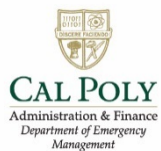


FEBRUARY 2018

EMERGENCY OPERATIONS PLAN



DEPARTMENT OF EMERGENCY MANAGEMENT
CALIFORNIA POLYTECHNIC STATE UNIVERSITY PUBLIC SAFETY
1 GRAND AVE, SAN LUIS OBISPO, CA 93407

ACKNOWLEDGEMENTS

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

Cal Poly Departments, Organizations, Partners

Cal Poly Police Department

Media Relations

Facilities Management and Development

Campus Health and Wellbeing

Agricultural Operations

Transportation and Parking Services

Information Technology Services (ITS)

Strategic Business Services

Human Resources (HR)

Administration & Finance Network
Technology (ANTS)

University Housing

University Communications

University Legal Counsel

Associated Students Incorporated
(ASI)

Cal Poly Corporation

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). While no plan can completely prevent all contingencies, reasonable plans carried out by knowledgeable and 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 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



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 Director of 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 Director of 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
Director
Department of Emergency Management

2/2/2018
Date



Cynthia Vizcaíno Villa
Senior Vice President
Administration and Finance Division

2/5/18
Date



Jeffrey Armstrong
President
California Polytechnic State University

2/7/18
Date

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RECORD OF CHANGE

Number	Date	Section	Description
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EMERGENCY OPERATIONS PLAN

CAMPUS EMERGENCY MANAGEMENT PLAN

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PURPOSE, SCOPE, SITUATION OVERVIEW, AND
ASSUMPTIONS

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 and during any emergency situation.

SCOPE

This Plan addresses preparedness, response, and recovery activities that effect 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 within the University.
- Outline coordination actions to be taken prior to and during 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 and within the San Luis Obispo Operational Area (OA).

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 2016 quarter, the University has 21,306 enrolled students, 1439 faculty, and 1654 staff, for a maximum of 24,399 people who may be on campus on any given weekday. Of those students, about 8,000 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, and could cause a dam or reservoir 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, 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.

As a public institution hosting a diverse array of people, terrorism and civil disturbances are a real threat to campus. Though there is no history of such events taking place on campus, there is always the risk.

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.

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 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.

PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

- 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.

EMERGENCY MANAGEMENT ORGANIZATION

EMERGENCY MANAGEMENT ORGANIZATION

As defined by California State University Chancellor's Office Executive Order 1056, Campus Administrative Policy (CAP) 162, and delegation by the President of the University, the campus' emergency management organization includes:

- Emergency Policy Group
- Emergency Operations Center (EOC) Personnel
- Field Response Personnel
- Building Emergency Response Coordinators
- All volunteer forces enrolled to aid them during an emergency (Disaster Assistance Teams: Medical Reserve Corps, Veterinarian Emergency Response Team, and Community Emergency Response Team).

The Director of Emergency Management is the lead coordinator for the Campus' Emergency Management Organization. During an emergency where the Emergency Operations Center (EOC) is activated, the Director of Emergency Management or appointed designee serves as the EOC Director and coordinates all emergency response and recovery operations.

DEPARTMENT OF EMERGENCY MANAGEMENT

The Cal Poly Department of Emergency Management (DEM) is the lead coordinating department for all campus-wide emergency management preparedness, response, recovery, and mitigation operations. DEM is responsible for the development, maintenance, and sustainability of a campus-wide comprehensive all-hazards, risk-based emergency management program that engages the whole community.

The Director of Emergency Management directs the activities of DEM and reports to the Assistant Vice President of Public Safety. The Director of Emergency Management also acts as the University's key representative in all dealings with public or private agencies on matters pertaining to emergencies.

In order to keep Cal Poly safe, DEM leads or coordinates planning, intelligence, and other emergency management activities, not only internally to campus but also with key local agencies such as the California Governor's Office of Emergency Services (Cal OES), San Luis Obispo County Office of Emergency Services (SLO County OES), San Luis Obispo Police Department, Cal Fire SLO, San Luis Obispo Fire Department and other local agencies with jurisdiction on or near owned, leased, and licensed properties to promote, coordinate, and advance the four phases of emergency management: Preparedness, Response, Recovery and Mitigation.

PREPAREDNESS

The Preparedness Phase 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.

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 Organization: the Emergency Policy Group, the Emergency Operations Center, Emergency Responders, Building Emergency Response Coordinators, and members of Disaster Assistance Teams (DATs).

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.

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.

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 be the main point of contact for campus AFD staff to contact about potential incidents, and will be on a 1 hour recall to campus in order to ensure the capability of rapidly activating the Cal Poly EOC, should it be necessary.

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) Minimize Impacts to Academic Services and Business Operations

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

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 federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response and recovery costs eligible for reimbursement.

Short-term Recovery

Short-term recovery operations begin during the response phases and may include activities such as the restoration of essential services, rapid debris removal, and the reestablishment of Campus services.

Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure. Activities include the restoration and reconstruction of Campus facilities and disaster response cost recovery.

Disaster Assistance Programs

Since Cal Poly is a California State organization, the Campus is not eligible for state disaster assistance through the California Disaster Assistance Act (CDAA). However, Cal Poly is available for federal Stafford Act assistance to include FEMA Public Assistance and FEMA Hazard Mitigation Grant Program (HMGP).

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 24hrs of the incident. DEM will collect, analyze, compile, and then send all IDEs to Cal OES to initiate the disaster assistance process.

Recovery Organization

DEM will be the lead coordinating agency responsible for the overall management of recovery operations. However, 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 with other campus departments. A number of mitigation activities are available and may include the implementation, augmentation, or promotion of the following:

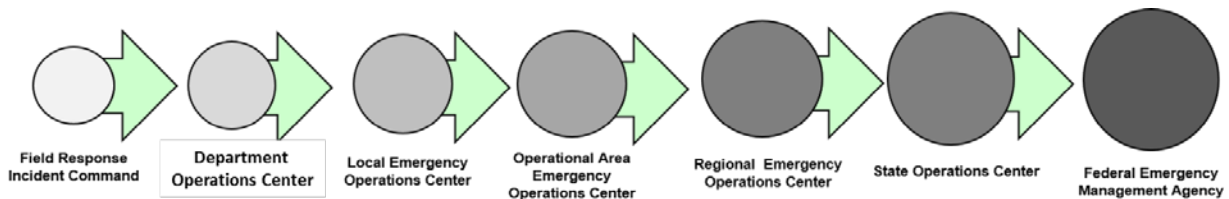
- Building and Safety Codes
- Land Use Planning and Management
- Hazard Research and Analysis
- Monitoring and Inspection
- Public Outreach and Education
- Relocation

- Risk Mapping
- Safety Codes, Statutes, and Ordinances
- Seismic Strengthening or Retrofitting
- Community Input/Involvement

CONCEPT OF OPERATIONS

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.



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.

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, Emergency 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
- Receive and disseminate warning information
- Collect intelligence from, and disseminate information to, the various EOC personnel, field responders, emergency 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 policy group

Location

The 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. 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.

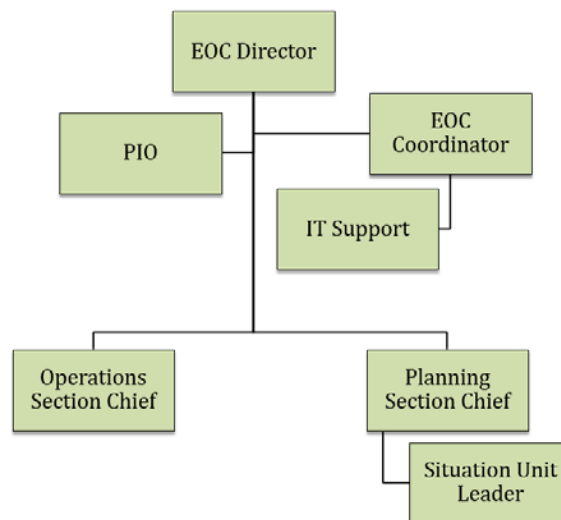
Activation

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 Director of Emergency Management or delegate as advised by DEM and CPPD staff. However, to activate all authorities within this plan a request from the Director of Emergency Management or delegate for a proclamation of emergency must be approved by the Cal Poly President or delegate.

Activation Levels

Level 4 – Activation (Soft-Opening)

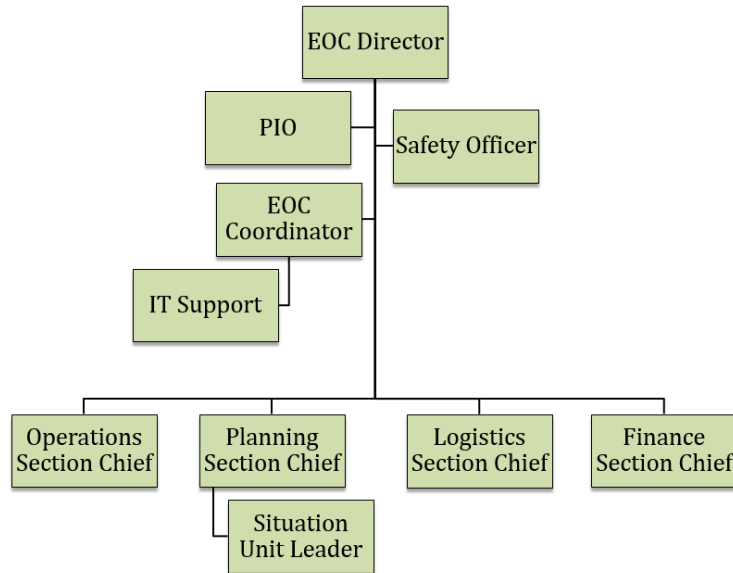
This level of activation is utilized when there is an increased probability for the need of a moderate level of coordination, information management, or resources support that is higher than that which is provided in a DEM Duty Officer Monitoring Status.



CONCEPT OF OPERATIONS

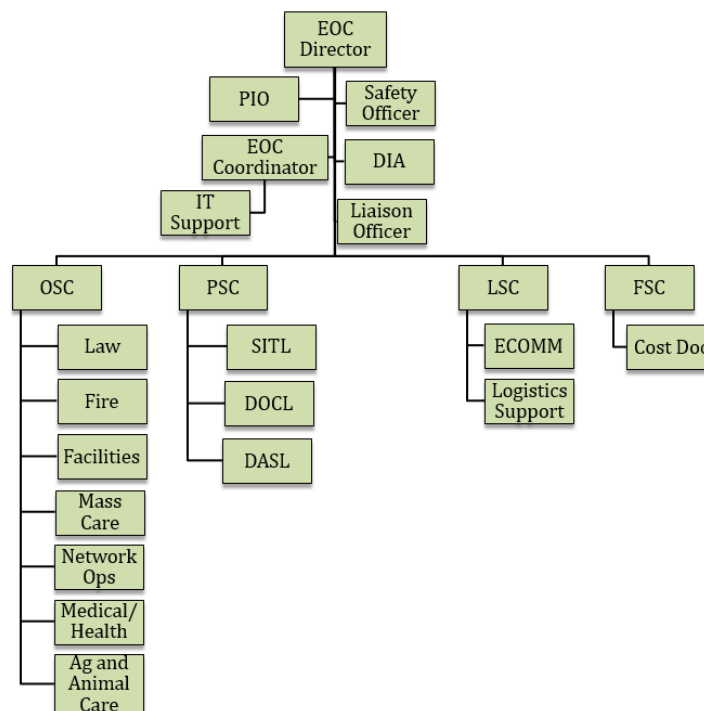
Level 3 – Activation

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.



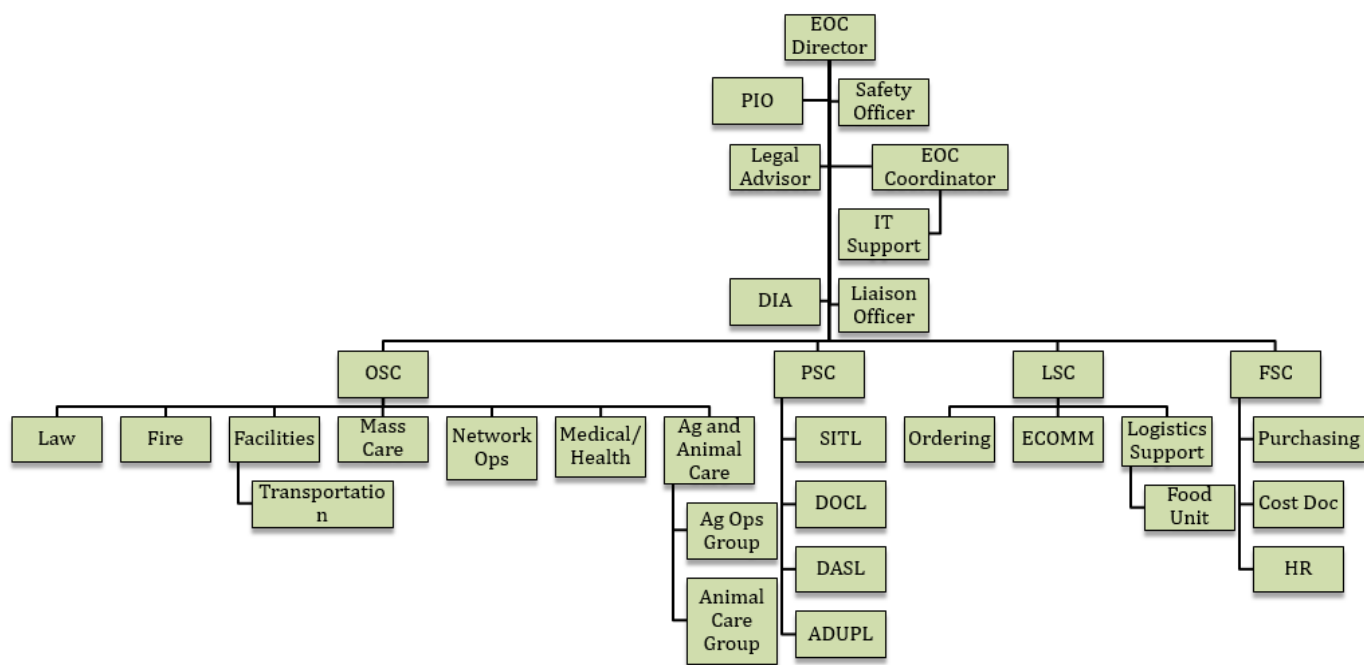
Level 2 – Activation

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.



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.



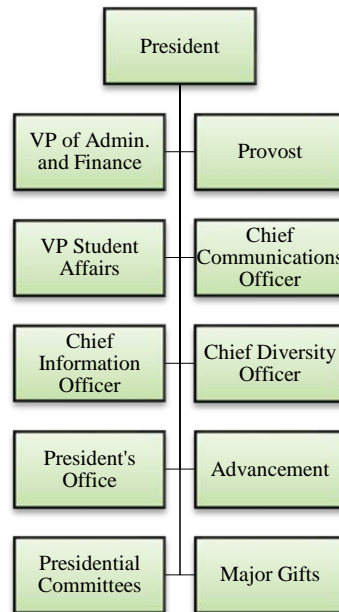
Deactivation

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. OA EOC responders must follow applicable deactivation procedures as directed by the EOC Director and identified in the Cal Poly EOC position-specific checklists.

POLICY-LEVEL COORDINATION: EMERGENCY POLICY GROUP

The Cal Poly Emergency 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. 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.



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 may choose to utilize the President’s residence.

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), Community Emergency Response Team (CERT), and Building Emergency Response Coordinators (BERCs). Activation of DATs will be at the discretion of the Director of Emergency Management or delegate.

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.

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.



CONCEPT OF OPERATIONS

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.

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

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) (i.e. boundaries of a fire, facility status, extent of flood, etc.).

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 continually 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 all of 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.

PUBLIC INFORMATION AND WARNING

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 serves 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:

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, ANTS, and other integral EOC team members have been trained and authorized to create and send public alerts and notifications.

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.

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 campus 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)
- 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 an incident or event, the EOC will also serve as the JIC. This will ensure coordinated and consolidated emergency messaging.

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ROLES AND RESPONSIBILITIES

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.

CAL POLY DEPARTMENTS/AGENCIES

Public Safety

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

Administration and Finance Network & Technology Services

Administration and Finance Network & Technology Services (ANTS) is the lead Information Technology organization for the Cal Poly Emergency Operations Center. ANTS is responsible for the EOC IT Support function in the Emergency Operations Center.

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 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

University Communications is the lead organization for coordinating public information. During an emergency, University Communications is responsible for field, Emergency Operations Center, and Emergency 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

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

ROLES AND RESPONSIBILITIES

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.

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.

AUTHORITIES

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

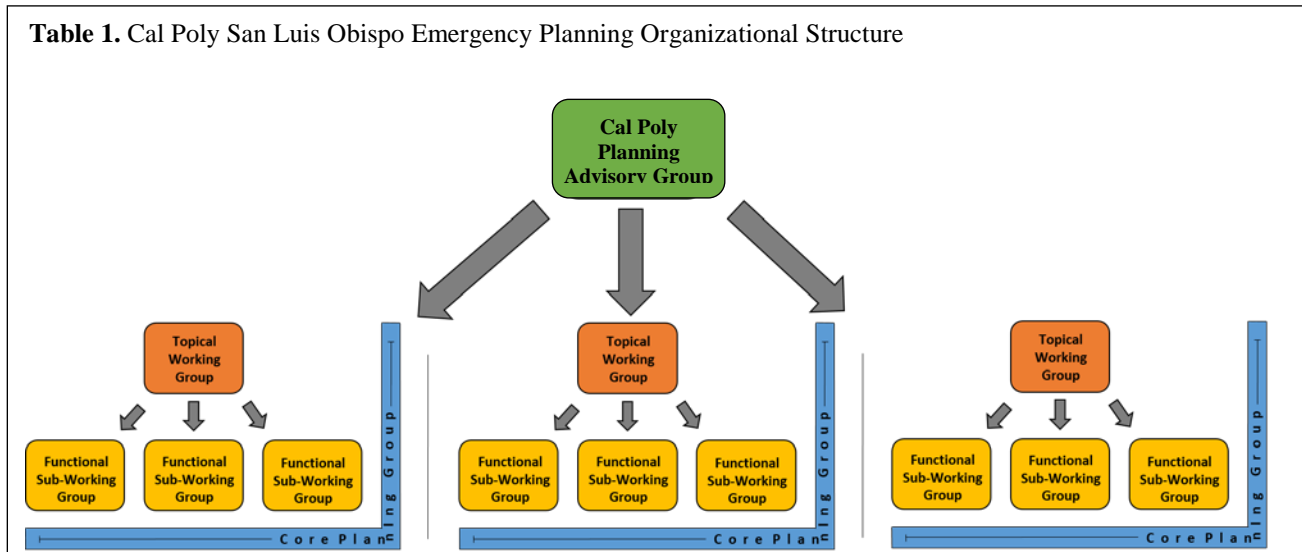
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PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT AND MAINTENANCE

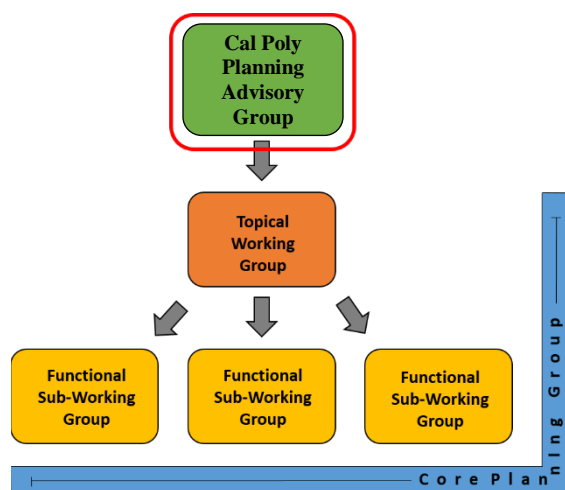
Cal Poly San Luis Obispo Emergency Planning Organization

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, etc.
2. Liaisons from the student body and faculty population
3. Representatives from Allied Agencies (i.e., SLO City Fire, Cal Fire, etc.)

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. 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.

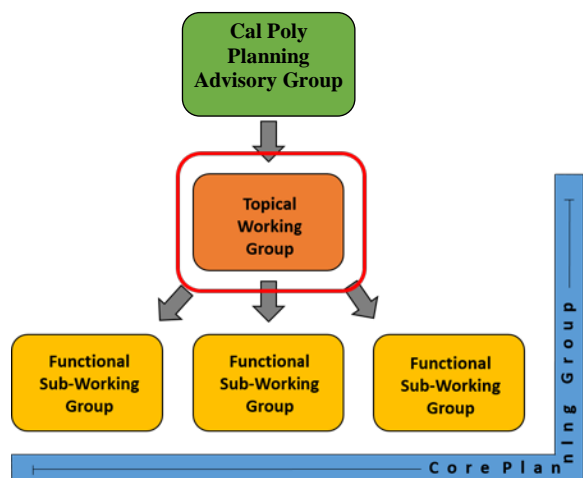
Suggested Topics of Discussion. Summations of previous planning successes, current planning projects, and planning endeavors scheduled to begin in the near future. Additionally, this is an excellent platform for subject matter experts to discuss hazard types pertinent to Cal Poly.

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 commiserate 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:

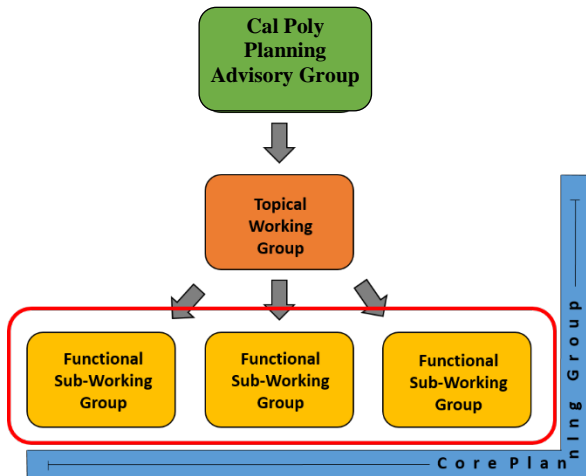
1. Define the current situation regarding the hazard, topic, or function under consideration – including a proposed timeline.
2. Participate in and contribute to an Initial Planning Meeting, a Mid-Term Planning Meeting, and a Final Planning Meeting that includes a broad, holistic audience.
 - a. The 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:

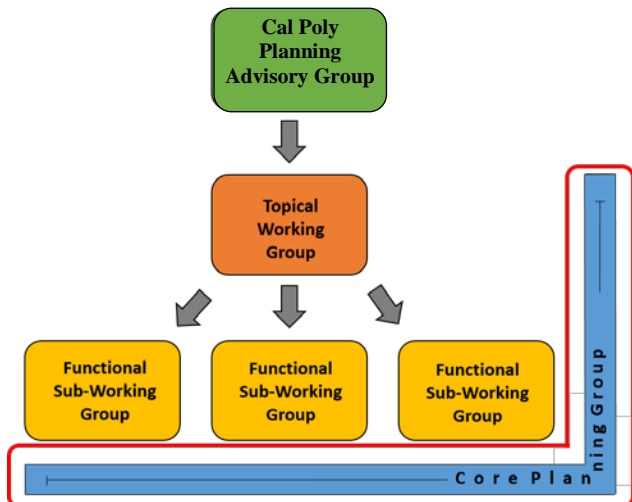
PLAN DEVELOPMENT AND MAINTENANCE

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, 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 DEVELOPMENT AND MAINTENANCE

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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.

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

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 insure 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

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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 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.

APPENDIX

APPENDIX A: RAPID NEEDS ASSESSMENT TOOL

Cal Poly Rapid Needs Assessment Form

Critical Facilities List

Building #'s	Building Name	Purpose	Status	Evac?	Generator?	Injuries?	Notes	Inspected?	Status Key:		
1	Administration	Operations/ COOP		Y/N	Y	Y/N		Y/N	Green= No Damage		
14	Computer Science	IT Services/ Data Center		Y/N	Y	Y/N		Y/N			
18	Dairy	Agriculture/ Life Safety		Y/N	Y	Y/N		Y/N	Yellow= Minimal Repair Needed		
27	Health Center	Life/ Safety		Y/N	Y (Not Functional)	Y/N		Y/N			
36	UPD	Life/ Safety		Y/N	Y	Y/N		Y/N			
38	Child Dev. Center	Life Safety		Y/N	N	Y/N		Y/N	Red= Repair Needed, No entrance		
40	Central Plant	Operations/ Utilities		Y/N	N	Y/N		Y/N			
42	Mott Gym	Life Safety/ Shelter		Y/N	N	Y/N		Y/N			
43	Recreation Center	Life Safety/ Shelter		Y/N	N	Y/N		Y/N			
56	Swine Unit	Agriculture/ Life Safety		Y/N	Y	Y/N		Y/N			
70	Facilities	IT Services / Operations/ COOP		Y/N	Y	Y/N		Y/N			
74	EOC	Life/ Safety, IT		Y/N	Y	Y/N		Y/N			
75	Mustang Substation	Operations/ Utilities		Y/N	N	Y/N		Y/N			
133	ASI Children's Center	Life Safety		Y/N	N	Y/N		Y/N			
150	Poultry	Agriculture/ Life Safety		Y/N	N	Y/N		Y/N			
155	Meat Processing	Agriculture/ Life Safety		Y/N	N	Y/N		Y/N			
180	Baker Science	COOP/Hazmat		Y/N	Y/N	Y/N		Y/N			
201	Pumphouse 1	Operations/ Utilities		Y/N	N	Y/N		Y/N			
20B	Engineering East	Telecom Building		Y/N	N	Y/N		Y/N			
K1	Cell Towers	Emergency Comms		Y/N	N	Y/N		Y/N			
K1	Pumphouse 2	Operations/ Utilities		Y/N	N	Y/N		Y/N			

Housing							
Building #'s	Buildings	Estimated Residents	Status	Generator	Injuries?	Residents Dispalced	Notes
	<u>North Mountain</u>						
100	Shasta	90		Y / N	Y / N		
101	Diablo	92		Y / N	Y / N		
102	Palomar	87		Y / N	Y / N		
103	Whitney	87		Y / N	Y / N		
104	Lassen	90		Y / N	Y / N		
	<u>Red Bricks</u>						
110	Tenaya	271		Y / N	Y / N		
109	Fremont	277		Y / N	Y / N		
105	Trinity	273		Y / N	Y / N		
107	Muir	274		Y / N	Y / N		
106	Santa Lucia	274		Y / N	Y / N		
108	Sequoia	269		Y / N	Y / N		
113	<u>Sierra Madre</u>	708		Y / N	Y / N		
113-0	Tower 0			Y / N	Y / N		
113-1	Tower 1			Y / N	Y / N		
113-2	Tower 2			Y / N	Y / N		
113-3	Tower 3			Y / N	Y / N		
113-4	Tower 4			Y / N	Y / N		
113-5	Tower 5			Y / N	Y / N		
113-6	Tower 6			Y / N	Y / N		
114	<u>Yosemite</u>	652		Y / N	Y / N		
114-0	Tower 0			Y / N	Y / N		
114-1	Tower 1			Y / N	Y / N		
114-2	Tower 2			Y / N	Y / N		
114-3	Tower 3			Y / N	Y / N		
114-4	Tower 4			Y / N	Y / N		
114-5	Tower 5			Y / N	Y / N		
114-6	Tower 6			Y / N	Y / N		
114-7	Tower 7			Y / N	Y / N		
114-8	Tower 8			Y / N	Y / N		
114-9	Tower 9			Y / N	Y / N		
	<u>Cerro Vista</u>	960					

Building #'s	Buildings	Estimated Residents	Status	Generator	Injuries?	Residents Dispalced	Notes
170D	Romauldo			Y / N	Y / N		
170A	Morro			Y / N	Y / N		
170B	Cabrillo			Y / N	Y / N		
170C	Hollister			Y / N	Y / N		
170F	Islay			Y / N	Y / N		
170E	Bishop			Y / N	Y / N		
	<u>PCV</u>	3300					
171A	Aliso			Y / N	Y / N		
171B	Buena Vista			Y / N	Y / N		
171C	Corralitos			Y / N	Y / N		
171D	Dover			Y / N	Y / N		
171E	Estrella			Y / N	Y / N		
171F	Foxen			Y / N	Y / N		
171G	Gypsum			Y / N	Y / N		
171H	Huasna			Y / N	Y / N		
171I	Inyo			Y / N	Y / N		
	<u>Ag Housing</u>	39		Y / N	Y / N		
	<u>Cal Poly Lofts</u>	36		Y / N	Y / N		

Major Roadways

Roadways	Status	Notes	Status Key:
Grand Ave			Green= No Damage
N. Perimeter			
S. Perimeter			Yellow= Minimal Repair Needed
California Blvd			
Highland Dr.			
Stenner Creek Rd.			Red= Repair Needed, No entrance

Major Dams and Reservoirs				
Dams and Reservoirs	Status	Purpose	Notes	Status Key:
Johnson Reservoir		Livestock Water/ Irrigation		Green= No Damage
Gibson Reservoir		Livestock Water/ Irrigation		Yellow= Minimal Repair Needed
Tyler Reservoir		Livestock Water/ Irrigation		Red= Repair Needed, No entrance
Drumm Reservoir		Irrigation		
Indonesia Reservoir		Irrigation		
Nelson Reservoir		Irrigation		
Shepard Reservoir		Irrigation		
Smith Pond		Irrigation		
Middlecamp Reservoir		Irrigation		

APPENDIX B: INFORMATION MANAGEMENT TOOL

Incident Type	Essential Element Of Information	Specific Information Required	Proposed Sources	Collection Suspense	Deliverable
Common EEI	Access Points To Disaster Area	<p>Where are the traffic control points to access the damaged area?</p> <p>What roads are closed to all traffic?</p> <p>What roads are open to emergency traffic?</p> <p>What are best routes to access the disaster area and other critical locations?</p> <p>Best routes to reach local EOC's, mobilization points and command posts?</p>	<p>Facilities Branch Leader Transportation and Parking Services University Police Department</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report Incident Maps (SCOUT) Situation Briefing WebEOC</p>
Common EEI	Status Of Transportation Systems	<p>What is the status of the interstate highway system and major road systems?</p> <p>Debris blocking roadways?</p> <p>Status of major/primary roads</p> <p>Status of critical bridges</p> <p>Status of railways</p> <p>Status of evacuation routes</p> <p>Status of public transit systems</p> <p>Accessibility status within most severely impacted areas</p> <p>Determination of whether debris is a major impact to major roadways and bridges</p> <p>Status of all other modes of transportation used on campus</p>	<p>Facilities Branch Leader CPPD Officer Reports CPPD Dispatch Reports Union Pacific Railroad Cal Trans SLO Transit RTA</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report Spot Reports Situation Briefing WebEOC</p>

<p>Common EEI</p>	<p>Status Of Communication Systems</p>	<p>What is the status of telephone and internet operations?</p> <p>Reliability of different cellular service providers in areas affected?</p> <p>What is the status of local emergency communications systems?</p> <p>Potential requirement for radio/satellite communications capability?</p> <p>What is the status of NOAA Weather Alerting Systems?</p> <p>What is the status of news media broadcast operations (emergency systems ability to disseminate information)?</p> <p>What is the status of campus wireless internet? Ethernet?</p>	<p>Telephone Company Reports CPPD Dispatch reports ITS & ANTS Open sources</p>	<p>First report: During Rapid Needs Assessment Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report Spot Reports Situation Briefing WebEOC Spot Reports</p>
<p>Common EEI</p>	<p>Status Of Energy Systems</p>	<p>What is the status of electrical generating facilities?</p> <p>What is the status of the distribution grid?</p> <p>How many people are without electric power?</p> <p>What is the status of natural gas transmission facilities?</p> <p>What is the status of the fuel distribution pipeline?</p> <p>How many people are without natural gas?</p> <p>What is the status of gasoline and oil distribution systems?</p>	<p>Facilities Section Chief Facilities Staff PG & E Representative CPPD Dispatch reports PG & E Outage map: https://m.pge.com/#outages</p>	<p>First report: During Rapid Needs Assessment Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report Spot Report (As Needed) Situation Briefing WebEOC</p>

Common EEI	Access Points To Disaster Area	<p>Where access points are located?</p> <p>What credentials are needed to pass into the disaster area?</p> <p>Have the access points changed or is there a desire or need for them to change?</p>	<p>Facilities</p> <p>First Responder input needed: CPPD, SLO Fire, CAL FIRE</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p> <p>WebEOC</p>
Common EEI	Jurisdictional Boundaries/ Profiles	<p>List of Cal Poly jurisdictions (Campus Core, Agricultural Lands, CP Lofts, Tech Park, etc.) affected, with maps</p> <p>Has contact been established with local agencies with jurisdictional authority over outlying properties/ areas?</p> <p>Political and congressional jurisdictions affected</p>	<p>POCs from CP managed/ owned properties</p> <p>POCs from relevant local agencies with jurisdictional authority</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p> <p>WebEOC</p>
Common EEI	Predictive Modeling	<p>Predictive models available</p> <p>What is best model to use?</p> <p>Who will interpret the results?</p> <p>Who will coordinate the modeling and data input?</p> <p>What data inputs are being used?</p> <p>What predictive modeling outputs are available?</p> <p>What programs are being used?</p> <p>What are the program biases?</p>	<p>NOAA/ NWS</p> <p>USGS</p> <p>Facilities</p> <p>GIS software</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed for fast evolving situations</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>
Common EEI	Status Of Emergency Operations Centers	<p>Status of formal EOC</p> <p>Location and status of backup EOC material (Pelican Case)</p> <p>Status of agency EOCs</p> <p>Are local/ regional EOCs activated?</p> <p>Building name and number, and status of backup campus EOC locations</p>	<p>POCs with local cities, SLO County, and PG&E</p> <p>Building Emergency Response Coordinators (BERCs)</p> <p>Pelican Case= DEM and CPPD Responsibility</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>

Common EEI	Status of Key Personnel	<p>Have the needed EOC personnel responded?</p> <p>Who can serve as a backup for needed EOC personnel who are not available?</p>	<p>EOC Director</p> <p>Section Chiefs</p>	<p>First report: Immediately or as soon as possible after activation</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>
Common EEI	Status Of Remote Sensing Operations	<p>Are systems for establishing geospatial situational assessment currently accessible? (ie SCOUT, ArcGIS, Google Maps, AutoCAD, etc.)</p> <p>When will data be available and how will it be shared?</p> <p>Is a rapid assessment being conducted?</p> <p>What areas are being assessed?</p> <p>When will reports be available?</p> <p>When will reports be available?</p> <p>What format?</p> <p>Are commercial remote-sensing sources available?</p>	<p>Planning Section Chief/ Situation Assessment Unit Leader</p> <p>ANTS</p> <p>Facilities</p> <p>ITS</p> <p>USGS</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>
Common EEI	Priorities For Response	<p>What are the operational priorities?</p>	<p>EOC Director</p> <p>DEM Director</p>	<p>First report: Immediately upon activation</p> <p>Frequency: Every operational period</p>	<p>EOC Action Plan, EOC 202</p>
Common EEI	Upcoming Activities	<p>What is the schedule of meetings and briefings?</p> <p>What other significant events or activities are planned or scheduled?</p>	<p>EOC Planning Section Chief/ EOC Director</p> <p>DEM Director</p> <p>Operations Section Chief</p>	<p>First report: Immediately or as soon as possible</p> <p>Frequency: Each operational period or daily</p>	<p>EOC 230</p> <p>Situation Briefing</p>

<p>Common EEI</p>	<p>Boundaries Of The Disaster Area</p>	<p>What are the geographic boundaries of the disaster area?</p> <p>Where did the most significant damage occur?</p> <p>Boundaries of areas evacuated</p> <p>Estimated % of CP population evacuated</p> <p>Estimated % of CP population unable to return</p> <p>Is the response consistent?</p>	<p>Planning Section Chief/ Situation Assessment Unit Leader</p> <p>Damage Assessment Unit Leader</p> <p>Building Emergency Response Coordinators (BERCs)</p> <p>Predictive modeling</p> <p>Geospatial Intelligence System (GIS)</p> <p>Remote sensing/aerial reconnaissance</p> <p>USGS</p> <p>NWS</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>
<p>Common EEI</p>	<p>Initial Damage And Occurrence Reports</p>	<p>Severe weather event logs, duty officer reports, news media reports</p>	<p>National Weather Service/Storm Prediction Center (NWS LA)</p> <p>Local Weather Service Offices (PG&E's John Lindsey)</p> <p>Local Emergency Management Offices</p> <p>Social Media monitoring</p> <p>Media reports</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>
<p>Common EEI</p>	<p>Historical Information</p>	<p>Have previous events of similar magnitude affected the area?</p> <p>What were the results?</p> <p>What resources were provided by the Mutual Aid partners and state and federal emergency management agencies?</p> <p>What were the major operational problems?</p> <p>What were other critical issues?</p> <p>Did it receive a declaration?</p>	<p>After-Action Reports</p> <p>Situation Reports</p> <p>Other archived information</p> <p>Mitigation</p> <p>Other Federal Agencies</p> <p>Facilities & DEM Archives</p> <p>USGS/NEIC</p>	<p>As needed</p>	<p>Situation Briefing</p>
<p>Common EEI</p>	<p>Status of Declarations of Emergency</p>	<p>Is there a Declaration of Emergency on any level?</p> <p>What is the type of declaration?</p> <p>Which jurisdictions are included?</p> <p>Which types of assistance are authorized?</p>	<p>Cal Poly Emergency Policy Group</p> <p>County OES</p> <p>Cal OES</p>	<p>As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>

Common EEI	Socio-Economic Impacts	Number of shelters open/population occupying Potential shelter requirements including AFN	Mass Care and Shelter Branch Leader Local Red Cross POC Local OES Disability Resource Center	First report: During Rapid Needs Assessment Frequency: Daily or as needed	Sit Report Incident Maps (SCOUT) Situation Briefing
Common EEI	Initial Needs And Damage Assessments	What is the status of the RNA process? Has a declaration of emergency been passed on any level? Have IDE requests been received from Cal OES or FEMA?	RNA report Open sources Cal OES FEMA Representative	First report: During Rapid Needs Assessment Frequency: As needed	Sit Report Situation Briefing
Common EEI	Status Of Operating Facilities	What is the status of County and Local Emergency Operating Facilities (operational)? Have they moved to a COOP site?	County OES or CalOES	First report: During Rapid Needs Assesment Frequency: As needed	Sit Report Incident Maps (SCOUT) Situation Briefing

<p>Common EEI</p>	<p>Status Of Critical Infrastructure And Facilities</p>	<p>Status of potable and non-potable water and sewage treatment plants/distribution systems</p> <p>Status of public and private water supply systems</p> <p>Status of public wastewater systems</p> <p>Status of private septic systems</p> <p>Status of medical facilities (hospitals/nursing homes)</p> <p>Status of local Acute Medical Care Facilities</p> <p>Status of local Chronic Medical Care Facilities</p> <p>Status of office and class buildings</p> <p>Status of fire, police and EMS facilities</p> <p>Status of local government operations</p> <p>Status of landfill and solid waste removal system</p> <p>Status of electrical power generation and distribution</p> <p>Status of dams and irrigation reservoirs</p>	<p>Predictive Models</p> <p>Remote Sensing/Aerial Recon</p> <p>Facilities staff</p> <p>BERCs/ Damage Assessment Unit Leader</p> <p>GIS</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p> <p>WebEOC</p>
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<p>Common EEI</p>	<p>Status Of County And Local Operations</p>	<p>What are the major County operations in support of the local jurisdictions?</p> <p>What level of support is being received from other jurisdictions under Emergency Management Mutual Aid?</p> <p>How much support was requested from the county?</p> <p>Affecting cost share?</p> <p>When was the County EOC activated?</p>	<p>County OES</p> <p>Open Sources</p> <p>County EOC, Local EOC's, Cal Poly EOC</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Situation Briefing</p>
<p>Common EEI</p>	<p>Donations/ Voluntary Agency Activities</p>	<p>Has a Donations Hotline been established or is there a need for the Hotline?</p> <p>Which Voluntary Agencies are actively involved in operations?</p> <p>Have any CP managed Disaster Assistance Teams been activated?</p> <p>Has there been an influx of on-the-spot volunteers and if so is there a plan to manage them?</p>	<p>Health Center Staff or Med/Health Branch Leader</p> <p>Voluntary Agencies</p> <p>DEM/ EOC Management</p> <p>Animal Care Unit/ Ag. Operations</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Situation Briefing</p>
<p>Common EEI</p>	<p>Hazardous, Toxics, and Radiological Issues</p>	<p>Reported or suspected hazardous materials/toxic release incidents</p> <p>Follow up actions planned or underway</p> <p>Information on any actual or potential radiological incidents and locations</p> <p>Follow up actions planned or underway</p>	<p>PG&E</p> <p>SLO City Fire/ Cal Fire</p> <p>CPPD</p> <p>Facilities</p>	<p>As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p>

<p>Common EEI</p>	<p>Resource Shortfalls</p>	<p>What are the actual or potential resource shortfalls?</p> <p>What are the anticipated requirements for Mutual Aid partners?</p> <p>What are potential or actual CP resource shortfalls?</p> <p>What are potential sources for resource shortfalls?</p> <p>What resources are available and where are they located?</p> <p>Priorities: water, food, power, medical, heat, communications</p>	<p>Operations Section Chief/ Logistics Section Chief CPPD Facilities DEM ANTS</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report Incident Maps (SCOUT) Situation Briefing WebEOC</p>
<p>Common EEI</p>	<p>Safety Hazards</p>	<p>Personal safety issues?</p> <p>Is there a need for personnel protection equipment?</p> <p>What are the safety hazards in conducting operations?</p> <p>Are there any special vaccinations required?</p>	<p>CPPD/ SLO Fire/ Cal FIRE reports Facilities reports Safety Officer OSHA Reports</p>	<p>Daily or as needed</p>	<p>Sit Report 206 and Safety Message Situation Briefing WebEOC</p>
<p>Common EEI</p>	<p>Status Of Personnel</p>	<p>Have there been any injuries to Cal Poly personnel?</p> <p>Have any Cal Poly personnel been killed?</p> <p>How many Cal Poly personnel have been impacted by the event?</p> <p>What are the staffing needs for response operations?</p>	<p>BERCs/ Damage Assessment Unit Leader CPPD Department Heads</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: Daily or as needed</p>	<p>Sit Report Incident Maps (SCOUT) Situation Briefing WebEOC</p>

<p>Common EEI</p>	<p>Environmental Impacts</p>	<p>Locations / types of radiological releases</p> <p>Locations types of hazardous material releases</p> <p>Location / types of water contamination</p> <p>Location / types of soil contamination</p> <p>Location / type of airborne contamination</p> <p>Location / areas of soil liquefaction</p> <p>Presence of hazardous, biological, and solid debris</p> <p>Impacts to environmentally sensitive areas</p> <p>Location of other substantially damaged facilities/sites that pose imminent environmental risk of chemical/biological contamination (industries/factories, oil/gas pipeline, wells and facilities, livestock feed lots, landfills, power plants, substations, underground storage tanks)</p>	<p>Facilities</p> <p>Ag. Operations</p> <p>CPPD</p> <p>EH&S</p> <p>PG&E</p> <p>NWS</p> <p>SLO Fire</p> <p>CAL FIRE</p> <p>Union Pacific Railroad</p>	<p>As needed</p>	<p>Sit Report</p> <p>Incident Maps (SCOUT)</p> <p>Situation Briefing</p> <p>Spot Report</p> <p>WebEOC</p>
<p>Common EEI</p>	<p>Weather Information</p>	<p>Are there any weather impacts occurring or forecast for the disaster or emergency area?</p> <p>What is the long term weather forecast?</p> <p>Is this part of a continuing weather pattern?</p> <p>What are the impacts on Operations of weather forecasts?</p>	<p>NWS LA</p> <p>PG&E Meteorologist John Lindsey</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>Situation Briefing</p> <p>WebEOC</p>
<p>Cal Poly EEI</p>	<p>Research Facilities Status</p>	<p>Impacts to ongoing research projects and facilities on campus</p>	<p>Faculty</p>	<p>First report: During Rapid Needs Assessment</p> <p>Frequency: As needed</p>	<p>Sit Report</p> <p>WebEOC</p> <p>Situation Briefing</p>