Planning Meeting is intended to inform Cal Poly planning partners on the progress of planning effort in order to maintain consensus throughout the planning area and address any unresolved issues that may hinder the planning process.
 - c. The Final Planning Meeting is intended to inform and socialize the resultant planning product among Cal Poly stakeholders.
3. Enlist community stakeholders and subject matter experts in the planning effort.
4. Define a plan framework with specific objectives, goals, and a refined timeline.
5. Divide the planning team into smaller, more manageable teams (Sub-Working Groups) and assign them to develop an area within the plan.
6. In consultation with the Core Planning Group, identify Functional Sub-Working Group leaders and product deadlines/milestones.
7. Each Topical Working Group will need to identify a Recorder that is tasked to complete a Meeting Minutes document, Action Item document, and a Topical Working Group Meeting Worksheet for the purpose for informing the larger planning team of progress.

Cal Poly Department of Emergency Management Responsibilities. The success of each Topical Working Group depends on close collaboration between Cal Poly San Luis Obispo DEM and the designated Lead Agency. While the designated Lead Agency is directly responsible for facilitating and coordinating all planning efforts under the purview of a specific Topical Working Group,

DEM possesses the subject matter expertise, programmatic knowledge, and the continuity/exposure throughout the emergency planning process, generally. Therefore, the Lead Agency’s focus should be narrow, concentrating on the function, hazard, or topic, currently under consideration, while Cal Poly San Luis Obispo DEM’s focus should be broad, concentrating on plan consistency, interdependency, and standardization throughout the Cal Poly’s entire emergency planning process.

Cal Poly Functional Sub-Working Group(s)

Purpose. Functional Sub-Working Groups develop plan content, identify missing subject matter experts, and assign work to Functional Sub-Working Group Members to address a specific function or section of the plan assigned by the Topical Working Group with assistance from the Core Planning Group.



Functional Sub-Working Group Leader. Leadership of each Functional Sub-Working Group should be established by the Core Planning Group with input from the Topical Working Group and Cal Poly DEM. It is recommended that a member of the Core Planning Group lead each Sub-Working Group; however, members with highly specialized knowledge AND a commitment to this planning process can be a Sub-Working Group Leader under the guidance of the Core Planning Group, Cal Poly San Luis Obispo DEM, and the Lead Agency.

Support Agency(ies). Support Agencies are identified by Cal Poly San Luis Obispo DEM, the Lead Agency, and the Functional Sub-Working Group Leader for the purpose of sourcing valuable information needed in crafting effective emergency plan content. Support Agencies are expected to participate in all planning efforts to the greatest extent possible with the understanding that such participation may be constrained by limited resources (i.e., time, funding, and workforce). Such limitations should be communicated to the Lead Agency, and Cal Poly San Luis Obispo DEM, and Functional Sub-Working Group Leader to allow for alternate planning actions and documentation.

Suggested Membership Criteria. Membership composition of each Functional Sub-Working Group may include relevant departments, subject matter experts, and representatives from partner institutions, members of the Core Planning Group, and especially representatives of agencies or departments particularly threatened by the hazard under consideration. The membership level of a Functional Sub-Working Group should be commensurate with the scope of work under consideration. It should be noted that small groups are MOST conducive to planning at this level.

Suggested Membership Level. 3-6 individuals.

Meeting Frequency. Frequency is dependent upon the proposed timeline and scope of work. Enough time should be scheduled in between each Functional Sub-Working Group to provide

members an opportunity to complete any work assignments. Ultimately, the meeting frequency should be defined in coordination between the Core Planning Group and the Functional Sub-Working Group with the goal of balancing planning needs and the demands of each member's daily occupation.

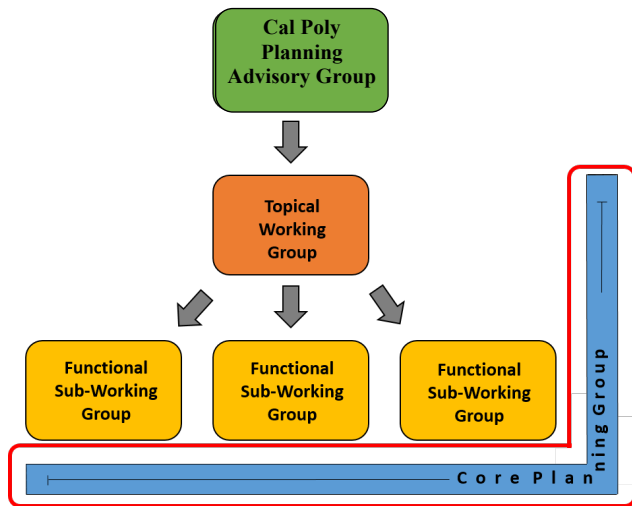
Typical Activities. Each Functional Sub-Working Group should develop the following products and/or processes:

1. Define the current situation regarding the hazard, topic, or function under consideration – including a proposed planning timeline.
2. Enlist community stakeholders and subject matter experts that are not currently included in the planning effort.
3. Identify product deadlines, milestones, or shortfalls.
4. Discuss and craft plan content.
5. Identify a Recorder that is tasked to complete a Meeting Minutes document, Action Item document, and a Sub-Working Group Meeting Worksheet for the purpose of informing the larger planning team of progress.
6. Contribute to and participate in any Topical Working Group Planning Meetings, as needed and able.

Cal Poly Department of Emergency Management Responsibilities. The success of each Functional Sub-Working Group depends on close collaboration between Cal Poly San Luis Obispo DEM, the identified Lead Agency, members of the Core Planning Group, and members of each Functional Sub-Working Group. As the EM Planning Process experts, Cal Poly San Luis Obispo DEM staff are essential to success at every level of the Cal Poly emergency planning process.

Core Planning Group

Purpose. The Core Planning Group is ultimately responsible for all production activities including: proposing plan scope & framework, performing research & information validation, initiating the recruitment & continuing the management of needed planning partners, ensuring horizontal and vertical plan integrations, enforcing EMO priorities, as well as drafting & editing of the planning document.



Lead Agency and DEM. Leadership of the Core Planning Group is different from the other CP emergency planning entities. The Core Planning Group is much more collaborative in nature. Rather than relying on a single agency to provide leadership, the Core Planning Group should strive to balance the needs of all assigned organizations through collaborative teamwork. It is suggested that the Core Planning Group look to the Lead Agency for appropriate task assignments, division of labor, and guidance on relevant subject matter, while DEM provides guidance as it relates to the

Emergency Management Planning Process and continuity of effort between the various CP Emergency Plans. Above all, Core Planning Group members must remain flexible, while being conscious of the needs of all agencies involved in the planning process.

Suggested Membership Criteria. Membership composition of the Core Planning Group should include representatives from the Lead Agency, DEM, and any other agency deemed essential. The membership level of the Core Planning Group should be commensurate with the scope of work under consideration. It should be noted that given the high level of coordination required for planning at this level, small groups should be enlisted as Core Planning Group membership.

Suggested Membership Level. 4 – 8 individuals.

Meeting Frequency. The Core Planning Group should meet as frequently as needed. Frequency is dependent upon the proposed timeline and scope of work. Enough time should be scheduled in between each Core Planning Group meeting to provide members an opportunity to complete any work assignments. Ultimately, the meeting frequency should be defined in coordination with the Core Planning Group members with the goal of balancing the Group’s planning needs with the demands of each member’s daily occupation.

Plan Maintenance

The Department of Emergency Management will conduct an annual review of the contents of this Plan and will make administrative and content changes in order to reflect current realities. These changes will be made with the input of the stakeholders of the CP Planning Advisory Group. A full Plan rewrite will occur every five years. All changes will be noted in the Record of Changes, found at the beginning of this Plan.

GLOSSARY

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ACRONYMS

AFN	Access and Functional Needs
Cal OES	California Governor’s Office of Emergency Services
DOC	Department Operations Center
EOC	Emergency Operations Center
EAS	Emergency Alert System
FEMA	Federal Emergency Management Agency
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
Red Cross	American Red Cross
SEMS	Standardized Emergency Management System
SMS	Short Message Service
WEA	Wireless Emergency Alerts

DEFINITIONS

Access and Functional Needs (AFN): As defined by the National Response Framework (NRF) Access and Functional Needs may be present before, during, or after an incident in one of more areas and may include, but are not limited to, communication, medical care, maintaining independence, supervision, and transportation.

Affected Population: Anyone who has been displaced, injured, or suffered some loss due to a disaster.

American Red Cross (Red Cross): The Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Annex: An annex is an addition to a document.

Appendix: Appendices provide relevant information already referenced in the guidance. Typically, this includes forms used or other necessary information.

California Office of Emergency Services (Cal OES): California Governor's Office of Emergency Services.

Catastrophic Incident: A catastrophic incident is any natural or manmade incident, including terrorism, 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.

Community-Based Organization (CBO): Non-profit organizations that operate within a single local community and constitute a subset of the wider group of NGOs. They are frequently run by volunteers and often self-funding. Some are formally incorporated with written charters and boards of directors, while others are much smaller and more informal.

Disaster: A disaster is a sudden calamitous emergency incident bringing great damage,

Emergency: Any occasion or instance that warrants action to save lives and to protect property, public health, and safety.

Emergency Medical Services (EMS): A service, providing out-of-hospital, acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries, which prevent the patient from transporting themselves.

Emergency Operations: Actions taken during an emergency to protect life and property, care for the people affected, and restore essential community services.

Emergency Operations Center (EOC): A site from which government officials coordinate, monitor, and direct response activities during an emergency.

GLOSSARY

Evacuation: Organized and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuation Route: A road or series of roads used to move people away from an incident in a safe manner.

Evacuee: All persons removed or moving from areas threatened or struck by a disaster.

Federal Emergency Management Agency (FEMA): The Federal Emergency Management Agency (FEMA) is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to ensure public safety and protect property.

Flood: A general and temporary condition of inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

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

Hazardous Material: Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

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 Command System (ICS): The Incident Command System (ICS) is a standardized emergency management concept designed to provide an integrated organizational structure for managing emergencies, and to enable coordinated emergency response across jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during emergencies. It is based on proven management tools that contribute to the strength and efficiency of the overall system.

Local Jurisdiction: Local jurisdiction refers to the cities, towns, school districts, and special districts that are encompassed within the geographical borders of the County of San Luis Obispo. In the case of unincorporated areas, local jurisdiction refers to the county itself.

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 which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant assistance under the Federal Disaster Relief Act.

Mass Care and Shelter: The actions that are taken to feed and house the affected population from the effects of a disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

Mitigation: Pre-event planning and actions that aim to lessen the occurrence or effects of potential disaster.

Multi-Agency Coordination (MAC): The participation of government and other organizations involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Jurisdiction Incident: An incident where multiple jurisdictions have a statutory responsibility. Under ICS, these incidents will be managed under Unified Command.

Mutual Aid: Is the voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

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.

Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe which causes, or which may cause, substantial damage or injury to civilian property or persons.

National Incident Management System (NIMS): The National Incident Management System (NIMS) provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent nationwide approach to domestic emergency management that is applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS is based on a balance of flexibility and standardization. NIMS is flexible and allows government and private entities at all levels to work together to manage domestic emergencies, regardless of their cause, size, location, or complexity. NIMS also provides a set of standardized organizational structures.

Non-Governmental Organization (NGO): 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 Red Cross.

Operation Area (OA): A geographical area that encompasses all local governments within a county, including the county. The operational area serves as the coordination and communications link between the local government and the state. The operational area prioritizes resources and

GLOSSARY

coordinates mutual aid among entities within the operational area. Each operational area is responsible for activating and operating an EOC.

Operational Area Emergency Operations Center (OA EOC): The physical location at which the coordination of information and resources to support operational area activities normally takes place.

Plan: A document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve operational capability. Preparedness is a continuous process involving efforts at all levels of government and between government, private-sector, and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certifications and publication management.

Recovery: The long-term activities beyond the initial emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resources: Personnel and equipment available, for assignment to incidents or to EOCs.

Response: Activities that address the direct effects of an incident; immediate actions to save lives, protect property.

Shelter: Facilities providing safe, sanitary, and secure refuge before, during, and after disaster incidents. (Note: This may also include some facilities that provide immediate necessary safe haven sheltering during an incident, but are not capable of ongoing operations once other options are available.) Shelters may include general population shelters, medical needs shelters, or household pet shelters.

Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is used to manage emergency response in California. SEMS consists of five hierarchical levels: field, local, Operational Area, regional, and State. SEMS incorporates the principles of the Incident Command System, the Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the Operational Area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

Terrorism: The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation.

Tsunami: A large oceanic wave generated by earthquakes, sub-marine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass.

GLOSSARY

Whole Community: A guiding principle and process that involves a broad spectrum of Community Members in the development of preparedness documents (e.g., plans) while ensuring the roles and responsibilities of Community Members are reflected in the content of the preparedness documents.

APPENDIX A: RAPID NEEDS ASSESSMENT TOOL

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APPENDIX B: INFORMATION MANAGEMENT TOOL

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APPENDIX C: RESOURCE DIRECTORY OF SELECTED
PUBLIC AND PRIVATE AGENCIES

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APPENDIX D: CAL POLY ICS-213-RR

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