



San Francisco State University Emergency Operations Plan (Revised October 2020)

Adapted with permission from University of California, San Francisco (UCSF)
Emergency Response Management Plan (Adopted March 1, 2010; updated November 2014)

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RECORD OF DISTRIBUTION

A copy of this EOP will be sent to emergency management personnel and University departments with identified roles and responsibilities in emergency operations. Annually, a notification will be placed in SF State’s Campus Memo advising the campus community of the online availability of the EOP. The plan is also available publicly for PDF download from the University’s Office of Emergency Services webpage. Those with a role in disaster response are encouraged to have digital access to this plan or a printed copy of this plan available to them at all times.

The table below lists personnel to whom the plan has been distributed. An electronic copy of the EOP will be transmitted via DocuSign to all stakeholders below with acknowledgement receipts saved electronically by the Office of Emergency Services.

| Department/Agency | Name | Title | Date | Copies |
|-------------------|------|---|------|--------|
| | | President | | |
| | | Provost/VP for Academic Affairs | | |
| | | VP for Administration and Finance | | |
| | | VP for Student Affairs and Enrollment Management | | |
| | | VP for University Advancement | | |
| | | Dean, Lam Family, College of Business | | |
| | | Dean, Graduate College of Education | | |
| | | Dean, College of Ethnic Studies | | |
| | | Dean, College of Science & Engineering | | |
| | | Dean, College of Health & Social Sciences | | |
| | | Dean, College of Liberal & Creative Arts | | |
| | | Chief of Police | | |
| | | Assigned EOC Personnel (See EOC Personnel Roster) | | |
| | | Director, Office of Emergency Services | | |
| | | Emergency Operations Coordinator | | |

| Department/Agency | Name | Title | Date | Copies |
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RECORD OF REVISIONS

| Rev. # | Date | Description | By |
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LETTER OF PROMULGATION

The preservation of life and property is an inherent responsibility of local, state, and federal government as well as San Francisco State University. The University has prepared this Emergency Operations Plan (EOP) to ensure the most effective and efficient response to emergencies or disasters that may affect the University community.

This plan has been developed to reduce the potential impacts of an emergency or disaster on the University, with the response priorities of saving lives, protecting property, and safeguarding the environment.

This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS).

In accordance with Homeland Security Presidential Directive (HSPD) 5, all University agencies or departments that have responsibilities delineated in this EOP will use NIMS. NIMS allows and ensures proper coordination between local, state, and federal organization in emergency response.

Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Pursuant to the authority contained in Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with the California Emergency Services Act in Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code, and under the authority of the President of the University, this Emergency Operations Plan and all annexes are adopted as official procedure.

Each University administrator, department chair, director, and functional manager is directed to take necessary actions to implement the EOP by developing written internal procedures that detail support required by the plan and then maintaining preparedness to put the plan into action. All previous emergency operation planning documents, which have been incorporated in this plan, shall be destroyed.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the University into an efficient organization capable of responding to any emergency. This EOP is an extension of the local and state emergency operations plans, and will be utilized in support of

local emergency management operations. It will be reviewed and exercised regularly, and revised as necessary to meet changing conditions.

The University's administration gives its full support to this plan and requires all University personnel assigned with emergency management responsibilities to read

and understand all components within this plan. This promulgation letter provides formal authority for all assigned University personnel to perform their identified roles and responsibilities during emergency operations. In addition, the University's administration urges all officials, staff, faculty, and students, individually and collectively, to be familiar with the plan and take a role in their own efforts of personal emergency preparedness.

This EOP is written to provide guidelines for emergency management for the University, with the purpose of protecting life and property, and minimizing the impact of disasters and emergencies to the University as much as possible. The EOP will be reviewed by all departments that have assigned emergency management and response roles and responsibilities. Upon completion of review and written concurrence by these departments, the EOP will be submitted to the Vice Presidents for review and then to the University President for adoption. Upon concurrence by the President, the plan will be officially adopted and promulgated. Revisions can be made to this plan with the authority of the President.

All personnel identified in the EOP shall abide by and cooperate fully with the actions described in this plan when it is executed. Any or all parts of the EOP may be activated based on authority of the President.

The University's Associate Vice President of Business Operations, as the university's Emergency Executive, shall be responsible for EOP maintenance, annual updates and review. As part of the annual update and review process, coordination with applicable campus stakeholders and campus auxiliaries is conducted to ensure review and input to pertinent sections of the EOP by campus and campus auxiliary personnel who have specialized knowledge of specific emergency response procedures, as well as the needs for specialized population.

This EOP is based on the "all-hazards" concept and plans for a wide range of natural and man-made incidents. The plan is flexible allowing for part or the entire plan to be activated based on the specific needs of the situation.

INTRODUCTION

This Emergency Operations Plan (EOP) provides guidelines for the management of the immediate actions and operations required to respond to emergencies or disasters. The priorities of SF State during a disaster are the protection of lives and care of the students, faculty, staff, and visitors of the campus community and campus property. The overall objective is to respond to emergency conditions and manage the process of restoring University academic programs and public services.

SF State Description

Established in 1899, SF State as of Fall 2015 enrolls 30,258 undergraduate and graduate students and employs 3,776 faculty and staff (SF State Facts 2014-2015). The University offers 144-degree programs: 78 baccalaureate degrees, with an additional 44 areas of concentration; 62 master's degrees, with an additional 41 areas of concentration; and one independent and three joint doctoral degrees. In addition, the University offers 17 credential and 38 certificate programs.

SF State's instructional and programmatic functions are dispersed across three primary sites: the 19th Avenue campus, the Downtown campus, and the Romberg Tiburon Center.

19th Avenue Campus

(Primary responder: SFSU UPD)

Since the fall of 1954, the 19th Avenue campus has been located in the southwest area of the City and County of San Francisco. Known as the Sunset District of San Francisco, this area is largely residential with one of the largest apartment rental complexes in the city located to the south of campus, Park Merced. Other significant neighbors include The Stonestown Galleria Shopping Center along Buckingham Way, and Lake Merced reservoir and park which encompasses Harding Park and Golf course on the west.

Between 2000 and 2005, the University acquired 46 acres of developed land north and south of the campus, mostly residential property. Named University Park North (UPN) and University Park South (UPS), these facilities provide an additional 959 apartment units for students, faculty, and staff. With the acquisition of the 2.5-acre former San Francisco Unified School District School of the Arts site, along with UPN and UPS, SF State's acreage at the 19th Avenue campus is 144.1 acres.

While historically a commuter campus, SF State has a significant, and growing, residential student community on the 19th Avenue campus. In Academic Year 2015-2016 the residential population numbered 3,414 students.

The campus consists of a variety of structures that range from several one-story modular classrooms, to multi-story buildings, the tallest being the Towers at Centennial Square, at 15 stories. Currently there are 58 structures on the 19th Avenue campus, including residential units.

The campus, with its main entrance at 1600 Holloway Avenue, is bounded by 19th Avenue on the east, Holloway and Font south, Lake Merced Boulevard on the west, with Winston and Buckingham Way on the north. Both Lake Merced Boulevard and 19th Avenue are 6 lane roads, providing primary access to I-280. 19th Avenue is a primary route to Hwy 1 and the Golden Gate Bridge.

Downtown Campus

(Primary responder: SFPD)

In 2007, the University opened the Downtown Campus to house the College of Business MBA and Executive MBA programs, the College of Extended Learning, the Center for Research and Education on Gender and Sexuality, and the Masters of Public Administration program. The campus is located at the renovated 835 Market Street building, between 4th and 5th Streets in the heart of downtown San Francisco, on the fifth and sixth floors of the Westfield San Francisco Centre.

Romberg Tiburon Center

(Primary responder: Marin County SD)

The Romberg Tiburon Center for Environmental Studies (RTC) in Marin County in Tiburon, CA on a 36-acre site on the shore of San Francisco Bay was established in 1978 by former SFSU President Paul Romberg. The center has two entrances, the main entrance at 3150 Paradise Drive leading down to the main campus and adjacent to the trailhead for the Tiburon Uplands Preserve. A second entrance for the Bay Conference Center is located at 3152 Paradise Drive. An access road connects the upper and lower areas of the RTC campus.

The main RTC research building is Building 36, located at the southern end of the large tarmac on the lower campus. Additional wet laboratories for marine and estuarine research are housed in Building 54 and Building 49, and a waterfront greenhouse and a flow-through bay water system is used for wetland research and restorations projects. On the mid-level of the campus, building 30 is licensed to Taxon Bioscience, Inc. and the Smithsonian Environmental Research Center. Offices and a laboratory for NOAA's San Francisco Bay National Estuarine Research Reserve are located in Building 36 and in Building 39 adjacent to the Bay Conference Center. RTC maintenance and marine science support operations are based in Buildings 49 & 50, as are studio spaces used by the Art Department and storage for the NAGPRA program. Finally, building 86, a large warehouse adjacent to Building 36 on the lower campus, is licensed to NOAA Fisheries for storage associated with their Southwest Fisheries Science Center.

In addition, the Ohrenschall Guest House provides housing for visiting students/scholars. The RTC campus also has a small boat launch for use only by university faculty, students, staff and

affiliates, as well as a finger pier that supports environmental monitoring of weather and water conditions of San Francisco Bay.

SF STATE'S EMERGENCY MANAGEMENT RELATIONSHIP TO LOCAL, STATE AND FEDERAL EMERGENCY AGENCIES

SF State's 19th Avenue campus is considered a special jurisdiction (local government) according to the City and County of San Francisco and State emergency management agencies (San Francisco Emergency Response Plan, 12/2010, Section 2, p. 18). The Federal Emergency Management Agency (FEMA), California Emergency Management Agency (CalEMA), and the San Francisco Department of Emergency Management (DEM) are not responsible for taking over emergency management functions for SF State. SF State is responsible for managing its own response and recovery operations and identifying, defining and requesting assistance and resources from federal, state or local emergency agencies in compliance with the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). (Refer to Part 2 for a detailed explanation of SF State, local, state and federal emergency management authorities.)

To this end, the SF State EOP is written to promote effective emergency management within the University and coordination with city, county, state, and federal emergency management agencies.

EMERGENCY MANAGEMENT MODEL

SF State follows the Federal Emergency Management Agency's (FEMA) "Comprehensive Emergency Management Program Model," which addresses five phases of emergency management:

Mitigation Phase

Strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster.

Preparedness Phase

Anticipating what can go wrong, determining effective responses and developing preparation of resources.

Prevention Phase

Implementing and creating preventative measures that will meet the needs of the campus community through specific design standards.

Response Phase

Determining the strategy to manage an emergency or disaster.

Recovery Phase

Restoring the area or campus to pre-event conditions may involve short-term actions needed to operate with limited capacity and long-term actions that may take years to complete.

PURPOSE OF THE PLAN

The purpose of the SF State EOP is to establish policies, procedures, and an organizational structure for response to a major incident, emergency, or disaster.

This EOP does not automatically supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. However, due to the severity of an emergency, its threat to life, safety, and property, or the urgency to implement protective actions, the EOP may supplement or replace those procedures with a temporary crisis management structure and procedures, which provide for the immediate management of the Response Phase and the early transition to Recovery Phase.

KEY DEFINITIONS

Incidents, emergencies, or disasters may be defined as follows:

- Incident: An event or occurrence that is limited in scope and potential effects.
- Emergency: An event, expected or unexpected, that threatens life or safety and requires immediate action.
- Disaster: Any catastrophic area-wide event that severely impacts SF State and possibly the surrounding community.

These are explained in more detail below.

INCIDENTS

The principles described in the EOP are applicable to incidents which may:

- Attract protests resulting in civil unrest
- Attract large numbers of participants and visitors which exceed normal SF State operating capacities for security, traffic, feeding or logistical support
- Provide venues for political, scientific, or government events which may be at risk for targeting by terrorists

EMERGENCIES OR DISASTERS

SF State has established this plan to address the immediate requirements for a disaster or an emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect lives
- Provide essential services to and operations for SF State
- Manage SF State resources effectively in the emergency response

ALL-HAZARD PLANNING

The Emergency Operations Plan is an all-hazard plan. It is written so that the emergency management principles and procedures may be applied universally to natural disasters (earthquake, flooding, tsunami), public health emergencies (pandemics, disease outbreaks, food borne/waterborne illnesses), terrorism (chemical, biological, radiological, nuclear, explosives),

technological emergencies (hazardous materials, utility failures), and human imposed criminal events (mass casualty, active shooter, large scale civil disobedience). Annexes have been developed to address hazard specific emergency response guidelines and procedures as necessary; this document is also an organic one, therefore additional annexes may be developed as other kinds of hazards are identified.

THE BASIC PLAN ELEMENTS

SF State is at risk for natural hazards, technological hazards, operational failures, and human-imposed events. Each of these areas of risk has unique issues for emergency response and has in common the requirement to manage multiple impacts at multiple locations for the University during crisis periods in which normal services may be overwhelmed or interrupted.

The EOP was crafted with the following basic planning elements:

- An emergency authorization to activate and conduct operations
- An organized management system for response operations
- A methodology for communicating and coordinating multi-agency and intra-agency response operations
- A methodology for gathering and evaluating information
- A system for providing emergency information messages to students, faculty, staff, visitors, the general public, and key constituents
- A system for coordinating operations with SF State, the City and County of San Francisco and other involved agencies
- A methodology for the procurement and allocation of resources
- A methodology for tracking emergency costs and assessing damage and losses
- A definition of roles and response procedures for staff with emergency response assignments
- A standard and simplified emergency plan format, allowing for future updates

The EOP has been developed to address these basic planning elements, to meet the standards of the current State of California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and to provide SF State with a basic guide for managing a large-scale emergency. Failure to comply in meeting these standards may prevent SF State from receiving reimbursement from both State and Federal funds for expenditures incurred during a declared emergency.

PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These are called planning assumptions, and the standard practice is to base planning on the worst-case conditions such as Hurricane Katrina.

For SF State, as for all organizations in highly seismic regions, the worst-case conditions are represented by a catastrophic earthquake. The 2010 earthquakes in Haiti and Chile have shown the devastating effects of a few minutes of severe shaking.

Using as guiding examples the catastrophic earthquake model or Hurricane Katrina, the planning assumptions incorporated into the EOP include:

- Critical lifeline utilities will be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Public safety fire departments, police, and full medical facilities will not be available. Major roads and local streets will be damaged.
- Buildings and structures, including homes, will be damaged.
- Arrival and distribution of state and federal emergency assistance will be delayed and impeded by damage to Bay Area infrastructure.
- Normal suppliers will not be able to deliver materials.
- Thousands of SF State students, faculty, staff, and visitors will not be able to leave the campus for several days due to wide-spread transportation system damage.
- Emergency conditions could last up to weeks or months.
- As per the “San Francisco Bay Area Earthquake Readiness Response: Concept of Operations Plan” created by the Department of Homeland Security (DHS), FEMA and CalEMA, SF State will be responsible for overall management and coordination of response and recovery within the SF State jurisdiction.

CONCEPT OF OPERATIONS

The Emergency Operations Plan provides the organized management system for SF State to follow during incidents, emergencies and disasters. It is designed as a flexible plan in which part or all of the EOP may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the University during a response. It is considered a management tool, in that it provides a structured organization and general procedures for the management of information, activities, and operations during an emergency.

ICS, SEMS & NIMS

ICS: The EOP incorporates operating procedures from the “Incident Command System” (ICS) for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials incidents, and other potential disasters. ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;

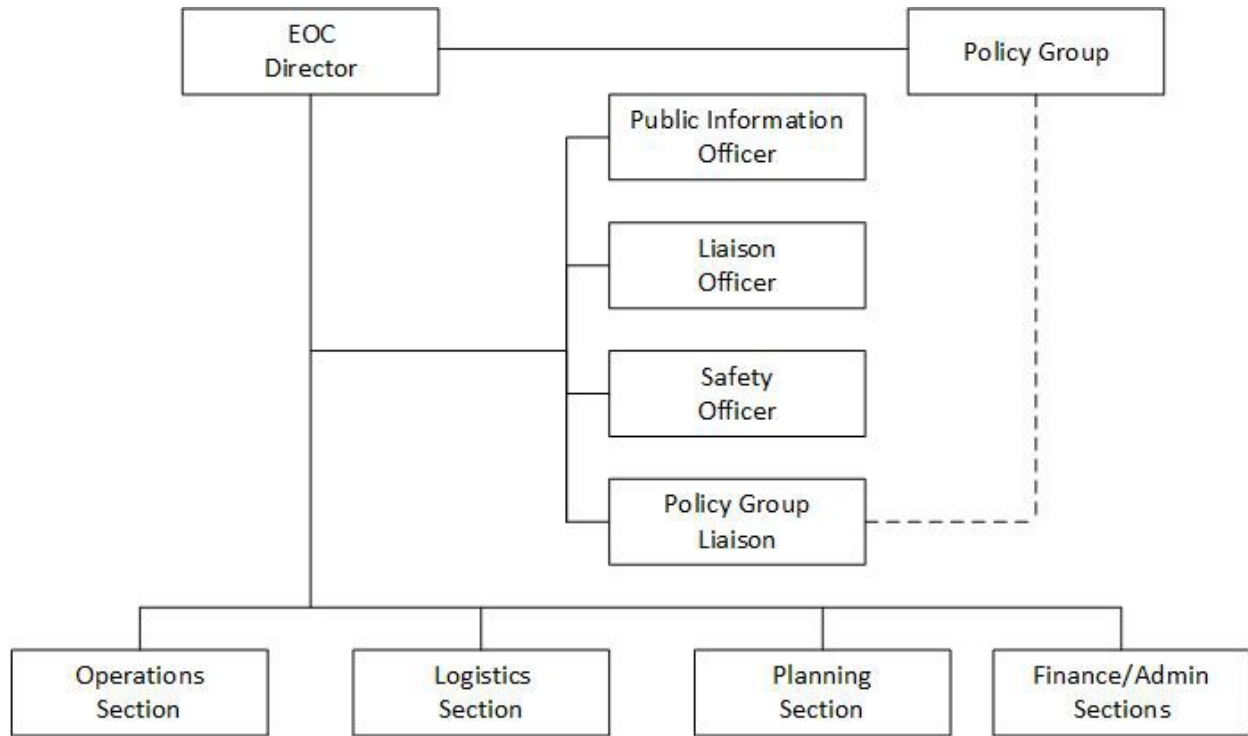
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of ICS includes the Policy Group, which provides policy direction and executive support to the Management Section. The Management Section is in turn supported by four sections: Operations, Logistics, Planning, and Finance & Administration. The appropriate SF State departments will be tasked with supplying personnel to fill the roles of the Emergency Operations Center (EOC) functions within the ICS organizational structure. (Refer to Part 3, Figure 3-1, SF State EOC Organizational Chart.)

SEMS: The EOP utilizes the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in the state. SEMS, adopted by California in 1995, incorporates the use of ICS, the Master Mutual Aid agreement, existing mutual aid systems, county operational area concept, and inter-agency coordination. SEMS, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. SEMS is continuously updated for compliance with the National Incident Management System (NIMS).

NIMS: The National Incident Management System is a nationwide standardized approach to incident management and response. It was developed by the Department of Homeland Security and announced in March 2004 (Homeland Security Presidential Directive-5: Management of Domestic Incidents). NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

FIGURE 1-1: INCIDENT COMMAND SYSTEM (ICS)



MUTUAL AID

Some events may warrant the interface, coordination, and use of offsite organizations and agencies at the federal, state, and local levels. Neither SF State nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. Please refer to Part 2, Mutual Aid for a detailed discussion of mutual aid scenarios and procedures.

PLAN USAGE

The EOP is established as a supplement to the University's administrative policies and procedures. Under activation and during implementation, it serves as an emergency manual, setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during emergency response (and training activations). The forms are then retained on file as official records of the emergency response. Record collection, storage and maintenance is the responsibility of the EOC Director. Records will be stored in the EOC Director's office, or electronically on the EOC Director's storage server. Records pertaining to a natural disaster are public; criminal cases are considered confidential. In the event of a declared State or Federal Emergency where reimbursement is requested by the University, FEMA requires the records be retained up to 25 years. All other records will be kept for seven years in compliance with the Freedom of Information Act. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency response.

This plan is also designed to be updated after each activation based upon After Action Reports and Corrective Action Plans or after an annual review. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for replacement in the binders.

PLAN ACTIVATION

The EOP is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to do all of the following:

- Save and protect lives;
- Prevent damage to the environment, systems, property, and critical programs;
- Provide essential services;
- Temporarily assign SF State staff to perform emergency work;
- Invoke emergency authorization to procure and allocate resources;
- Activate and staff the Emergency Operations Center (EOC); and
- When a coordinated management process is needed.

FIGURE 1-2: SF STATE LEVELS OF EMERGENCY

| LEVEL | DEFINITIONS | EXAMPLES | ACTIVATING ADMINISTRATOR(S) (OR DESIGNEE) | REQUIRED EOC PERSONNEL |
|------------------------------------|---|--|---|---|
| Level 3: Full EOC Activation | Major Incident: All Campus/Regional Emergency 3 or more Department Operations Centers (DOC) with heavy resource involvement | <ul style="list-style-type: none"> • Extended campus-wide utility outage • Hazardous material spill/release with the potential to affect off-campus • Major earthquake • Major tsunami on campus property • Multiple building fire • Confirmed public health crisis on campus • Significant civil unrest • Active bomb/death incident | Chief of Police/ EOC Director President All Vice Presidents in Policy Group | All EOC Members |
| Level 2: Partial EOC Activation | Moderate Incidents: 2 or more Department Operations Centers (DOC) | <ul style="list-style-type: none"> • Partial campus utility outage • Hazardous material spill/release affecting campus • Imminent earthquake alert • Imminent tsunami threatening campus property • Individual building fire (multiple rooms/floors) • State/County public health warning • Imminent threat of civil unrest • Credible bomb/death threat | All those listed in Level 3, and: All Section Chiefs Public Information Officer Safety Officer Liaison Officer Building & Facilities Chief Medical Services ITS Branch Chief | EOC Section Chiefs & additional members as Determined by Activating Administrator |
| Level 1: Standby/ Alert | Minor Incidents: 1 Department Operations Center (DOC) or less (a DOC can consist of 2 or more Branches) | <ul style="list-style-type: none"> • Limited utility outage (contained within one building) • Hazardous material spill/release (minor) • Earthquake advisory • Severe weather advisory • Localized small fire (limited to office/room) • International/National public advisory • Potential threat of civil unrest • Unconfirmed bomb/death threat | Chief of Police DOC Chief Branch Chief | N/A |

LEVELS OF EMERGENCY

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows: See Matrix (Figure 1-2):

Generally, the EOC is activated for Level 2 and 3 emergencies. Part 5 of the EOP provides information on the EOC and activation process.

EMERGENCY AUTHORITY

The EOP is established under the authority of the SF State President. In times of crisis, the authority to activate the University's Emergency Operations Plan, is delegated to the Chief of Police, who for the purposes of this plan serves as the EOC Director. The EOP is activated when conditions exist which require immediate action to save and protect lives, prevent damage to the environment, systems, property, and critical programs, provide essential services, temporarily assign SF State staff to perform emergency work, invoke emergency authorization to procure and allocate resources, activate and staff the Emergency Operations Center (EOC), and when a coordinated management process is needed. The EOP, including the Emergency Operations Center, may be activated by any of the following designees in the following order:

- Chief of Police/EOC Director (designee)
- EOC Section Chiefs

In the event none of the above is available, the SF State Police Department Command Staff Officer (Lieutenant or above) will assume authority for the activation of the EOP and provide overall direction until one of the above designees arrives. (Refer to Part 2 Local, State and Federal Emergency Response Systems, Laws, and Authorities.)

EMERGENCY EXPECTATIONS FOR SF STATE STAFF, FACULTY & AFFILIATES

Recognizing that emergencies impacting the University will impact staff, faculty and affiliates, it is expected that all persons will take reasonable and prudent actions to become personally prepared, be familiar with Departmental Operational Plans; register with the Emergency Notification System (Blackboard Connect) and follow the instructions of Floor Wardens, Building Emergency Response Coordinators (BERCs), and any others who have designated authority and responsibilities during an emergency. (Refer to Appendix SFE: Emergency Expectations for Students, Faculty & Staff).

PLAN CONTENT & FORMAT

BASE PLAN: The Emergency Operations Plan (EOP) consists of a base plan, Annexes, and Appendices. The Base Plan consists of Parts 1-12.

ANNEXES (A and B): Specialized plans and operations guidelines are annexes to the Base Plan.

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AUTHORITIES: FEDERAL, STATE AND LOCAL

This plan addresses San Francisco State University (SF State) emergency responsibilities. SF State Emergency Management Program (as administered by the University Police Department) is authorized and governed by the following:

FEDERAL

- Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93- 288, as amended
- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
- Critical Infrastructure Information Act 2002
- Homeland Security Presidential Directive 5, February 28, 2003
- Homeland Security Presidential Directive 7
- Homeland Security Presidential Directive 8, December 17, 2003
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents
- National Infrastructure Protection Plan (NIPP)
- Presidential Decision Directive/NSC-63
- Protected Critical Infrastructure Information (PCII) Program.

STATE OF CALIFORNIA

- The Standardized Emergency Management System (SEMS) as described by California Government Code Section 8607(a)
- Code of Regulations Title 19, Division 2, Chapter 5, NDAA, §2900(y)
- "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction. (California Code of Regulations Title 19 Standardized Emergency Management System)
- Local government must use the California Standardized Emergency management System (SEMS) to be eligible for state funding of response- related personnel costs (California Code of Regulations, Title 19, §2920, §2925, and §2930)
- The adoption of the National Incident Management System by State and local organizations is a condition for Federal preparedness assistance. (Department of Homeland Security, National Incident Management System, March 1, 2004)
- The State Oath of Allegiance affirms CSU employees are, by law, Disaster Service Workers. (California Labor Code 3211.92(b))

CALIFORNIA STATE UNIVERSITY

- CSU Executive Order 943, which denotes Student Health Center in the Emergency Operations Plan (EOP)
- CSU Executive Order 1013 has been superseded by Executive Order 1056
- CSU Executive Order 1056, adopting the National Incident Management System (NIMS)/Standardized Emergency Management Systems (SEMS)
- CSU Emergency Management Coded Memo RM 2018

SF STATE EMERGENCY MANAGEMENT RESPONSIBILITY

All incidents begin and end locally. The Federal Emergency Management Agency (FEMA) does not take command away from state and local authorities. Neither does the California Emergency Management Agency or San Francisco Department of Emergency Management take over emergency management responsibilities from SF State.

SF State's 19th Avenue Campus is classified as a local government within the San Francisco Operational Area by State and San Francisco emergency management agencies and is thus "responsible for the management and coordination of the overall emergency response and recovery activities within [its] jurisdiction." (San Francisco Emergency Response Plan, 12/2010, Section 2, p. 18).

SF STATE EMERGENCY OPERATIONS PLAN

The University's emergency management phases are established in the Emergency Operations Plan. Responsibility is assigned by the President to the SF State University Police Department

(UPD) Chief and further delegated to the SF State UPD Emergency Preparedness Coordinator for ongoing updates, revisions and maintenance.

As an addendum to the normal SF State administrative procedures, the EOP provides for the emergency authority of the President or designee to take actions and make emergency expenditures of University funds in response to emergency conditions.

The EOP does not automatically supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University in non-emergency conditions. However, due to the severity of an emergency; its threat to life, safety, property and research; or the urgency to implement protective actions, the EOP may temporarily supplement or replace those procedures with a time-limited crisis management structure and procedures, which provides for the immediate management of response operations and the early transition to recovery operations, before return to normal and usual operating procedures.

SF STATE EMERGENCY OPERATIONS PLAN – UPDATES AND REVIEW

- Annually, the Emergency Operations Center (EOC) Director will distribute the EOP to EOC section leaders to review their specific sections.
- The Emergency Program Improvement Committee (EPIC) will review the remainder of the EOP.
- Proposed changes will be collected and summarized by the EOC Director for final approval by the Associate Vice President for Business Operations.

- The EOC Director will implement the approved changes to the EOP and will distribute the updated EOP to EOC members and the Policy Group, with a copy posted on the OES website for public consumption.

EMERGENCY AUTHORITY AND DELEGATION OF AUTHORITY

The SF State Emergency Operations Plan is established under the authority of the President. In times of crisis, the authority to activate the University's Emergency Operations Plan is delegated to the EOC

Director or designee. The EOP is activated when conditions exist which require immediate action to save and protect lives, prevent damage to the environment, systems, property, and critical programs, provide essential services, temporarily assign SF State staff to perform emergency work, invoke emergency authorization to procure and allocate resources, activate and staff the Emergency Operations Center (EOC), and when a coordinated management process is needed.

EOC ACTIVATION AUTHORITY

The recommendation to activate the EOC, and act in the best interest of the University will be made by the EOC Director or designated alternate (see below).

- EOC Director or Designee
- Public Information Officer (PIO)
- Liaison Officer
- Safety Officer
- Section Chiefs
 - Operations Chief
 - Logistics Chief
 - Planning Chief
 - Finance & Administration Chief

Once the decision to activate the EOC is made, the EOC Director or designee shall notify the President. The EOC Director or alternate shall determine which EOC Sections/Branches to activate and which positions are needed for EOC operations.

AUTHORITY VESTED IN THE EOC DIRECTOR

Reporting to the President or designee, the EOC Director has ultimate responsibility for activation, oversight and demobilization of the EOC and SF State emergency responders.

The EOC Director is responsible for providing executive leadership and directing all EOC operations during an SF State emergency declaration and EOC activation.

The EOC Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, and post event (After Action) assessments and corrective action plans.

The EOC organizational structure complies with the Incident Command System (ICS). EOC Section Chiefs will report to, and take direction from, the EOC Director. During an SF State emergency and EOC activation, the ICS organizational structure supersedes routine reporting lines for SF State personnel assigned to the Incident Management Team, or Emergency Response Teams.

DECLARATION OF STATE OF EMERGENCY

SF State will make every effort to remain open at all scheduled times. However, to ensure the SF State community's health and safety, there are unusual occurrences that may necessitate modified operating schedules or cancellation of classes, such as:

- Extended power outage and/or disruption to campus water or sanitary service
- Significant property damage to the campus
- Impassable crucial roadways/bridges to/from campus
- A campus emergency event that would pose a danger to the campus population such as a fire, earthquake, or hazardous materials incident

The President or designee will declare a campus state of emergency when an unusual occurrence requires curtailment of operating schedules. A copy of the proclamation of a campus state of emergency will be forwarded to the Department of Emergency Management (DEM), City and County of San Francisco and the EOC shall notify the California State University Chancellor's Office.

The Public Information Officer in the EOC is responsible for coordinating the release of any information pertaining to the status of campus operations to the campus community, the news media, and general public, e.g.:

- Restricting access to or requesting people to leave the campus
- Canceling classes or events
- Evacuating and closing buildings

PUBLIC SAFETY EMERGENCIES: TEMPORARY PARTIAL SITE/BUILDING CLOSURE

Emergency events may require emergency responders to temporarily close specific areas of the Campus due to exigent life-safety emergencies. This could include a law enforcement event such as "active shooter," a barricaded suspect, or other life-threatening circumstance that the Chief of Police, On-Call Commander, or Watch Commander deems requires such a response to ensure the security and safety of the public or to protect a crime scene.

The ranking Police Officer on the scene must request a temporary partial closure from the Watch Commander, On-Call Commander, or Chief of Police as appropriate. The authority to declare a "Public Safety Emergency" and close portions of the Campus rests with the Chief of Police or designee.

Designated alternates to the Chief of Police, in order, are:

1. Chief of Police Designee
2. On-Call Police Commander
3. Watch Commander

PRESIDENT'S LINE OF SUCCESSION

The authority to declare a Campus "State-of-Emergency" and close the Campus, rests with the President or the President's designated alternate, and the EOC Policy Group. The following comprise the designated alternates to the President, in order of Succession:

1. Provost and Vice President for Academic Affairs
2. Vice President for Administration & Finance and CFO
3. Vice President for Student Affairs & Enrollment Management
4. Vice President for University Advancement
5. Vice President, University Enterprises
6. President's Chief of Staff

POLICY DECISIONS AND POLICY GROUP

In an emergency, the EOC Director reports to the President. The EOC Director will consult with the President or designee, and the Policy Group as necessary to advise and assist in making emergency-related policy decisions impacting SF State. The Policy Group functions as a strategic policy and recovery planning team; setting general policy regarding overall SF State emergency operations and recovery plans. It advises the President on large funding expenditures, capital improvement and reconstruction projects. It may also authorize recovery plans and priorities.

MUTUAL AID

Mutual-aid agreements document the resources, services, and support external entities will provide during an incident and help ensure that such support is available in the event of an emergency.

The Emergency Program Improvement Committee (EPIC) will annually review all existing mutual aid agreements to ensure that all mutual aid agreements with external agencies for support in an emergency meet the emergency support needs of the University and are up-to-date. EPIC will document the review of the annual review of MAAs and provide a memorandum to the VP-Administration/CFO confirming that all MAAs are up-to-date and relevant to the emergency support needs of the University.

Mutual Aid from California State University Sister Campuses

During emergency declarations affecting one or more CSU system campuses, the Office of the Chancellor may support the affected campus by coordinating CSU mutual aid or CalEMA assistance via the State Emergency Operations Center.

SF State may call upon sister campuses during an emergency to petition the provision of assistance. For all mutual aid operations, assistance is provided only when the giving agency will

not be exhausting its resources or impacting its own capability for emergency response. Additionally, SF State will need to track and document labor, materials, and related expenses of the mutual assistance service for FEMA/CalEMA and insurance documentation.

City and County of San Francisco

The Department of Emergency Management (DEM) is responsible for coordinating disaster mitigation, preparedness, response and recovery within its operational area. The Mayor of San Francisco may declare a State of Emergency in order to activate the city/county emergency response and to become eligible for possible state assistance.

The City and County of San Francisco County “Operational Area” is represented by city & county agencies within the County geographical area, special districts, volunteer agencies (such as the Red Cross), utility companies, colleges and universities and other public institutions. SF State is classified as a local government within the San Francisco Operational Area by the San Francisco DEM (San Francisco Emergency Response Plan, 12/2010, Section 2, p. 18).

During a disaster response, the Department of Emergency Management will activate the San Francisco EOC, coordinate resources, and collect status reports and other information from organizations. It is one of San Francisco DEM’s roles in a disaster to support and provide emergency assistance to operational area public agencies and institutions such as SF State. This may be done by using city and county resources, those acquired through mutual aid. However, the San Francisco EOC also coordinates among all of the public agencies within the County’s boundaries and between those organizations and the California Emergency Management Agency (CalEMA) utilizing the California

Standardized Emergency Management System (SEMS) and federal emergency management agencies as described in the National Response Framework (NRF) under the leadership of the Federal Emergency Management Agency (FEMA).

SF State may send an EOC liaison to the City EOC to coordinate SF State requests for assistance. SF State may also send a representative of the EOC Public Information and Media unit to the City’s Joint Information Center. The EOC’s Medical Services position will coordinate requests for health and medical assistance through the SF Department of Public Health’s (DPH) Department Operations Center (DOC).

State of California

The state’s disaster authority is established in the California Emergency Services Act, CA Gov. Code Sections 8550 et seq. Included in this law are the policies, regulations, and basic procedures for the following:

- California Emergency Plan
- Standardized Emergency Management System (SEMS)
- SEMS Guidelines, March 1995

The SF State emergency management response system and the EOP are in accordance with the standardized state response system and the SEMS guidelines.

The Governor must declare a State of Emergency in order to activate the state emergency response and to pave the way for a presidential declaration of disaster. (See Figure 2-1.)

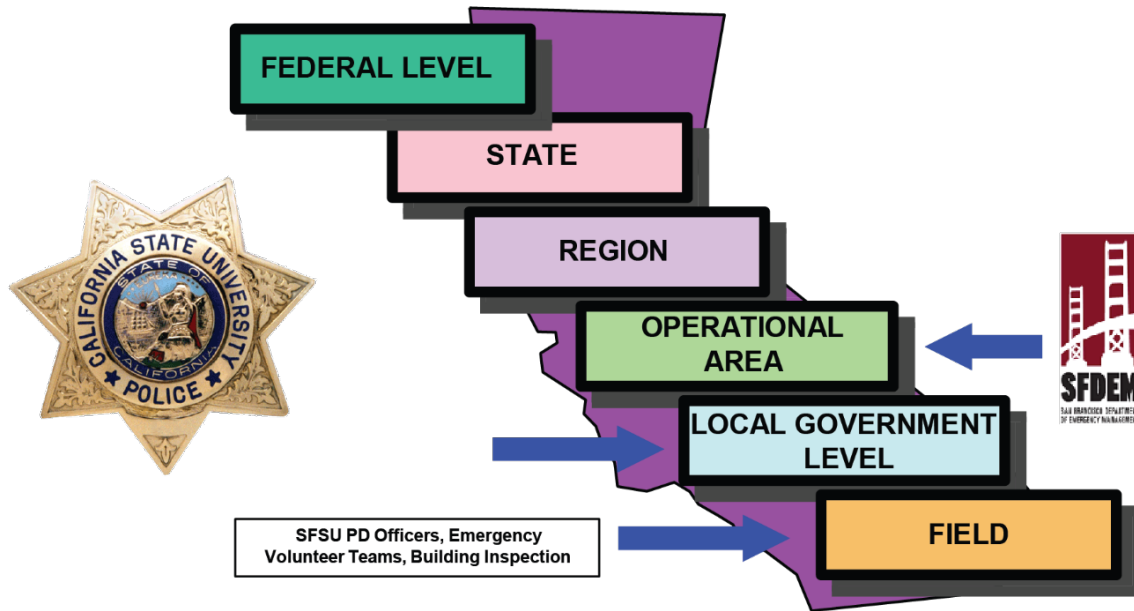
Mutual Aid Agreements

Current mutual-aid agreements document the resources, services, and support that signatories will provide if called upon in the event of an emergency. The procedure below outlines the process for periodic review and renewal of existing MAAs.

Procedures:

1. Annually, in the fourth quarter of every calendar year, the Emergency Program Improvement Committee (EPIC) will review all existing mutual aid agreements to ensure that all mutual aid agreements with external agencies for support in an emergency meet the emergency support needs of the University and are up-to-date.
2. EPIC will document the review of the annual review of MAAs and provide a memorandum to the VP-Administration/CFO confirming that all MAAs are up-to-date and relevant to the emergency support needs of the University.

FIGURE 2-1: HIERARCHY OF DISASTER RESPONSE IN CALIFORNIA



Federal Government

The federal-level authority for emergency management is the Federal Emergency Management Agency (FEMA). FEMA headquarters is in Washington, DC and the agency is organized into 10 regions throughout the country. California is in Region IX. During a disaster in California (after declaring the state a disaster area), the Governor is responsible for petitioning the President of the United States to make a presidential declaration, so that federal resources can be made available. A presidential declaration activates the Federal Emergency Response Plan and allows the state to access federal resources for emergency response.

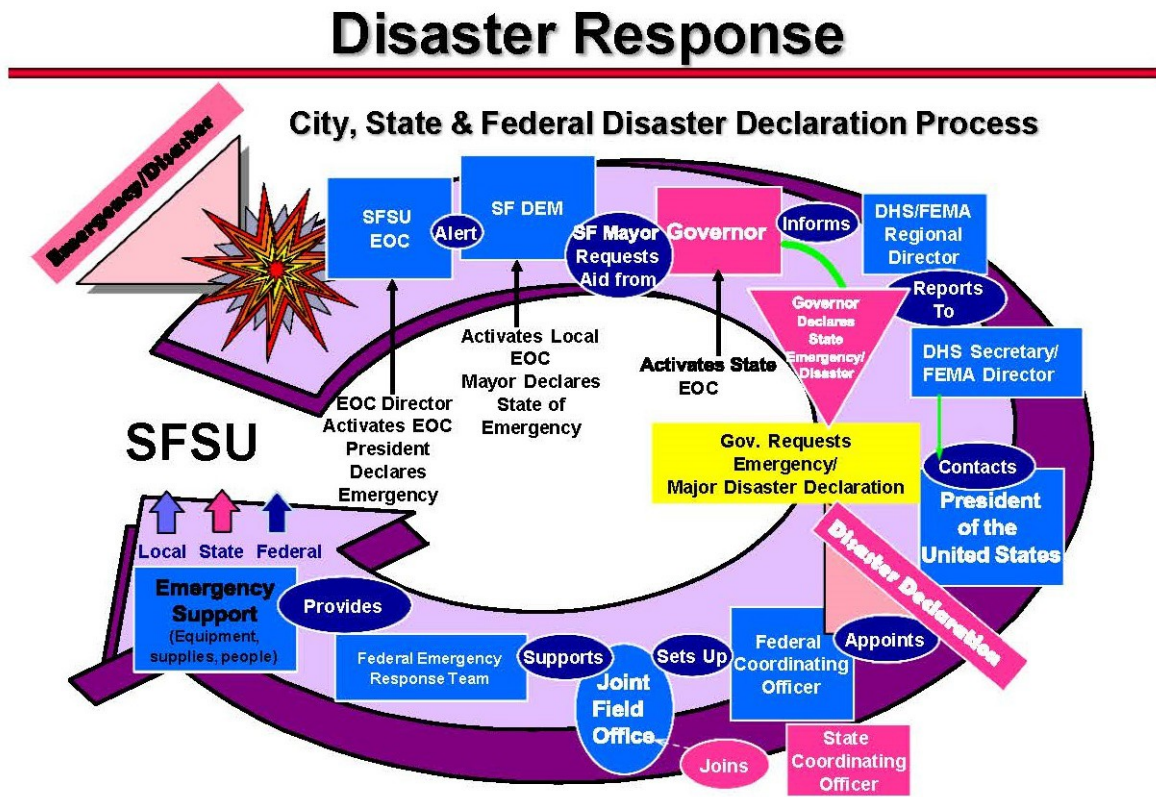
The Robert Stafford Act provides the federal authority and program for federal congressional appropriation of public funds for disaster assistance. This program provides for a reimbursement of approximately 75% of eligible expenses for approved categories of public facility protection and/or repair and restoration of damaged facilities. The San Francisco Department of Emergency Management and the State of California will notify interested organizations when the federal programs are activated and will assist with the application process. Further information regarding the application process for federal disaster assistance funds is available online at: <https://www.fema.gov/pdf/government/grant/pa/paguide07.pdf>.

The Stafford Act also includes a provision for hazard mitigation projects. These are projects funded for improvements to qualified facilities that were not damaged, but are considered at

risk for future events. The information regarding program availability is provided by FEMA to eligible agencies within a few weeks after a disaster.

Figure 2-2 provides an overview of the National Response Framework (NRF) by which Federal Disaster Assistance Programs may become available to California, San Francisco and SF State.

FIGURE 2-2: NATIONAL RESPONSE FRAMEWORK



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CAMPUS EMERGENCY RESPONSE

CLOSURE AND EVACUATIONS

The university president or designee may authorize a closure of the campus due to a health or safety concern or due to the interruption or failure of a utility such as electricity or water service. An evacuation may be declared in the event of a major threat or emergency.

There is a difference between an evacuation and a campus closure. A campus closure occurs when a decision has been made to close the campus because of a specific event, such as high winds or a power outage, which make normal campus operations impossible or unsafe. These are not considered to be immediate emergency situations. An evacuation occurs when it is essential to clear the campus as quickly as possible as in the case of a fire or an earthquake.

In either case, campus communication systems will be used to notify the campus community and provide specific instructions as to how to proceed.

CAMPUS CLOSURE

A campus closure occurs when a decision has been made to close the campus due to a specific event which makes normal operations impossible or unsafe. A closure may be campus wide or may involve only specific areas of the campus.

Procedure:

1. The university president or designee may authorize a closure of the campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to close the campus. The campus community should be prepared to follow the messaging as to how and when to begin exiting campus.
3. Employees required to remain on campus after the official closure will be notified by their immediate supervisor.
4. Departments with operations involving external groups are responsible for communicating information regarding the campus closure to these groups.
5. Students living in campus residence halls may remain in the housing units, unless instructed otherwise. Students and employees should follow their usual procedures for exiting campus, such as arranging transportation as they would under normal circumstances or using local public transportation. In a closure to campus, ingress is not restricted.
6. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

CAMPUS EVACUATION PROCEDURES

A controlled approach will be used when it is necessary to completely evacuate the campus due to an emergency situation. When campus buildings are deemed safe for occupants, employees will be held at their current locations pending evacuation. When campus buildings are deemed unsafe, the individual building evacuation plan will be used.

Following the decision of an evacuation order of the campus, the University President or his/her representative shall notify:

- Chief of Police or his/her representative for crowd, traffic and perimeter control
- University Public Information Officer for appropriate press releases and notifications to the campus community regarding the evacuation.

Campus Evacuation Procedure:

1. The university president or designee may authorize an evacuation of campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to evacuate the campus. The campus community should follow the messaging as to how to immediately exit the campus.
3. Employees required to remain on campus after the official evacuation will be notified by the Emergency Operations Center (EOC). Evacuation may involve a tiered system of egress based on location or impact. The administrator in charge may elect to declare an evacuation from campus in the following manner:
 - a. Students may be asked to leave the campus immediately.
 - b. Employees may be instructed to remain on campus until students have exited the campus.
 - c. Employees may be instructed to leave campus immediately thereafter.
4. Departments with operations involving external groups are responsible for communicating the status of campus to these groups.
5. Students living in campus residence halls will receive specific direction from the Office of Housing and Residential Life.
6. Depending on the nature of the evacuation, points of egress from campus may be limited. The Emergency Notification System (ENS) will provide information on egress controls and the location of a pickup zone for those awaiting transportation off campus. During an evacuation, ingress to campus will be restricted. Regional Transit bus routes may be modified depending on the nature of the evacuation.
7. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

BUILDING COORDINATOR/FLOOR MARSHAL PROGRAM

San Francisco State has adopted a system of evacuation management that will be specifically designed for each building. Each building has an Emergency Action Plan (EAP) and individuals who function as building emergency response coordinators or floor marshals. During an evacuation the floor marshals, using the building EAP as a reference tool, will systematically scan their areas to ensure everyone has evacuated and report to the building coordinator. The responsibilities of these marshals are explained in the Building Coordinator/Floor Marshal Annex.

The emergency evacuation alarm systems in most university facilities include visual and/or audible signaling devices, which should alert sensory impaired persons to alarm conditions. Areas of Refuge have been identified (typically near emergency egress stairways) within each campus

building requiring an Area of Refuge. Areas of refuge and evacuation areas are identified in individual building EAPs.

EVACUATION OF INDIVIDUALS WITH ACCESS & FUNCTIONAL NEEDS (AFN)

The evacuation of individuals with an AFN will be given a high priority in all emergencies. Individuals with an AFN have the most awareness of their specific evacuation needs.

It is the responsibility of the individual to plan ahead for emergencies. Individuals with an AFN are encouraged to self-identify any disability, access or functional needs, and to work with faculty, staff, and students to identify evacuation routes, areas of refuge, and other emergency planning needs before an emergency occurs.

EMERGENCY RESPONSE BY ACCESS & FUNCTIONAL NEED

Visual Impairment

Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.

- Inform the person the nature of the emergency and offer to guide him/her towards a safe exit by offering the person to hold your arm lightly above the elbow and walk one-half step ahead as well as using verbal instructions such as approaching a curb or stairs etc. Do NOT grasp a visually impaired person as you may injure or further disorient them, always ask how you may assist.
- When you have reached the evacuation gathering area, orient the individual about their location and if additional assistance is needed. Some individuals may have a service animal that may be disoriented during the emergency and may require additional assistance.

Deafness or Hearing Loss

In order to assist a deaf or hard of hearing person you will need to obtain their attention by moving into their visual field or gently tapping on the person's shoulder and offer written notes regarding the nature of the emergency and where they should evacuate to.

- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle (provided free by the UPD) or have other means of attracting attention of others.

Mobility Impairments

People with mobility disabilities may experience a more difficult time evacuating due to their mobility equipment, ambulatory and/or respiratory restrictions. However, their safe evacuation remains a top priority for emergency responders.

- If a person with mobility impairment cannot exit, they should stay visible in an exit corridor or on an outdoor stair landing.

- Floor Wardens should relay information regarding people remaining in the building and their location to the BERCs which in turn should notify the University Police or Fire personnel.
- If a person with a mobility impairment is in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair which are located in multi-story buildings. Before taking action, always ask the person what their preferred method of assistance are.

EVACUATION RESPONSIBILITIES

University Police Department (UPD)

The UPD is responsible for the overall evacuation of campus and serves as the focal point in any emergency or assistance and coordinating outside services as delineated in this plan. Serves as the recipient of the evacuation status of each individual building as reported by the Building Emergency Response Coordinators. The UPD will direct outside resources for Search and Rescue assistance as needed.

Facilities Services

Facility Services may respond during an emergency situation and assist the UPD with security and communication at campus entry/exit points. Facilities personnel may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs and provide ongoing support for ongoing recovery efforts.

Building Emergency Response Coordinators

Building Emergency Response Coordinators are responsible for obtaining the evacuation status of their building in terms of assistance needed, building status or any other critical information needs requiring law enforcement support. Building Emergency Response Coordinators station themselves in designated Emergency Evacuation Areas to obtain information from their Floor Marshals. As soon as the building status is known they forward the information on to the University Police Department. The Building Coordinator's primary responsibility is information gathering and reporting of building status to the UPD. They are not responsible for active search and rescue or performing any type of building remediation.

Westfield Shopping Center (including SF State Downtown Campus) must notify the City of San Francisco emergency personnel as soon as they know the status of evacuated individuals. Evacuations at SF State Downtown Campus are also aided by UPD Community Service Specialists trained in emergency response and will assist with security and communication at the SF State Downtown Campus perimeter entry/exit points. Security associated may assist with ongoing support for recovery.

Floor Warden

The Floor Wardens are responsible for the safe and timely evacuation of all building occupants. They direct occupants towards safe exits and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any D/AFN assistance needs to the Building Coordinator upon arrival to their designated Evacuation Gathering Area. The Floor

Warden's primary responsibility is to evacuate building occupants and relay assistance needs to the Building Coordinator. They are not responsible for active search and rescue or performing any type of building remediation.

During evening hours, faculty are instructed to act as floor wardens and assist with evacuations.

Building Occupants

Building occupants are advised to safely walk to the nearest exit and go to the designated Emergency Evacuation Gathering Area away from the building, and then wait for further instructions. Individuals should not block exits or emergency vehicle routes. All evacuees should immediately notify emergency responders or a BERCs if an injured or disabled person needs assistance evacuating.

ACCOUNTING FOR ALL PERSONS

Building coordinators, floor marshals, faculty, and staff that have direct knowledge (roster, roll sheet) and access to a list of persons who were in the classroom or building, should meet occupants at a designated evacuation gathering area (see individual building emergency evacuation plans for locations).

Upon arrival at the gathering area, building emergency response coordinators, floor marshals, faculty, and staff shall:

- Identify the names and last known locations of any unaccounted person and pass them on to the building coordinator, floor marshal, incident commander, or emergency manager
- Identify and account for non-employees such as guests, visitors, vendors, etc.

ALL CLEAR SIGNALS

During evacuation, unauthorized persons are not to enter the evacuated space until the "all clear" signal has been given by the scene incident commander.

If an EOC is activated, the authorization to give the "all clear" signal should only be made after consultation with the EOC Management Team. The Operations Chief will direct the announcement of the "all clear" signal to the field incident commander. On site personnel, vehicle loudspeakers and any available means will be used to sound the "all clear" signal.

If the EOC is not activated, the scene Incident Commander is responsible, in consultation with fire command, hazardous material responders, as applicable.

LOCKDOWN & SHELTER IN PLACE

During some incidents, evacuation may not be appropriate due to ongoing threat to the safety of occupants due to hazardous materials, ongoing criminal activity or other ongoing threats. During such incidents, emergency responders may decide to order a shelter in place until evacuations can be safely executed or until normal business may resume.

There are two types of shelter in place orders that may be issued on campus:

- A lockdown is a sheltering technique used to limit access to a facility, generally due to an ongoing criminal activity (shooting, riot, etc.). Building occupants would generally be alerted to an incident using the University's various notification systems. During a lockdown, occupants should close doors, lock (if possible) and/or barricade doors, turn off all lights, and silence all electronic devices. If there is any line of sight into the room that is locked down, occupants should attempt to hide in addition to the measures taken above. Any notice to campus to lockdown is advisory in nature only; there is no legal requirement for adults to comply and may choose to take other actions at their own risk.
- Shelter in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place because of an active shooter; or chemical, radiological, or another hazard. Occupants should close all windows and wait for instructions from emergency responders.

Note: During active shooting incidents, lockdown is generally not ordered; rather "Run, Hide, Fight" should be employed, with lockdown representing the "Hide" part of the response tactic. (Refer to the Active Shooter Annex for more information.)

DENIAL OF ENTRY

In the event of an emergency, BERCs are responsible for securing building entrances, directing personnel away from the building and denying re-entry until informed by authorities that it is safe to do so. Additionally, and depending on the type of emergency, faculty and staff are advised via the ENS to lock interior doors and restrict building/office/hallway access whenever possible.

CONSIDERATIONS

Areas designated for secure shelter in place should generally have limited line of sight from both inside and outside. Lights should be turned off. Doors that do not lock should be barricaded using anything in the room heavy enough to prohibit opening the door. Cell phones and electronic devices should be placed on silent mode. After there is no further threat, law enforcement and rescue personnel will check buildings room by room to ensure that all occupants are evacuated.

During an environmental shelter in place, especially one due to hazardous materials, it is critical that windows be shut and secured. Facilities Services may choose to restrict all ventilation into the building. Generally, teaching and other work can continue during an environmental shelter in place.

The Office of Emergency Services will work with departments to develop department and building emergency plans. It is important that, during the planning process, employees consider their workspaces and select areas that meet the basic requirements and that those locations remain accessible in the event of an emergency. For example, a conference room may make a good location for a lockdown. However, if that room is converted to storage, even short term, an alternate location should be identified that are large enough to accommodate all of the area staff, students and guests.

INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS (AFN)

Depending on a person's specific disability or AFN, it may be difficult for individuals to hide. It is the responsibility of the individual to identify which techniques will better assist them during an emergency by:

- Planning ahead and identifying potential locations to hide in the workplace or classroom
- Establishing a "buddy system", "Buddies" should educate partners regarding physical, psychological and communication assistance needed to increase their safety during an emergency
- Practice self-soothing techniques to remain calm

REUNIFICATION & IDENTIFICATION

Identification of survivors and reunification of families is a major operation in the response to a major emergency. This could be especially critical following a large emergency that significantly impacts the campus community. Although many community members could evacuate using vehicles, the unavailability of major thoroughfares, damage to vehicles and students without vehicles could leave a large population of students without means to leave campus independently. Concerned family members are likely to come to campus following a major emergency the campus will likely may require assistance reunification of families to students.

It is necessary to have a location and system for the staging of family members and a location for the reunification of families. Having a system and single location for reunification also allows for organizing a system for accounting for persons leaving campus following an emergency, ensuring that all students, faculty and staff can eventually be accounted for.

During emergency response, it is critical that an off-site location or a location that is not in direct proximity to the emergency be identified as a waiting/reunification area for families that spontaneously travel to campus. While communications should emphasize that families should not come to campus during the emergency response, history has shown that such response will happen and a plan must be developed. When possible, reunification should be conducted at a central, controlled location where students and employees can be tracked and efficiently checked out.

Once a situation is stabilized, reunification plans will be coordinated by the Planning Section based on the circumstances and population affected. Plans will be communicated using the media, emergency notification program, email, emergency hotline and any other appropriate means. Reunification will be managed by the Operations Section based on the plan developed by Planning.

Programs that deal with minor children should develop specific reunification programs, as the conditions surrounding the release of minors bring additional challenges.

STUDENT HEALTH CENTER

During a threatened or actual emergency, the Student Health Center (SHC) will participate in response at a level that is commensurate with staffing and resource capabilities. It can be expected that San Francisco area hospital systems and both the campus and off campus 9-1-1 systems will be overwhelmed, and only persons with life-threatening situations will be considered for admission. This may leave the majority of ill or injured persons to be cared for by others, including the SHC on campus.

In case of disaster, SHC personnel should respond by either by evacuation or sheltering-in-place, until an all-clear has been received. The incident commander will make every attempt to contact the SHC and determine its operational status as soon as feasible following an incident. Once the SHC is determined to be viable, SHC staff can attend to ill and injured campus members.

Counseling & Psychological Services, a department within the Student Health Center, will consult and assist EOC and the campus in general with providing assessments and services related to mental health issues resulting from crises on an as needed basis. Communication to this effect is included with campus-based emergency communication on an as-needed basis.

Activation, Scheduling & Patients

The decision to activate the student health center in response to an incident will be based on information received from field units, San Francisco State Police Department dispatch, and the San Francisco State Emergency Operations Center (EOC), in cooperation with the Director of the Health Center, or designee. The SHC can self-activate during a large-scale campus-wide event, however, contact should be made with San Francisco State Police Department and/or the EOC as soon as practical.

It will be at the discretion of the SHC director to determine if clinic services will continue uninterrupted during a campus event. Student Health Center leadership will have the option of suspending non-emergency services, if warranted.

Emergency Activation of Student Health Center

Depending on the level of the incident, the SHC may need to create a space for telephone support or remote triage, for both walk-in clients and patients possibly transported from the field, as well as designate a space for non-urgent patients within the facility.

During an emergency, SHC staff will need to utilize in-stock medical supplies to care for patients, and submit requests for additional supplies to the Emergency Operations Center via the medical branch/medical counseling liaison in the EOC.

SHC operations during the duration of the emergency incident does not suspend the necessity for the documentation of all activities, specifically any care or treatment provided in the scope of the incident, including all discharges.

Student Health Center Training

Student Health Center employees who will be engaged in the treatment of patients during an emergency shall be trained in CPR/First Aid/AED, which are all requirements of their medical certification and employment. Additional campus-wide disaster preparedness training, as required for all employees, is also required.

Student Health Center Emergency Communications

During an emergency incident, the Operations Branch is responsible for communications with the Student Health Center, and is responsible for coordinating an organized medical response to any incident impacting campus or the campus community. Specifically, these duties include:

- Coordinate disaster medical resources and mobilize as required
- Monitor any campus triage teams deployed
- Organize and administer patient transportation to medical facilities

EOC CRITICAL FUNCTIONS

Emergency response management requires the establishment of a strategic Emergency Operations Center (EOC) comprised of staff from various departments which represent critical functions of the University or have resources necessary to respond to emergencies. The EOC is activated during times of emergency, when normal operations are not sufficient to meet the immediate or overwhelming needs that occur. The EOC's critical functions are to manage and coordinate the University's immediate emergency response for:

- Life safety and protection of property and assets
- Resumption and continuation of University business and educational functions
- Restoration of all operations to normal

During emergency response operations the EOC must also implement the processes to assure the recovery of expenses and losses through the federal disaster assistance programs under the Stafford Act (PL 94-288 amended).

INCIDENT COMMAND SYSTEM PURPOSE

Consistent with the California Standardized Emergency Management System, the SF State Emergency Operations Plan uses the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates and then diminishes in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of the emergency
- Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident

- Assign employees with reasonable expertise and training to critical functions without loss of precious time
- Activate only those positions needed to manage a particular incident or level of incident
- Promote proper span of control and unity of command

ICS STRUCTURE

SF State’s EOC is organized according to ICS and includes the Policy Group who provides policy direction and executive support to the Management Section, supported by four General Sections: Operations, Logistics, Planning, and Finance & Administration.

EOC BRANCHES

Within some of the EOC sections, branches have been created. Depending on the size of the emergency or disaster, the EOC Director or a Branch Chief may need to activate one or more units within a branch. Initially or in smaller scale disasters, only the Branch Chief may be activated. Some units within a Branch may not be physically located within the EOC when they are activated. Some provide support and coordination to the Branch Chief from their offices via phone, fax, and e-mail. Those units which may perform their functions outside of the EOC can be identified by referring to the “Location” section on their Checklist. (Refer to Parts 7-12 for checklists.) Currently, the following Branches exist:

- Operations Section:
 Building & Facilities Branch
- Logistics Section:
 Information Technology Services Branch

TABLE 3-1: POLICY GROUP AND EOC: PRIMARY ROLES & RESPONSIBILITIES

| Policy Group | EOC |
|--|---|
| Determine the need for activation and activate the Policy Group (President) | Determine level of activation and activate EOC (EOC Director) |
| Declare a campus state of emergency when an unusual occurrence requires curtailment of operating schedules (President) | Declare a “Public Safety Emergency” and, if needed, close portions of the Campus (Chief of Police) |
| Authorize partial or full campus closure | Maintain University-wide “common operating picture” and prepare Situation Report |
| Set general policy regarding overall emergency operations and recovery plans | Coordinate/communicate with Policy Group |
| Advise the President on large funding expenditures, capital improvement and reconstruction projects | Coordinate the release of information pertaining to the status of campus operations to campus, news media, and general public |
| Authorize recovery plans and priorities | Develop, implement, and review post event (After Action) assessments and corrective action plans |

EXPECTATIONS OF EOC

Administrative Unit Expectations

SF State administrative units may be assigned responsibility by the EOC Director for designating staff to the Emergency Operations Center (EOC). Administrative units are responsible for assuring that designated staff assigned to the EOC will be made available for training, exercises, meetings, and activations. Administrative units are responsible for assuring the prompt designation of replacement staff assigned to the EOC when necessary and will notify the EOC Director of the change.

Staffing

The Emergency Operations Center is comprised of managers and staff representing the Executive Staff, Emergency Management, Risk Management, University Police, Facilities Services, Environmental Health and Safety, the Student Health Center, and other campus departments as needed. This is a skilled pool of professionals capable of dealing with the myriad of technical, medical, logistical, and human relations issues certain to rise during a disaster.

The SF State EOC Organizational Chart, which utilizes NIMS and SEMS principals, is outlined in the Emergency Operations Center Procedures Manual as well as the organizational structure and a summary of position descriptions

Training

Primary and alternates are equally responsible for acquiring the knowledge and skills necessary to carry out their EOC functions efficiently and effectively during a disaster. Primaries and alternates are required to participate in EOC exercises, EOC meetings and training and development. EOC members will fulfill National Incident Management System (NIMS) training requirements as well as the requirements prescribed within CSU E.O. 1056. For detailed information on training requirements, see Table 3-2.

Exercises

If unable to participate in an EOC exercise, the primary is responsible for assigning one of the designated alternates to participate. Alternates should make every effort to participate in or observe at least one exercise annually.

Training/Exercise Documentation

The EOC Director or designee is responsible for planning, convening and documenting regular training and exercises in support of the EOP. At the completion of each training or exercise, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After-Action Report, reviewed with the campus emergency management team, and maintained by the emergency preparedness coordinator. Such reports will be made available to the Systemwide Office of Risk Management upon request. Activation of the EOC in response to an actual emergency or disaster may count as training in meeting the requirements of this section,

provided such emergency is well documented and discussed with the campus emergency management team.

TABLE 3-2: EMERGENCY OPERATIONS CENTER TRAINING REQUIREMENTS

| TYPE | DESCRIPTION | REQUIRED TRAINEES | FREQUENCY |
|---------------------|---|--------------------|---|
| SEMS & NIMS | IS-100.C: Introduction to the Incident Command System, ICS 100 | Policy Group & EOC | Within 90 days of appointment |
| SFSU | SF State Emergency Operations Center Fundamentals | Policy Group & EOC | Within 90 days of appointment |
| Tabletop | Informal discussion of simulated emergency, useful for evaluating plans and procedures and resolving questions of coordination and responsibility | Policy Group & EOC | Once per year |
| Drill | Single emergency response function, single department involvement, often a field component | DOC(s) | Once per year |
| Functional Exercise | Policy and coordination personnel practice emergency response, realistic simulations | Policy Group & EOC | Every other year |
| Full Scale Exercise | Employees treat real people and use emergency equipment in the field, coordinates many agencies, testing of mutual aid and assistance agreements, tests several emergency functions | Policy Group & EOC | Every five years (EOC activation in response to an actual emergency or disaster may also meet this testing requirement) |

Additional information about emergency preparedness training requirements can be found in the Emergency Preparedness Training Annex.

Meetings

EOC meetings are scheduled throughout the year. Primaries and all alternates are expected to attend meetings whenever possible. However, primaries are responsible for assuring at least one member attends each scheduled meeting to assure representation of the position.

Coordination

Primaries and alternates are to maintain current work and emergency contact information on each other to coordinate coverage.

Substitution

EOC members may not substitute a representative for their assigned position with someone who is not officially registered with the EOC Director as a primary or alternate for that position.

At the discretion of the EOC Director, other SF State staff may be assigned to EOC positions when necessary.

Annex

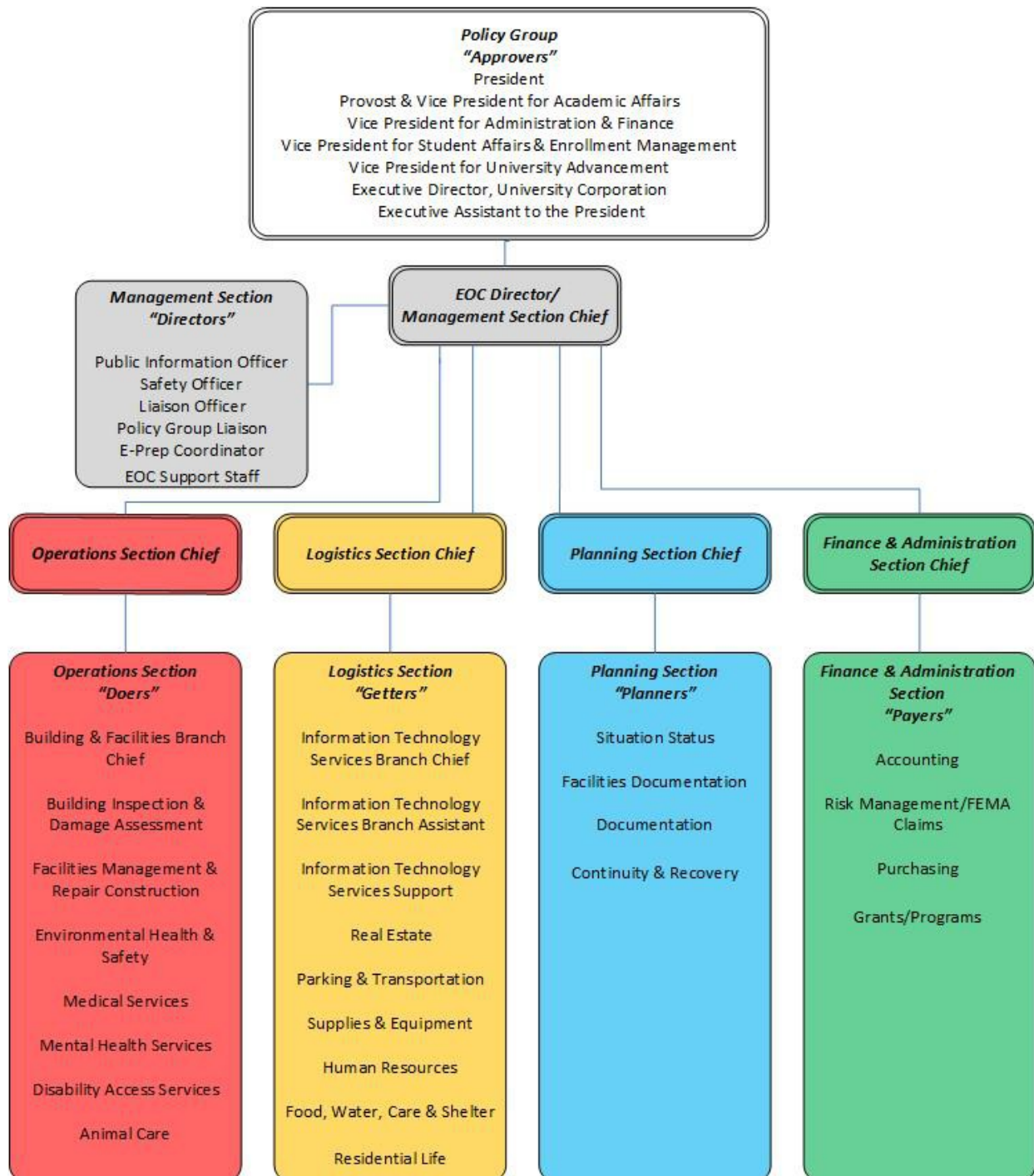
Please refer to the Emergency Preparedness Training Annex for additional training requirements

Emergency Notification and Activation

EOC members will maintain accurate and current work and personal emergency contact information in the SF State Veoci System at all times. Upon receipt of an EOC Emergency Notification/Activation EOC members shall make every effort to respond to the Notification/Activation as instructed. Upon activation EOC members will collaborate to assure functions and assigned shifts are staffed until deactivated by the EOC Director. In the event an EOC member is unable to report to the EOC due to transportation, road and bridge damage, or due to life/safety needs of one's household, every effort should be made to notify the EOC or Police Dispatch Center.

The SF State Emergency Management Organization Chart is displayed in Figure 3-1.

FIGURE 3-1: SF STATE EMERGENCY MANAGEMENT ORGANIZATION CHART



PART 4: EMERGENCY OPERATIONS & COMMUNICATIONS

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Figure 4-1: EOC – Policy Group Activation Flow Chart..... 60

INTERNATIONAL, LIMITED ENGLISH PROFICIENCY STUDENTS, STAFF, AND VISITORS

International students and limited English proficiency students, staff, and visitors present a unique challenge. Although most possess English skills, cultural differences and an unawareness of local hazards may render such students, staff, and visitors more vulnerable during emergencies.

In addition, international and limited English students often do not have ready access to local support networks. Therefore, special considerations must be taken in both preparing for and responding to emergencies to ensure international students are receiving appropriate communications.

All international students who come to the United States in F, M, or J visa classes are monitored through the Department of Homeland Security's online database, SEVIS. During day to day operations, the office of International Programs is tasked with assisting students in providing updates into SEVIS.

During emergencies, the university maintains this responsibility and must produce timely updates and the status and location of international students to the DHS and might be required to provide information to the State Department as well as consular officials from the student's home countries.

Special emphasis must be placed on reaching out to international students and ensuring the communication of their location, safety concerns, and short and long-term plans.

ACCESS AND FUNCTIONAL NEEDS STUDENTS, STAFF, AND VISITORS

The evacuation of individuals with an AFN will be given a high priority in all emergencies. Individuals with an AFN have the most awareness of their specific evacuation needs.

It is the responsibility of the individual to plan ahead for emergencies. Individuals with an AFN are encouraged to self-identify any disability, access or functional needs, and to work with faculty, staff, and students to identify evacuation routes, areas of refuge, and other emergency planning needs before an emergency occurs.

The University maintains a list of students who have reported to have an access or functional need, maintained and regularly updated by the Office of Services to Students with Disabilities.

In addition, all Resident Assistants (RAs) also have a current list of Access and Functional Needs (AFN) students within their dorms of responsibilities. Refer to the Resident Assistant Manual for hazard- specific procedures in assisting AFN students during an emergency.

EFFECTIVE EMERGENCY COMMUNICATIONS

The importance of regular, coordinated and networked communication during an emergency is paramount to successful response and recovery. Reliable strategic communication amongst all responders is critical. Timely and accurate responses in an emergency situation depend on

effective communication within the campus community, field units, the Emergency Operations Center (EOC), Policy Group and the Chancellor's Office when necessary.

Effective communication supports these basic elements of the Emergency Operations Plan (EOP):

- An emergency authorization to activate and conduct operations
- An organized management system for response operations
- A methodology for communicating and coordinating multi-agency and intra-agency response operations
- A methodology for gathering and evaluating information
- A system for providing emergency information messages to students, faculty, staff, visitors, the general public, and key constituents
- A system for coordinating operations with SF State, the City and County of San Francisco and other involved agencies
- A definition of roles and response procedures for staff with emergency response assignments

EOC ACTIVATION AND COMMUNICATION

The EOC Director or designee (see below) will determine whether to activate the EOC and the level of activation (full or partial). (See Figure 4-1, EOC-Policy Group Activation Flow Chart, for an overview of the entire process.) Time permitting, the EOC Director may consult with Section Chief(s) if appropriate as to the need for EOC activation. Upon activation, the EOC Director will notify the President of the action taken. Depending on the character, scope and magnitude of an emergency incident, a variety of EOC sections, branches, positions and response teams may be mobilized by the EOC Director (or authorized alternates - see Part 2: EOC Activation Authority).

- EOC Director or Designee
- Public Information Officer (PIO)
- Liaison Officer
- Safety Officer
- Section Chiefs
 - Operations Chief
 - Logistics Chief
 - Planning Chief
 - Finance and Administration Chief

The President or designee will determine when/if it is necessary to convene the Policy Group.

COMMUNICATION TO OUTSIDE ENTITIES

The Liaison Officer will identify all outside agencies that are involved in or may become involved in the SF State emergency response. These may include:

- South San Francisco Police, Fire, etc.
- County of San Mateo Health Department, etc.
- Other CSU campuses

- CSU Office of the Chancellor
- State of California Emergency Management Agency (CalEMA)
- Other agencies either providing or requesting mutual aid.
- Local news outlets

As requested by the EOC Director, liaison with the outside agencies. Provide critical information to the Situation Status position for posting on the log, map and/or status boards.

Verify information that is cleared for release to outside agencies with the Public Information/Media position. Distribute SF State media releases to outside agencies, and request media releases from those agencies, if available. Forward media releases to Public Information Officer as they are available.

Notify all outside agencies involved in the response when the SF State EOC is deactivated.

USE OF EMERGENCY NOTIFICATION SYSTEM

Upon declaration of a Level 2 or Level 3 emergency, the EOC Director shall determine which EOC Sections to activate. The EOC Director will give direction to University Police Department staff to notify specific EOC members as to the emergency situation. EOC members will receive an Emergency Notification System (ENS) activation message sent to their work and personal phones, cell phones, emails, and text messaging devices, or will be notified individually, depending on the scope of the emergency. If and when notified by the ENS, the EOC members will be instructed when and where to report.

Similarly, the President will give direction to University Police Department staff to notify Policy Group members as to the emergency situation. Policy Group members will receive an ENS activation message sent to their work and personal phones, cell phones, emails, and text messaging devices, or will be notified individually, depending on the scope of the emergency. If and when notified by the ENS, the Policy Group members will be instructed when and where to report.

Each EOC and Policy Group position should at all times have one primary and at least two alternates to enable staffing during an extended emergency 24 hours a day, seven days per week. Primaries are responsible for assuring replacements are designated for themselves and alternates whenever there is a departure. The primary is responsible for notifying the EOC Director and/or the Section Chief (if the change is within the section).

While ENS messages will be sent out to all primary and alternate members, it is the responsibility of primary members to keep their alternates apprised of their availability. Primaries and alternates are to maintain current work and emergency contact information on each other in order to coordinate uninterrupted coverage.

Every effort will be taken to ensure, when relevant, communication includes:

- Faculty, Staff and Students

- Associated Students Inc. (ASI);
- SF State Foundation
- University Corporation (UCorp);
- SF State contracted providers
- Other facilities owned or leased by the university
- Sierra Nevada Field Campus as needed

EOC AND POLICY GROUP COMMUNICATIONS

After determining the level of activation and needed resources, prompting the response and/or recovery phase, the EOC Director will notify the Policy Group and provide them with an initial assessment of the situation. Although timeliness in notification to the Policy Group is important, the process of notification should not impede the EOC director's ability to initiate whatever time-sensitive protocols are needed to facilitate the response phase or initiate the recovery phase. Therefore, if the EOC Director is not able to provide updates or communications to the Policy Group in a timely manner, the Policy Group Liaison is responsible to perform this function.

In order to insure effective communication between the EOC and the Policy Group, the Management Section includes the Policy Group Liaison position. The Policy Group Liaison will ensure that the following communication with the Policy Group occurs:

- Maintain constant communication with campus Policy Group;
- Provide a common level of situational awareness; and
- Serve as a coordination and communication center for the EOC and Policy Group.

The EOC Planning Section is responsible for analyzing, vetting and disseminating situational intelligence to the EOC Director during the Initial Action Plan. The Policy Group Liaison will in turn provide the Policy Group with a copy of the Incident Action Plan as part of the notification and communication process.

The Policy Group will be notified and briefed via phone, fax and email for conference calls, texts, consultation, computer software specific for tracking and documenting EOC activations, or meetings.

The Policy Group may request to confer with the EOC Director or designee to identify and address issues which may impact overall University operations. They may provide direction regarding such issues and establish emergency policy, as necessary, to support the EOC.

STATE OF EMERGENCY

The President or designee will declare a campus state of emergency when an unusual occurrence requires curtailment of operating schedules. A copy of the proclamation of a campus state of emergency will be forwarded to the Department of Emergency Management (DEM), City and County of San Francisco and the EOC shall notify the California State University Chancellor's Office.

The Public Information Officer in the EOC is responsible for coordinating the release of any information pertaining to the status of campus operations to the campus community, the news media, and general public, e.g.,

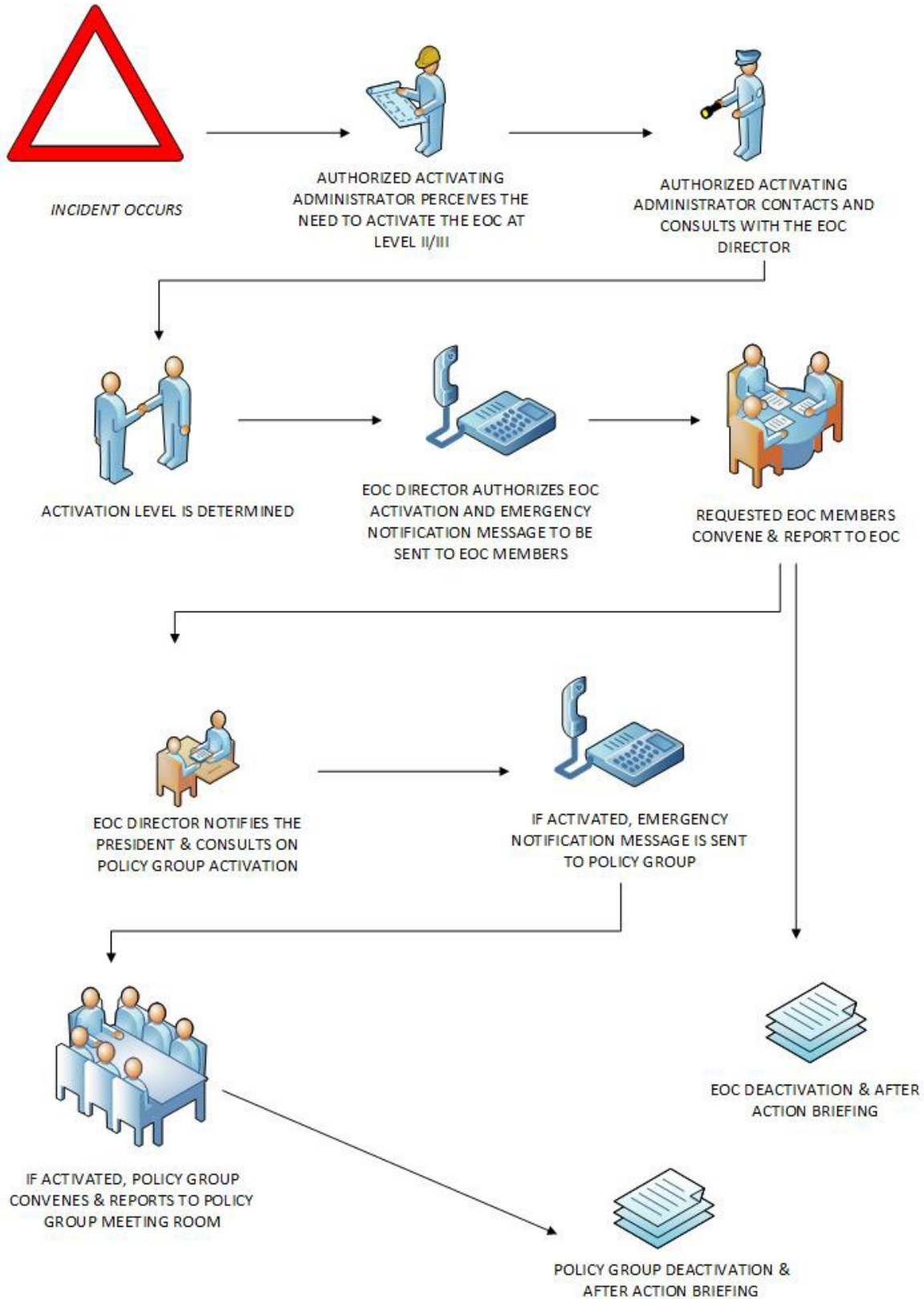
- Restricting access to or requesting people to leave the campus
- Canceling classes or events
- Evacuating and closing buildings

AFTER ACTION COMMUNICATION

Within 7-14 days of EOC deactivation, the EOC Director will convene an After-Action debriefing meeting with key campus stakeholders, including the campus emergency management team. The findings of the briefing will be compiled into an After-Action report which will be shared with the President's cabinet for review and comment.

This plan is also designed to be updated after each activation, based upon After Action Reports and Corrective Action Plans or after an annual review. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for replacement in the binders. Changes should be documented in an annex at the end of the plan.

FIGURE 4-1: EOC – POLICY GROUP ACTIVATION FLOW CHART



PART 5: SF STATE EMERGENCY OPERATIONS CENTER (EOC)

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EMERGENCY OPERATIONS CENTER

The SF State Emergency Operations Center is the central coordination point for emergency management coordination. Its purpose is to provide a location to collect and disseminate information, to provide a university-wide “common operating picture” of SF State’s response activities, and to facilitate actions necessary to protect the students, faculty, staff, visitors, affiliates and property of SF State during a university-wide event. Coordinating emergency response is accomplished utilizing the Incident Command System.

The EOC provides space and facilities for the centralized coordination of emergency functions (e.g., emergency operations, communications and warning, damage assessment, public information).

The EOC is staffed with designated SF State personnel who are offered specialized training and development and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions.

The EOC exchanges disaster information with campus Departmental Operations Centers (DOC), the City and County of San Francisco (CCSF) EOC, and other governmental and nongovernmental agencies in order to develop a comprehensive situational analysis and incident action plan.

The EOC may also send a liaison to serve in CCSF’s Multi-Agency Coordination Center (MACC) as described in NIMS, thereby ensuring that all response systems are interconnected and complementary rather than duplicative.

EOC PRIMARY FUNCTIONS

The following are primary roles and responsibilities of the EOC:

- Serve as a central information sharing center;
- Collect, gather, and analyze data;
- Maintain a university-wide “common operating picture” of SF State’s response activities;
- Prepare SF State Situation Report;
- Coordinate/communicate Policy Group priorities;
- Implement event management by objective:
 - Reconcile competing objectives; and
 - Coordinate resource allocation priorities;
- Maintain communication with campus DOCs and outside agencies:
 - Maintain communication with CCSF EOC;
 - Maintain common level of situational awareness throughout the University;
- Communicate and coordinate with the President’s office and the Policy Group;
- Serve as a coordination and communication center for all SF State stakeholders and auxiliaries, including:
 - Associated Students Inc. (ASI);
 - SF State Foundation
 - University Corporation (UCorp);

- SF State contracted providers
- Other facilities owned or leased by the university, including the Sierra Nevada Field Campus

PRIMARY AND ALTERNATE EOC SITES

San Francisco State University (SF State), in accordance with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), maintains numerous Emergency Operations Center (EOC) locations on campus from which the EOC shall coordinate the emergency response and recovery operations for SF State dependent upon the type of emergency.

The Logistics Section Chief in coordination with the Management Section will oversee the determined location for response of the initial EOC activation. There are numerous locations on the campus which have been identified as potential EOC locations along with all the operability functions required of an EOC setup which include phones, televisions, network services, printers, tables, and chairs for all EOC sections.

Upon identifying a location, EOC administrative supplies and minor equipment will be delivered by the Office of Emergency Services for setup in the EOC.

EOC ACTIVATION

If activated, the EOC will be located in the Primary EOC unless otherwise indicated. The primary and alternate EOCs are located in facilities routinely used for meetings and are designated, but not dedicated, EOC facilities. The EOCs will be continuously maintained in a state of readiness for conversion and activation and will serve as the centralized location for designated personnel to gather, check-in, and be assigned a role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC unless directed to other identified staging locations. The EOC support staff or first arriving personnel will set up the EOC for use.

The EOC Director or designee will determine whether to activate the EOC and the level of activation (full or partial). **The EOC Director will notify the President or designee of the action taken as soon as possible, but within 15 minutes of activation.** Depending on the character, scope and magnitude of an emergency incident, a variety of EOC sections, branches, positions and response teams may be mobilized by the EOC Director (or authorized alternates - see Part 2: EOC Activation Authority).

Upon declaration of a Level 2 or Level 3 emergency, the EOC Director shall determine which EOC Sections to activate. The EOC Director will give direction to University Police Department staff to notify specific EOC members as the emergency situation. EOC members will receive an Emergency Notification System (ENS) activation message sent to their work and personal phones, cell phones, e-mails, and text messaging devices, or will be notified individually, depending on the scope of the emergency. If and when notified by the ENS, the EOC members will be instructed when and where to report.

EOC POSITIONS AND SPACE ASSIGNMENT

The Incident Command System is designed to be flexible. The size, staffing, and equipping of the EOC will depend on the magnitude and complexity of the emergency. The EOC Director will determine which positions are needed and notify the appropriate members. All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Figures 4-1 and 4-2 provide the space management configuration for a full-scale activation. Recommended equipment is provided in each checklist for each position. Members are to bring their own cellular telephones and other items necessary to carry out emergency assignments.

EOC ACCESS

First to Arrive at EOC

In the event of an emergency activation of the EOC, the first arriving member of the EOC will conduct an initial assessment of the EOC's operability and determine if the EOC will need to be relocated to another more operable location on or off campus.

This assessment may include:

- Survivability - sustain the effects of a realized potential risk and continue operations from the EOC or a fully-capable alternate location
- Sustainability- support operations for extended durations
- Security - guard against potential risks and protect operations from the unauthorized disclosure of sensitive information
- Interoperability – share common principles of operations and exchange routine and time-sensitive information with local jurisdictions
- Flexibility – scale operations and adapt operational pace to the All Hazards event.
- Connectivity – does the location provide the ability to process and disseminate information

If it is determined a second location is more operable, the EOC Director will be notified of the lack of operability. The Director, if deemed appropriate, will authorize the move and announce the secondary location to the EOC Management Team.

RELOCATION OF EOC TO SECONDARY LOCATION

San Francisco State University (SF State), in accordance with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), maintains numerous Emergency Operations Center (EOC) location on campus from which the EOC shall coordinate the emergency response and recovery operations for SF State dependent upon the emergency.

The Logistics Section Chief in coordination with the Management Section will oversee the determined location for response of the initial EOC activation. There are numerous locations on the campus which have been identified as potential EOC locations along with all the operability functions required of an EOC setup which include phones, televisions, network services, printers, tables, and chairs for all EOC sections.

If it is determined a second location is more operable, the EOC Director will be notified of the lack of operability. The Director, if deemed appropriate, will authorize the move and announce the secondary location to the EOC Management Team.

Upon identifying a second location the EOC administrative supplies and minor equipment will be delivered by the Office of Emergency Services for setup of the secondary EOC.

Access During EOC Activation

Access to the EOC is restricted to authorized SF State EOC personnel. All others must obtain approval for admission from the EOC Director.

All personnel working in the EOC are to sign in and out on the EOC roster, which will be located on a table next to the door.

EOC SET-UP

General Instructions

Primary and alternate EOCs are located in multi-purpose rooms. EOC tables and chairs are to be repositioned or set up, phones and phone lines plugged in and all other equipment and supplies removed from supply closets and distributed per the set-up instructions. EOC set-up can take about one hour depending upon number of EOC staff arriving to assist in the set-up.

Personnel for Setting Up EOC

During working hours on weekdays, the SF State Emergency Preparedness Coordinator and UPD personnel will initiate set-up. EOC members are to assist in removing equipment and supplies from the EOC supply closets and setting up furniture and telephones upon arrival at the EOC.

EOC EQUIPMENT AND SUPPLIES

General Use Equipment and Supplies

The SF State Emergency Preparedness Coordinator shall conduct quarterly readiness inspections of the general use equipment and supplies of OES.

The OES Director and Coordinator shall identify and request annual funding from the University via the Vice President for Administration & Finance to purchase, maintain, and replace equipment and supplies necessary to support EOC operations, including funding to provide for and maintain communications (phone, radio, internet, IT, etc.), security and alarm systems, manuals, forms, administrative supplies, office equipment, and other equipment and supplies necessary for supporting the general EOC operational needs.

SF State shall be responsible for providing an annual budget necessary to operate and maintain a primary and an alternate EOC that meets CSU E.O. 1056 and NIMS/SEMS requirements.

Section/Branch and Position-Specific Equipment and Supplies

Each Section/Branch Chief and Position shall be responsible for providing and maintaining functional specific equipment, supplies, or documents (forms, manuals, etc.) necessary for them to carry out their specific ICS functions.

EOC Member Equipment and Supplies

Personnel assigned to the Emergency Operations Center are responsible for maintaining a supply of personal items not included in the general EOC equipment and supply inventory necessary to support their functions and personal needs during prolonged operations in the EOC, i.e. "Go Bags."

EOC FORMS

SF State shall utilize forms consistent with SEMS, NIMS and FEMA Public Assistance. All forms used by the SF State EOC are located in Appendix F: Forms.

EOC INFORMATION PROCESSING SYSTEMS

An annual needs assessment will be conducted by the Emergency Manager to determine resources needed for information processing in the emergency operation center. Information processing systems are for:

- Collecting, analyzing, and displaying situation information
- Preparing periodic situation reports
- Preparing and distributing the EOC Incident Action Plan and facilitating action planning meetings
- Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities

Conducting the Needs Assessment should answer these questions:

- What quantity of a resource is required?
- When will the resource be needed?
- What capability does the resource need to have? Are there any limitations?
- What is the backup information processing system?

MANAGEMENT OF RESOURCE REQUESTS

External requests

Liaison Officer will track resource request made by outside entities to SF State and will notify SF State EOC Director, PIO, and Section Chiefs of resource requests. SF State EOC Director, PIO, and Section Chiefs in communications, situational awareness/reporting and coordinating requests with the Policy Group to determine level of request support and approval.

Internal requests

Operations chief will identify all resources needs, or may need, and make requests to Logistics Section. Resources may include internal resources, contracted services, weather protection, or lights for night operations. Logistics section will request procurement of resources through

Administration and Finance section chief depending on dollar value established for specific incident. Dollar value is wholly at the discretion of the Administration and Finance section chief.

USE OF ACTION PLANS

Development

The EOC Planning Section is responsible for analyzing, vetting and disseminating situational intelligence to the EOC Director during the Initial Action Plan. The EOC exchanges disaster information with campus Departmental Operations Centers (DOC), the City and County of San Francisco (CCSF) EOC, and other governmental and nongovernmental agencies in order to develop a comprehensive situational analysis and incident action plan. The Policy Group Liaison will in turn provide the Policy Group with a copy of the Incident Action Plan as part of the notification and communication process.

Shift Briefings

Shift briefings are for the purpose of outlining the essential information of the Incident Action Plan or a Situation Status Report. Shift Briefings are an essential tool enabling the entire EOC to gain a situational awareness early in their shift so they may perform their functions towards a unified incident action plan. It is therefore essential that Shift or EOC meetings be brief, fact-focused, minimize discussion, and defer problem solving and working-out of details to separate workgroups.

EOC Director Meeting with Section Chiefs

At the conclusion of that meeting, the EOC Director schedules a time for each Section Chief to return with their Action Plans for next Operational Period.

Section Chiefs Meetings with their Sections

The Section Chiefs meet with their sections, complete the Action Plan for their sections, and identify who is accountable and when the action items are to be completed (see EOC ICS form 201 in Appendix F-Forms).

EOC Director Meeting with Section Chiefs

The EOC Director has the second meeting with the Section Chiefs to review the proposed Action Plans, approves them and Planning enters them into the IAP for the next operational period.

Duration of Use

The day shift EOC Director determines the length of the operational periods: 8hr, 12hr, 24hr or multi- day. The Incident Action Plan covers the operational period, not the shift.

FIGURE 5-1: PRIMARY EOC LAYOUT

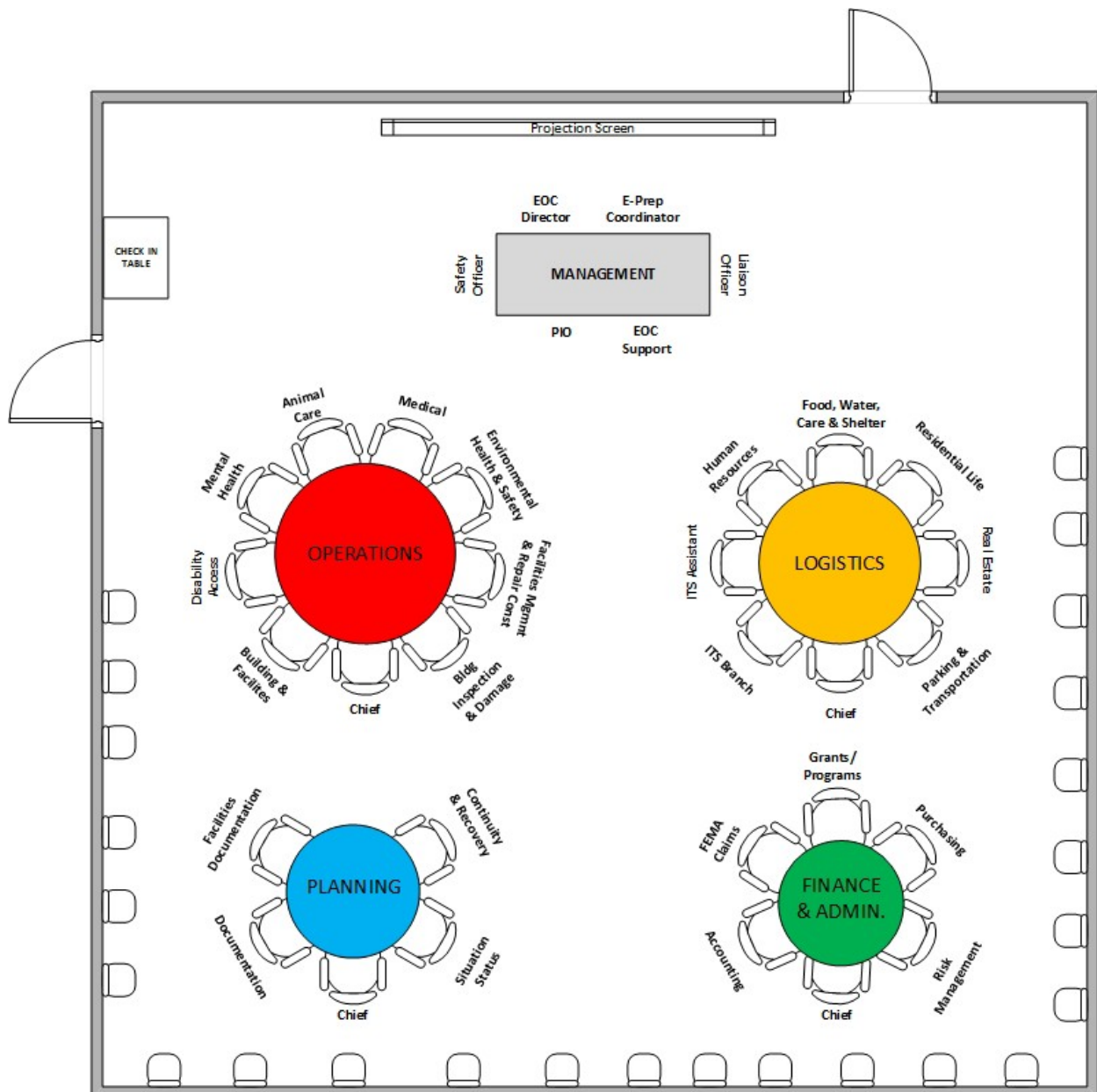
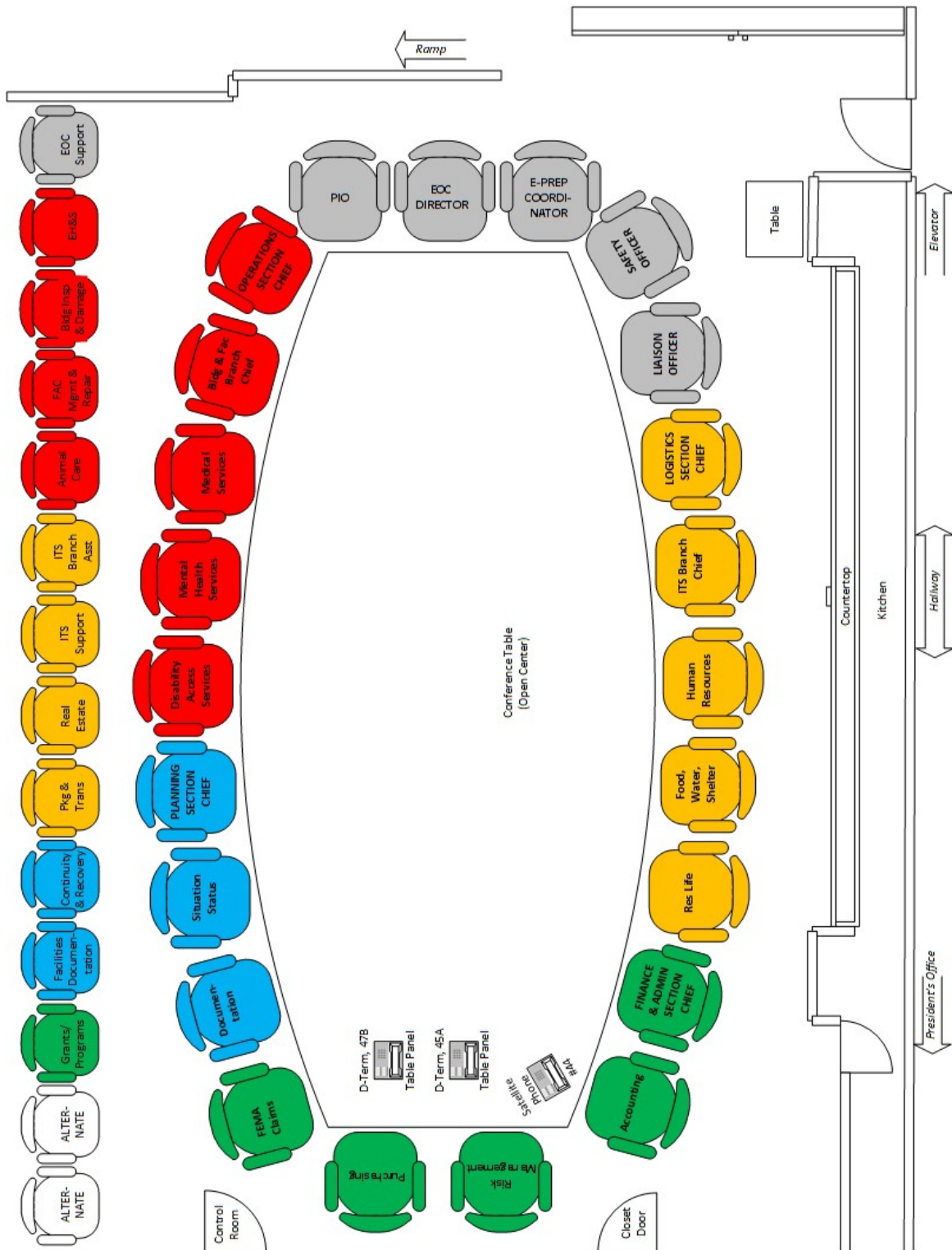


FIGURE 5-2: ALTERNATE EOC LAYOUT



PART 6: INCIDENT ACTION PLANNING & SHIFT BRIEFINGS

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Incident Action Planning 73

 Process: Single Shift Per Day 73

 Process: Multiple Shifts Per Day 74

SHIFT BRIEFINGS

The work tempo in an Emergency Operations Center (EOC) is usually fast-paced, with tasks assigned with short turnaround, often 12 to 24 hours, and frequently less.

Reporting requirements for resource requests, situation reports, and status updates are often driven by emergency operations centers outside of the SF State EOC: City, State, Federal and CSU Chancellor's Office.

EOC members can easily become inundated by ongoing phone, fax, e-mail, pager and in-person contacts by other EOC members and runners from other Department Operation Centers (DOC) or field operations.

Shift Briefings are an essential tool enabling the entire EOC to gain a situational awareness early in their shift so they may perform their functions towards a unified incident action plan. It is therefore essential that Shift or EOC meetings be brief, fact-focused, minimize discussion, and defer problem solving and working-out of details to separate workgroups.

Participation

Shift Briefings are for activated EOC members, specific representatives from other DOC, or others invited to report on specific areas. EOC members who have not been activated may attend on a space available basis for observation and training, but should not pose questions.

Length

Shift Briefings, whether conducted in person, video-conference or conference calls are to be completed within 30 minutes.

Purpose

Shift briefings are for the purpose of outlining the essential information of the Incident Action Plan or a Situation Status Report.

Protocol

The Planning Section Chief briefs on the written IAP or Situation Status. The EOC Director will call upon Section Chiefs for a 3-5-minute report. The Section Chief may call upon Branch Directors or Unit leads for a 1-3-minute report. Comments, questions, or corrections by briefing participants should be brief. Participants should direct lengthy questions, suggestions, or information to the appropriate Sections/Units who reported on the item after the briefing so as not to delay other participants from returning to their response operations functions.

Detailed Discussions/Planning

Topics that are identified which need additional information or planning are to be assigned by the EOC Director to a lead and one or more other EOC personnel to work out the details and report back to a designated EOC Management or Staff position within a specified period.

INCIDENT ACTION PLANNING

Process: Single Shift Per Day

Beginning of Shift Briefing of IAP:

- Planning Section Chief Reviews the IAP for the day.
- The EOC director should call on each Section Chief to report on the status of their individual section's action items.
- The Section Chief reports for their entire section, or may call upon those Branch Chiefs or Unit leads to report on their respective action items.
- Before the briefing ends, the EOC Director announces any new priorities or objectives for the operation period.
- She/he then schedules a time to meet with the Section Chiefs to review priorities, objectives and action items for the next operational period.

EOC Director Meeting with Section Chiefs:

- The EOC Director meets with the Section Chiefs to review priorities, objectives and action items for the next operational period.
- At the conclusion of that meeting, the EOC Director schedules a time for each Section Chief to return with their Action Plans for next Operational Period.

Section Chiefs Meetings with their Sections:

- The Section Chiefs meet with their sections, complete the Action Plan for their sections, and identify who is accountable and when the action items are to be completed (see EOC ICS form 201 in Appendix F-Forms).

EOC Director Meeting with Section Chiefs:

- The EOC Director has the second meeting with the Section Chiefs to review the proposed Action Plans, approves them and Planning enters them into the IAP for the next operational period.

EOC Director Meeting with Planning Section Chief:

- EOC Director reviews a draft briefing summary for submission to the SF State Policy Group for approval.
- If required, the EOC Director reviews Situation Report to submit to City/County of San Francisco EOC (or other EOCs as requested) for approval.

End of Shift Briefing:

- During the end of the shift briefing the EOC Director gets a report on any updates on the emergency situation from each Section Chief (and their Unit leads if indicated).
- The Section Chiefs report on the status of their action items.
- The EOC director or Planning Section Chief reviews the Priorities & Objectives for the next operational period and identifies any new priorities noted at of the end of shift updates.

This is not a re-reading of the IAP. The reading of the IAP occurs at the beginning of the next Operational Period.

Process: Multiple Shifts Per Day

Shift should overlap by at least 30 minutes so outgoing and incoming shifts can participate in shift briefings and unit leads may hand-off active action items.

The day shift EOC Director determines the length of the operational periods: 8hr, 12hr, 24hr or multi- day. The Incident Action Plan covers the operational period, not the shift. The last shift of the operational period is responsible for creating the IAP for the next operational period. When there is more than one shift per operational period, the earlier shifts do not create a new IAP, however they may update and change priorities based upon the changing situation. If no changes in priorities or objectives are indicated, the shifts focus on updating resources, impact data, situation reporting, etc.

Shift Briefings during the day should go like this:

Beginning of Shift Briefing of IAP:

- The outgoing Planning Section Chief Reviews the IAP for the day.
- The outgoing EOC director should call on each Section Chief to report on the status of their individual section's action items.
- The Outgoing Section Chief reports for their entire section, or may call upon those Branch Chiefs or Unit leads to report on their respective action items.
- Before the briefing ends, the incoming EOC Director announces any new priorities or objectives for the current or next operation period.
- She/he then schedules a time to meet with the incoming Section Chiefs to review priorities, objectives and action items for the current or next operational period.

EOC Director Meeting with Section Chiefs:

- The EOC Director meets with the Section Chiefs to review priorities, objectives and action items.
- At the conclusion of that meeting, the EOC Director schedules a time for each Section Chief to return with their Action Plans.

Section Chiefs Meetings with their Sections:

- The Section Chiefs meet with their sections, complete the Action Plan for their sections, identifies who is accountable and when the action item is to be completed (see EOC Action Plan form).

EOC Director Meeting with Section Chiefs:

- The EOC Director has the second meeting with the Section Chiefs to review the proposed Action Plan for each section, approves them, and the Planning Section enters them into the IAP for the next operational period.

EOC Director Meeting with Planning Section Chief:

- EOC Director reviews a draft briefing summary for submission to the SF State Policy Group for approval.
- If required, the EOC Director reviews Situation Report to submit to City/County of San Francisco EOC (or other EOCs as requested) for approval.

PART 7: POLICY GROUP CHECKLISTS

Policy Group - President (Checklist 7-A) 77

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POLICY GROUP - PRESIDENT (CHECKLIST 7-A)
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Name: _____ **Date:** _____ **Time:** _____

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Convene, as needed, the Policy Group; members usually meet in the Policy Group Conference Room or, if necessary, via conference calls or web meetings. Meet as a team to provide executive leadership to the EOC Director. | |
| 2. Confer with the EOC Director/Policy Group Liaison to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support emergency response and recovery operations. | |
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 4. Support the EOC Director with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information becomes available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. In conjunction with the EOC Director, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

| |
|---|
| Submitted by: _____ Date: _____ Signature: _____ - |
|---|

| <i>Office Use Only</i> | |
|-------------------------------|-------|
| Received by: | Date: |
| Reviewed by: | Date: |
| Subsequent Actions: | |

POLICY GROUP - PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS (CHECKLIST 7-B)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | President |
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call • Maintains availability to President, EOC Director and other EOC • Management Staff |
| Primary Responsibilities | <ul style="list-style-type: none"> • Serve on the strategic Policy Group for the SF State EOC • Determine executive strategies for the University response and recovery • Advise on large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs • Transition, as assigned, into the University Recovery Team (see Checklist 10-E) |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the University's image • Support the EOC Director by advising as to large expenditures of funds and/or allocation of resources for recovering the University |
| Equipment & Supplies | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones and email accounts • Provide SF State UPD Emergency Preparedness with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information • Electronic and/or hard copy of SF State Emergency Operations Plan |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report, as requested by the President, to the Policy Group; members usually meet in the Policy Group Conference Room or, if necessary, via conference calls or web meetings. Meet as a team to provide executive leadership to the EOC Director. | |
| 2. Confer with the EOC Director/Policy Group Liaison to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support emergency response and recovery operations. | |

| PROCEDURES | TIME/DATE |
|--|-----------|
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |
| 4. Support the EOC with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information become available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. As appointed by the President, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

| | |
|---------------------|-------------|
| Submitted by: _____ | Date: _____ |
| _____ | Signature |

| Office Use Only | |
|------------------------|-------------|
| Received by: _____ | Date: _____ |
| Reviewed by: _____ | Date: _____ |
| Subsequent Actions: | |

POLICY GROUP - VICE PRESIDENT FOR ADMINISTRATION & FINANCE (CHECKLIST 7-C)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call; • Maintains availability to President, EOC Director and other EOC Management Staff. |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Serve on the strategic Policy Group for the SF State EOC. • Determine executive strategies for the University response and recovery. • Advise on large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs. • Transition, as assigned, into the University Recovery Team (see Checklist 10-E). |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the University's image. • Support the EOC Director by advising as to large expenditures of funds and/or allocation of resources for recovering the University. |
| Equipment & Supplies | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones and email accounts. • Provide SF State UPD Emergency Preparedness with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information. • Electronic and/or hard copy of SF State Emergency Operations Plan. |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report, as requested by the President, to the Policy Group; members usually meet in the Policy Group Conference Room or, if necessary, via conference calls or web meetings. Meet as a team to provide executive leadership to the EOC Director. | |

| PROCEDURES | TIME/DATE |
|--|------------------|
| 2. Confer with the EOC Director/Policy Group Liaison to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support emergency response and recovery operations. | |
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |
| PROCEDURES | TIME/DATE |
| 4. Support the EOC with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information become available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. As appointed by the President, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

| |
|--|
| Submitted by: _____ Date: _____ _____ Signature |
|--|

| Office Use Only | |
|--------------------------------|--|
| Received by: _____ Date: _____ | |
| Reviewed by: _____ Date: _____ | |
| Subsequent Actions: | |

POLICY GROUP - VICE PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
(CHECKLIST 7-D)

Name: _____ **Date:** _____ **Time:** _____

| | |
|----------------------------------|---|
| Reports to: | President. |
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call • Maintains availability to President, EOC Director and other EOC Management Staff |
| Primary Responsibilities | <ul style="list-style-type: none"> • Serve on the strategic Policy Group for the SF State EOC • Determine executive strategies for the University response and recovery • Advise on large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs • Transition, as assigned, into the University Recovery Team (see Checklist 10-E) |
| Support Responsibilities | <ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the University's image • Support the EOC Director by advising as to large expenditures of funds and/or allocation of resources for recovering the University |
| Equipment & Supplies: | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones and email accounts • Provide SF State UPD Emergency Preparedness with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information • Electronic and/or hard copy of SF State Emergency Operations Plan |

| PROCEDURES | TIME/DATE |
|--|-----------|
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |
| 4. Support the EOC with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information become available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. As appointed by the President, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

| |
|--|
| Submitted by: _____ Date: _____ _____ Signature |
|--|

| Office Use Only | |
|------------------------|-------|
| Received by: | Date: |
| Reviewed by: | Date: |
| Subsequent Actions: | |

POLICY GROUP – VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT (CHECKLIST 7-E)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | President |
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call • Maintains availability to President, EOC Director and other EOC Management Staff |
| Primary Responsibilities | <ul style="list-style-type: none"> • Serve on the strategic Policy Group for the SF State EOC • Determine executive strategies for the University response and recovery • Advise on large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs • Transition, as assigned, into the University Recovery Team (see Checklist 10-E) |
| Support Responsibilities | <ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the University’s image • Support the EOC Director by advising as to large expenditures of funds and/or allocation of resources for recovering the University |
| Equipment & Supplies: | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones and email accounts • Provide SF State UPD Emergency Preparedness with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information • Electronic and/or hard copy of SF State Emergency Operations Plan |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report, as requested by the President, to the Policy Group; members usually meet in the Policy Group Conference Room or, if necessary, via conference calls or web meetings. Meet as a team to provide executive leadership to the EOC Director. | |
| 2. Confer with the EOC Director/Policy Group Liaison to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support emergency response and recovery operations. | |
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |

| PROCEDURES | TIME/DATE |
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| 4. Support the EOC with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information become available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. As appointed by the President, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

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| Subsequent Actions: | |

POLICY GROUP – EXECUTIVE DIRECTOR, UCORP (CHECKLIST 7-F)

Name: _____ Date: _____ Time: _____

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| Reports to: | President. |
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call • Maintains availability to President, EOC Director and other EOC Management Staff |
| Primary Responsibilities | <ul style="list-style-type: none"> • Serve on the strategic Policy Group for the SF State EOC • Determine executive strategies for the University response and recovery • Advise on large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs • Transition, as assigned, into the University Recovery Team (see Checklist 10-E) |
| Support Responsibilities | <ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the University’s image • Support the EOC Director by advising as to large expenditures of funds and/or allocation of resources for recovering the University |
| Equipment & Supplies: | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones and email accounts. • Provide SF State UPD Emergency Preparedness with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information. • Electronic and/or hard copy of SF State Emergency Operations Plan. |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report, as requested by the President, to the Policy Group; members usually meet in the Policy Group Conference Room or, if necessary, via conference calls or web meetings. Meet as a team to provide executive leadership to the EOC Director. | |
| 2. Confer with the EOC Director/Policy Group Liaison to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support emergency response and recovery operations. | |
| 3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs. | |

| PROCEDURES | TIME/DATE |
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| 4. Support the EOC with communications to SF State staff and others who work with SF State regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible. | |
| 5. As damage assessment information become available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities. | |
| 6. Begin the strategic plan for recovery of University programs and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. As appointed by the President, transition to the Recovery Team (see Checklist 10-E). | |
| 2. Assist with information for the After-Action Report and recommendations for procedural change. | |

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POLICY GROUP – EXECUTIVE ASSISTANT TO THE PRESIDENT (CHECKLIST 7-G)

Name: _____ Date: _____ Time: _____

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| Reports to: | President |
| Location: | <ul style="list-style-type: none"> • Policy Group Conference Room or conference call • Maintains availability to President, EOC Director and other EOC Management Staff |
| Primary Responsibilities | <ul style="list-style-type: none"> • Assist in the set-up and break-down of the Policy Group Conference Room • Maintain Policy Group Conference Room general use equipment and supplies during activation |
| Support Responsibilities | Policy Group in documentation |
| Equipment & Supplies: | <ul style="list-style-type: none"> • Maintain SF State and personal phones, cell phones, email accounts and email enabled smart phone • Provide SF State Police Department Emergency Management Division with up-to-date telephone, cellular telephone, email and email enabled smart phone contact information • Electronic and/or hard copy of SF State Emergency Operations Plan |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the Policy Group Conference Room ASAP. | |
| 2. Monitor Policy Group members' responses to notification & activation messages, and report results to President every 30 minutes until instructed otherwise. | |
| 3. If first to arrive at Policy Group Conference Room, begin setting up any needed resources. | |
| 4. Establish check-in log for Policy Group members. | |
| 5. Create a log to record all phone contacts and activities. Review the Campus EOC telephone directory for important contacts. If your phone/email or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information. | |
| 6. Set up administrative supply area for Policy Group. | |

| PROCEDURES | TIME/DATE |
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| 7. After Policy Group Conference Room is set up, be prepared to support the Policy Group operations in one or more of the following functions: <ul style="list-style-type: none"> a. Coordinate Policy Group runners and volunteers b. Maintain Policy Group administrative supplies c. Coordinate and maintain Policy Group support services (i.e., feeding, rest areas, breakout rooms, etc.) d. Assist Policy Group in documentation | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the Policy Group as directed by the President. | |
| 2. Assist in the breakdown of the Policy Group Conference Room. | |
| 3. Assist with information for the After-Action Report and recommendations for procedural change. | |

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| Subsequent Actions: | |
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PART 8: MANAGEMENT SECTION CHECKLISTS

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MANAGEMENT SECTION - EOC DIRECTOR (CHECKLIST 8-A)

Name: _____ Date: _____ Time: _____

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| Reports to: | The President and acts as the Incident Commander for the University EOC. |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Activate and deactivate the Emergency Operations Plan (EOP) • Activate, direct and manage the EOC • Activate and direct SF State emergency response and recovery operations • Maintain regular communications with the President and Policy Group • Determine strategic priorities • Allocate resources • Provide status reports to the City and County of San Francisco and the State of California • Approve expenditure of emergency funds and the acquisition of resources to support the emergency response • Coordinate operations with other agency EOCs • Develop the After-Action Report for submittal to the President • Develop a transition plan (to normal operations) • Deactivate the EOC |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the President in notification |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |

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| 1. When aware of and informed of any emergency or pending emergency which may affect SF State properties, staff and/or operations, determine the appropriate level and extent of activation of the Emergency Operations Plan. Determine if the EOC will be activated and to what extent. Contact the SF State UPD Dispatch Center to begin the process of activating the EOC. | |
| 2. If the EOC is activated, call to duty those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later “catch up” to the needs of the situation. Notify the President of designee of EOC activation and level. | |
| 3. Activate the EOC Support Staff to set up the EOC facility. | |

| PROCEDURES | TIME/DATE |
|---|------------------|
| 4. Obtain as much information as possible about the emergency. Meet with the Operations Section Chief and the Planning Section Chief to identify the following: <ul style="list-style-type: none"> a. Primary event or cause of the emergency b. Status of Operations c. Current overall situation at SF State, including: <ul style="list-style-type: none"> i. Power/utilities ii. Communications iii. Major Damage to buildings and facilities iv. Status of SF State students, faculty and staff v. Status of residential housing vi. Status of childcare facilities vii. Status of lab animals viii. Other critical programs or activities at SF State | |
| 5. Identify Major Incidents and Operations (post the list and mark on the EOC map) | |
| 6. Establish the Priorities for the SF State emergency response, based on the following response criticality: <ul style="list-style-type: none"> a. Life safety – protection of lives and care of the injured b. Protection of critical research project operations (power dependent) c. Protection of the environment and response workers d. Protection of property from further damage e. Containment of hazards – protection of university students, faculty, staff and the public f. Protection of research and academic work-in-progress documentation and on-site files g. Restoration of networks and information systems | |
| 7. Develop the SF State Incident Action Plan | |
| 8. Evaluate the action plan for the following: <ul style="list-style-type: none"> a. Staffing requirements (exempt/non-exempt, commute problems) b. Labor agreements and types of work c. Weather conditions d. Personnel support e. Equipment and supplies | |

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| <p>9. Work with the Public Information Officer to establish the protocol and procedures for communicating campus closure. Task the Public Information Officer or designee to ensure that a full communications program is implemented to inform students, faculty, staff, news media, and others who have an interest in the University programs.</p> | |
| <p>PROCEDURES</p> | <p>TIME/DATE</p> |
| <p>10. Task the Liaison Officer with notifying the following entities regarding the activation of the SF State EOC and the status of operations:</p> <ul style="list-style-type: none"> a. SF Police and Fire (if needed) b. City and County of San Francisco (will forward status reports to the State of California) c. CSU Office of the Chancellor (as needed) d. Other affected agencies and organizations which have an interest in SF State operations | |
| <p>11. Based on the information and advice from the Operations Section Chief and the Planning Section Chief, determine the capability of SF State resources to address the overall response. If SF State is about to exhaust all resources, determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also, each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:</p> <ul style="list-style-type: none"> a. Type of assistance needed b. Location c. Tasks and duties to be performed d. SF State personnel to coordinate e. Food, water, sanitation and lodging resources available for support | |
| <p>12. Work with the Logistics Section Chief to provide for the above, including supporting the EOC staff.</p> | |
| <p>13. Coordinate with the Finance & Administration Section Chief to account for all labor hours, accounting codes, and resource purchase documentation. Periodically obtain summary reports of expenses to date and/or cost estimates.</p> | |
| <p>14. Keep the President and Policy Group and other key staff informed of the action plan and situation status. Provide updated reports to the City and County of San Francisco every four hours or as requested.</p> | |
| <p>15. Assist Public Information Officer with news media releases and internal communications.</p> | |
| <p>16. Hold periodic briefings (every 2 hours or as conditions change) in the EOC to keep all staff informed of operational status and response priorities.</p> | |
| <p>17. If this is an earthquake emergency, plan for the eventuality of aftershocks. Buildings and facilities will need to be rechecked after significant shaking.</p> | |
| <p>18. Provide and staff the EOC for 24-hour operations, if needed.</p> | |

| PROCEDURES | TIME/DATE |
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| DEACTIVATION/RECOVERY: | |
| 19. Begin the development of a transition plan to support recovery and resumption | |
| 1. Plan for the transfer of response operations to normal procedures. With the President and Policy Group, assign staff to the SF State Recovery Team. Develop a transition and recovery plan which allows for the resumption of normal operations and business support in SF State facilities. If these services are not available, plan for resuming critical programs at alternative location. Include a communications plan for full implementation of the SF State recovery plan. | |
| 2. Plan for the deactivation of the EOC and release staff as able. Ensure that all EOC documentation, logs, messages and files are maintained. Notify all SF State staff, local jurisdictions and support services when the EOC will be closing. | |
| 3. Continue to support on-going emergency operations with key EOC functions, as needed. Allow staff to work from their own offices when buildings are operational and emergency conditions calling for immediate action no longer exist. | |
| 4. Conduct an incident and EOC activation debriefing with SF State staff regarding the emergency response and recovery process. Identify key lessons learned and opportunities for improvement to the SF State plans, training programs, and facilities. | |
| 5. Prepare an After-Action Report for the State of California under Governor Declared Emergencies. | |
| 6. Revise this checklist as needed. | |

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MANAGEMENT SECTION - PUBLIC INFORMATION OFFICER (CHECKLIST 8-B)

Name: _____ Date: _____ Time: _____

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|---------------------------|---|
| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Serve as the point of contact for the EOC for media. • Collect, prepare and disseminate information to: <ul style="list-style-type: none"> ○ SF State students, faculty, and staff ○ News media ○ The public • Coordinate all news media contacts • Prepare news releases, employee bulletins, and recorded messages • Activate the Campus Emergency Hotline – 415.338.1000 • Hold news conferences and arrange for interviews • Implement rumor control procedures |
| Support Responsibilities | <ul style="list-style-type: none"> • Participate in joint press releases and broadcasts with other agencies, as appropriate • Support the EOC Director with disseminating information regarding any campus closure, or resumption of programs and processes for alternative classes, etc. |
| Equipment & Supplies | Telephone communication, news media contact listings, cellular telephone, fax, news releases forms, and background information about SF State |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the SF State EOC and set up the Media Center. Establish communication and coordination between the SF State EOC, and the Media Center. | |
| 2. Either serve as the official SF State EOC spokesperson to the news media and for all public information purposes, or select appropriate staff as needed to respond to specific inquiries. Coordinate such selections with the EOC Director, if appropriate. If the crisis is severe, consider requesting the President to be the official spokesperson to national media and federal agencies. | |

| PROCEDURES | TIME/DATE |
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| <p>3. As soon as possible, if the communications systems are operational, post emergency message to sfsu.edu and social media outlets and record a message on the Campus Emergency Hotline. Update messages as new information is received. Always include the time when the message will be updated.</p> | |
| <p>4. Establish contact and coordinate with the City and County of San Francisco EOC Public Information Officers (PIOs) and with any other agency or organization involved in the response with SF State. Coordinate information so that a consistent message is sent out with respect to SF State. Seek to get SF State information included in the City and County updates and media releases. This strategy will assist SF State in getting key information to staff, employees, students, family members and other interested parties in the area as part of the Mayor’s Emergency Notification System (ENS) messages. Include information such as:</p> <ul style="list-style-type: none"> a. SF State is (open/closed) for normal (work/business) until (day/time) b. Staff are requested to (come to work/stay home/call this number: (415) 338-1000 | |
| <p>5. Ensure that news media representatives are not allowed into the SF State EOC or any other restricted area of the University. Redirect media representatives, as able, to the Media Center. (Generally, per California state law, the news media are allowed access to any area open to the public, public agency facility, or with permission of the property owners, unless restricted due to the threat to public health and safety, or per police authority, such as a crime scene.) Coordinate with the Operations Section Chief regarding news media access. If possible, provide public information staff to meet with and escort news media representatives who wish to inspect SF State.</p> | |
| <p>6. Gather information from Situation Status, Damage Assessment, and others in the SF State EOC. Verify all information and obtain approval from the EOC Director before release. Attend all EOC briefings for additional information. Be prepared with information about the incident size, cause, ongoing situation, resources, and other information such as background on SF State.</p> | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 7. Have news releases prepared and approved by the EOC Policy Group and disseminate to the news media. Ensure they are numbered in sequence and copies kept of everything released. | |
| 8. Issue information bulletins, audience specific as appropriate (e.g. bulletins, directives to students, faculty, and staff). Coordinate all with the appropriate SF State EOC staff. | |
| 9. Forward news releases and other prepared statements to the liaison position for distribution to outside agencies. | |
| 10. Implement rumor control procedures, coordinating closely with all SF State EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections. | |
| DEACTIVATION/RECOVERY | |
| 1. Support the EOC with a communications plan to disseminate information regarding: <ul style="list-style-type: none"> a. The resumption of academic programs and classes b. Work locations (if changed) c. Status of SF State administrative units d. Letters and communications to key constituents and stakeholders in SF State programs | |
| 2. Deactivate your position in the EOC as directed by the EOC Director. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Maintain the complete files of released information (including news releases and information), news media contact log, and any clippings for future reference. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the EOC Director or Planning Section, as appropriate. | |
| 7. Submit comments to EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures and activities that need improvement or worked well. | |

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MANAGEMENT SECTION - SAFETY OFFICER (CHECKLIST 8-C)

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| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities | <ul style="list-style-type: none"> • Identify and mitigate health and safety hazards to EOC and response personnel • Create a health and safety plan for EOC and response personnel • Ensure safety messages and briefings are made • Exercise emergency authority to stop and prevent unsafe acts • Review the Incident Action Plan for safety implications • Assign assistants qualified to evaluate special hazards • Initiate preliminary investigation of accidents within the incident area • Participate in planning meetings to address anticipated hazards associated with future operation |
| Support Responsibilities: | <ul style="list-style-type: none"> • Provide technical assistance/consultation to SF State response elements • Collaborate with SF State EH&S staff to identify hazards • Implement responder safety training, education and protective measures |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| <i>EMERGENCY RESPONSE:</i> | |
| 1. The Safety Officer reports to the EOC. Upon arrival at the EOC, the individual assigned to the Safety Officer function will obtain briefing from EOC Director or designee. | |
| 2. Participate in planning meetings and briefings to ensure that safety considerations are a part of the Incident Action Plan and briefings. | |
| 3. Meet with other safety personnel assigned to the area of operation. | |

| PROCEDURES | TIME/DATE |
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| 4. Identify and make known to SF State responders and other teams any dangers from the environment resulting from the event, or lab animals, chemical/radiation hazards from SF State facilities, or any other risk to occupational health and safety. Ensure that appropriate measures are taken. | |
| 5. Review sanitation requirements for responder care/shelter and life support services during response operations with the Facilities Management Unit. | |
| 6. Review with the Logistics Section Chief food and potable water requirements and safeguards for assigned personnel | |
| 7. Review the Medical Plan to ensure that the plan addresses potential injuries most common to known hazards, and that a comprehensive medical risks | |
| 8. Ensure that all know evacuation signals and routes. | |
| 9. Work with the Parking & Transportation Unit to ensure that safety considerations are part of the planning for vehicle traffic and vehicle operation. | |
| 10. Meet with the Risk Management Unit to keep accident reports current. | |
| 11. Ensure that accidents are investigated. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the EOC Director. | |
| DEACTIVATION/RECOVERY | TIME/DATE |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section. | |
| 6. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, activities which need improvement or worked well. | |

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MANAGEMENT SECTION - LIAISON OFFICER (CHECKLIST 8-D)

Name: _____ Date: _____ Time: _____

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| Reports to: | EOC Director |
| Coordinates with: | City/County San Francisco Emergency Operations Center (CCSF EOC) Liaison Officer |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities | <ul style="list-style-type: none"> • Initiate and maintain contact with local, state and federal agencies involved in the SF State emergency response, as requested by the EOC Director • Coordinate mutual aid support and assistance provided to SF State • Coordinate mutual aid support provided by SF State • Coordinate SF State Request for Assistance (RFA) to SF DEM, CalEMA, and FEMA. • Track SF State requests for equipment/supplies and support (Request for Assistance or RFA) through CCSF EOC and State, and report status to SF State EOC • Assist in communicating, defining or clarifying SF State RFAs to the CCSF EOC or other agencies when requested • Assist in communicating, defining or clarifying essential information on SF State Situation Reports (SitRep) to CCSF Planning & Intelligence |
| Support Responsibilities | SF State EOC Director, PIO, and Section Chiefs in communications, situational awareness/reporting and coordinating requests for assistance |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to or call into the SF State EOC. Immediately get a report on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Report to the CCSF EOC Liaison Officer. Immediately get a report on emergency conditions/situation. | |
| 3. Identify and meet CCSF four Section Chiefs, and appropriate points of coordination in each section. Identify and meet the CCSF EOC Mission Assignment Coordinator. | |
| 4. Identify all agencies represented in the CCSF EOC that are involved in or may become involved in the SF State emergency response. These may include: <ul style="list-style-type: none"> a. The American Red Cross b. San Francisco Police, Fire, Public Works, Water Department, other departments c. PG&E | |
| 5. Obtain schedule for SitRep submissions, conference calls or section meetings required by CCSF EOC for SF State submission/participation. | |
| 6. Contact the SF State EOC Planning Section. Give contact information for SF State Liaison at CCSF EOC. Supply SF State EOC with CCSF EOC Directory and schedules. Get report on emergency conditions and the situation at SF State. | |
| 7. Identify all outside agencies that are involved in or may become involved in the SF State emergency response. These may include: <ul style="list-style-type: none"> a. South San Francisco Police, Fire, etc. b. County of San Mateo Health Department, etc. c. Other CSU campuses d. CSU Office of the Chancellor e. State of California Emergency Management Agency (CalEMA) f. Other agencies either providing or requesting mutual aid. | |
| 8. Set up contact numbers and communication protocols with each agency. | |
| 9. As requested by the EOC Director, liaison with the outside agencies. Provide critical information to the Situation Status position for posting on the log, map and/or status boards. | |

| PROCEDURES | TIME/DATE |
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| 10. Coordinate with the Operations Section Chief regarding joint operations involving SF State Police, EH&S, Facilities or other SF State emergency resources. The Operations Section Chief may decide to coordinate directly with those agencies for operations. | |
| 11. Verify information that is cleared for release to outside agencies with the Public Information/Media position. Distribute SF State media releases to outside agencies, and request media releases from those agencies, if available. Forward media releases to Public Information Officer as they are available. | |
| 12. In the event SF State requests mutual aid, communicate directly with the agency providing assistance. Ensure that the EOC has a list of all mutual aid personnel working on the SF State emergency, including name, employee ID#, emergency contact number, assignment, and approximate hours worked. | |
| 13. Ensure that the EOC provides for food, water and rest areas for any mutual aid personnel working at SF State. | |
| 14. On an ongoing basis receive SF State RFAs, and route to appropriate CCSF EOC Sections for processing. Report back to SF State EOC on status of RFAs, including estimated times of delivery, delays, denials etc. | |
| 15. On an ongoing basis receive SF State SitReps, status updates or other reports, and route to appropriate CCSF EOC Sections for processing. | |
| 16. Review CCSF and State SitReps for documentation of essential SF State situation status and requests. | |
| 17. Transmit and communicate any reports, maps, information which may aid SF State planning and operations. | |
| 18. Brief incoming SF State Liaison to CCSF EOC and CCSF Liaison Officer upon shift change. | |
| DEACTIVATION/RECOVERY: | |
| 1. Notify all outside agencies involved in the response when the SF State EOC is deactivated. | |
| 2. Deactivate your position in the EOC as directed by the EOC Director. | |
| 3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |

| PROCEDURES | TIME/DATE |
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| 5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |

| DEACTIVATION/RECOVERY: | |
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| 7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, and activities which need improvement or worked well. | |

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MANAGEMENT SECTION - POLICY GROUP LIAISON (CHECKLIST 8-E)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | EOC Director |
| Coordinates with: | Policy Group |
| Location: | <ul style="list-style-type: none"> • Emergency Operations Center (EOC) • Policy Group Conference Room as assigned |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Initiate and maintain contact with the Policy Group, as requested by the EOC Director • Coordinate communication bridge between the EOC and the Policy Group throughout EOC activation • Assist in communicating, defining or clarifying situation status and Incident Action Plan between the EOC and the Policy Group • Assist in communicating, defining or clarifying recommendations and approvals between the EOC and Policy Group |
| Support Responsibilities: | SF State EOC Director, PIO, and Section Chiefs in communications, situational awareness/reporting and coordinating requests with the Policy Group |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the SF State EOC. Immediately get a report on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Check-in with the Policy Group. Immediately provide a report on emergency conditions/situation. | |
| 3. Relay schedule for EOC briefings and Incident Action Plans. | |

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| 4. Set up contact numbers and communication protocols between the EOC and the Policy Group. | |
| 5. As requested by the EOC Director, liaison with the Policy Group. Provide critical information for posting on the log, map and/or status boards. | |
| 6. Brief incoming Policy Group Liaison upon shift change. | |
| DEACTIVATION/RECOVERY: | |
| 1. Notify the Policy Group when the EOC is deactivated. | |
| 2. Deactivate your position in the EOC as directed by the EOC Director. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, and activities which need improvement or worked well. | |

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MANAGEMENT SECTION - EMERGENCY PREPAREDNESS COORDINATOR (CHECKLIST 8- F)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | EOC Director |
| Coordinates with: | <ul style="list-style-type: none"> • EOC Director and EOC Section Chiefs • CCSF EOC |
| Location: | Emergency Operations Center |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Serve as emergency management subject matter expert to Management Section & General Staff in ICS, NIMS, SEMS, NRF and Homeland Security Directives • Assist Management Section in coordination with City, State and Federal Emergency Operations Centers/Officials • Coordinate EOC Support Staff |
| Support Responsibilities: | <ul style="list-style-type: none"> • EOC Sections in Just-in-Time Training • Inter-agency emergency management meetings • May fulfill other EOC Management Section or General Section Staff functions in the absence of others |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Upon notification of an emergency, confer with the EOC Director on immediate activation priorities. | |

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| 2. As directed, coordinate or issue notification, alert or activations to EOC and/or emergency response teams via Emergency Notification System from office, home, or cell phone. | |
| 3. Assure monitoring of EOC Team responses to notification & activation messages, and reporting of results to Section Chiefs and EOC Director every 30 minutes until staff and teams are accounted for. | |
| 4. Report to the SF State EOC ASAP. | |
| 5. Coordinate EOC support staff in set-up and maintenance of EOC. | |

| PROCEDURES | TIME/DATE |
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| 6. Assign EOC support staff to specific functions as indicated. | |
| 7. Provide ongoing assessment of EOC operations and provide assistance/advice to EOC Director on NIMS/SEMS Compliance. | |
| 8. Provide ongoing assessment of EOC operations and provide assistance/advice to staff as needed. | |
| 9. If requested, represent SF State at city, state and federal emergency management meetings. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the EOC Director. | |
| 2. Coordinate EOC support staff in break-down of EOC. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section. | |
| 7. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, and activities that need improvement or worked well. | |

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MANAGEMENT SECTION - EOC SUPPORT STAFF (CHECKLIST 8-G)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Emergency Preparedness Coordinator |
| Coordinates with: | <ul style="list-style-type: none"> • EOC Section Chiefs, Branch Chiefs or Unit Lead, as assigned • Other EOC support staff |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Assist EOC staff in the set-up and break-down of the EOC • Maintain EOC general use equipment and supplies during activation • Operation of Emergency Notification System, updating hot lines, list serves and other emergency communication capabilities |
| Support Responsibilities: | Planning section in documentation |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. As directed, issue notification, alert or activations to EOC and/or emergency response teams via Emergency Notification System from office, home, or cell phone. | |
| 2. Report to the SF State EOC ASAP. | |
| 3. Monitor EOC & Emergency Response Team responses to notification & activation messages, & report results to Section Chiefs and EOC Director every 30 minutes until instructed otherwise. | |
| 4. If first to arrive at EOC, begin setting up EOC. | |
| 5. Establish check-in desk/log for EOC staff. If requested, work with the Police position to set up security and access control for the EOC. | |

| PROCEDURES | TIME/DATE |
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| 6. Create a log to record all phone contacts and activities. Review the Campus EOC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information. | |
| 7. Set up administrative supply area for EOC. | |
| <p>8. After EOC is set up, be prepared to support EOC operations in one or more of the following functions:</p> <ul style="list-style-type: none"> a. Assist the police dispatch (from the EOC) in managing radio communications. b. Pull information reports as requested c. Manage ongoing messages and reports from the Emergency Notification System as requested d. Staff the EOC check-in/check-out desk e. Coordinate EOC runners and volunteers f. Maintain EOC administrative supplies g. Coordinate and maintain EOC support services (i.e., feeding, rest areas, breakout rooms, etc.) h. Assist Planning Section in documentation i. Assist Operations Section in coordinating SF State Emergency Response Teams (e.g., BERCs, Floor Wardens, Building Emergency Response | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Emergency Coordinator. | |
| 2. Assist in the Break-down of the EOC. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the Emergency Preparedness Coordinator or EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section. | |
| <p>7. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include:</p> <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, and activities that need improvement or worked well | |

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| Subsequent Actions: | |

PART 9: OPERATIONS SECTION CHECKLIST

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OPERATIONS SECTION CHIEF (CHECKLIST 9-A)

Name: _____ Date: _____ Time: _____

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|----------------------------------|--|
| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC). |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Assume operational oversight of the SF State emergency response. • Coordinate the Operations Section field resources to respond to the emergency including: <ul style="list-style-type: none"> ○ Police units ○ Facilities management personnel ○ Environmental health and safety personnel ○ Student, faculty, and staff health support to campus ○ Animal care personnel ○ Building Emergency Response teams • Prioritize and manage the response efforts and develop the overall strategy for field response. • Keep the EOC staff informed of team activities and emergency conditions. • Coordinate Operations with Planning section, Logistics section, and Finance & Administration section. • Oversee a multi-department field response and multi-agency coordination. |
| Support Responsibilities: | <ul style="list-style-type: none"> • Provide information to Situation Status and support Inspections and Damage Assessment. • Act as back-up for the EOC Director. • Assist the EOC Director with developing the Incident Action Plan (IAP). • Make recommendations for mutual assistance needs and resources. • Refer all media contacts to Public Information Officer |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Check in with EOC Director. Immediately get a report on emergency conditions and situations. | |
| 2. Check communications for your position including police radio communications, telephone to the Police Dispatch Center, telephone, cellular phone and fax. | |

| PROCEDURES | TIME/DATE |
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| 3. Set up your Operation Section properly with supplies, maps, status boards, etc. | |
| 4. Activate the Operations Section and ensure that all functions are represented: Police, Environmental Health and Safety, and Facilities Management, Animal Care. Establish communication with the Safety Officer. | |
| 5. Begin a log of your activities and keep it current throughout the emergency response. Identify scribes and communication staff needed. Ensure all section personnel are maintaining individual logs. | |
| 6. Work with Section Staff to gather information about emergency conditions and situations and begin synthesizing reports. Have Section Staff identify major incidents involving their functions and potential resources in the field. Post on the EOC maps and status boards and share the information with the EOC Director and other EOC Staff. | |
| 7. With the EOC Director, evaluate conditions and develop an overall strategy for response, based on the following response priorities, or as directed by the EOC Director: <ul style="list-style-type: none"> a. Life safety – protection of lives and care of the injured b. Animal care c. Protection of the environment d. Protection of critical infrastructure e. Protection of property from further damage f. Containment of hazards – protection of university staff and the public g. Restoration of networks and information systems | |
| 8. Activate Facilities Branch Chief to check on the status of emergency power and system support to critical buildings including: <ul style="list-style-type: none"> a. Police Dispatch Center b. Administration Building c. Corporation Yard d. Children’s care centers e. Residential Life f. Animal Facilities g. Library h. Student Center i. Critical research infrastructure | |
| 9. If service is disrupted to any of these facilities, have Facilities Branch Chief immediately address contingency plans for: <ul style="list-style-type: none"> a. Building power b. Ventilation c. Water d. Lighting | |

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| <p>10. Receive status reports on the condition of any animal care facilities.</p> | |
| <p>11. Ensure that the Police or Facilities Management teams have surveyed the primary buildings at:</p> <ul style="list-style-type: none"> a. 19th Avenue campus b. Downtown campus c. Romberg Tiburon Center d. Other sites, as able <p>Receive reports for each building, the status of occupants, and the operational status of the building. This may take several hours or days.</p> | |
| <p>12. Prioritize the reports and focus on the main areas of damage and where response is needed. Based on the needs for each building, work with the EOC Director to determine where SF State resources will be sent. Ask for assistance from the City/County of San Francisco EOC (CCSF EOC) if additional emergency responders are needed.</p> | |
| <p>13. Establish multi-disciplined teams for large-scale emergencies. Appoint an Incident Commander for the team who will communicate to the Police Dispatch Center or directly to the EOC by radio.</p> | |
| <p>14. For incidents involving the City/County of San Francisco or other agency field units, assign a field Incident Commander, or a SF State liaison, to the other agency's command post.</p> | |
| <p>15. Establish communication with the CCSF EOC or with the San Francisco Police Department or other City/County departments, if needed. Coordinate with the Liaison position to ensure accurate coordination of joint operations.</p> | |
| <p>16. Identify all resources you need, or may need, and make requests to Logistics Section. Resources may include internal resources, contracted services, weather protection, or lights for night operations.</p> | |
| <p>17. Communicate the use or spending of all field resources and activities with Finance and Logistics. Ensure coordination and cooperation from the field offices of EH&S and Facilities.</p> | |
| <p>18. Forward the status reports for each building to the Planning Section, to assist with the prioritization by the Damage Assessment Teams.</p> | |
| <p>19. Cordon off unsafe areas, secure facilities, and control access where there is severe damage. Have utilities shut down if they present a possible hazard.</p> | |

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| 21. Keep track of all injured persons. If available, dispatch a Student Health Services medical staff member to provide first aid. | |
| 22. Verify that emergency transportation has been called for severe injuries, or arrange to transport victims to the closest emergency room facility. | |
| 23. Ensure traffic control is established to provide a quick and safe exit for students and faculty and access for emergency vehicles. | |
| 24. Ensure that emergency workers are assigned within the limits of their training and qualifications and have adequate safety supplies and equipment to safely perform their duties. | |
| 25. Forward information to Situation Status and others in the EOC. Keep the EOC Director informed of events and actions. Work closely with Situation Status to keep track of all site operations. | |
| 25. If not already completed, work with Police Department and prepare a plan for a large-scale egress from the University and for securing the University facilities during and immediately following emergency operations. | |
| 26. Coordinate with Planning Section and Inspections and Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration. Keep aware of the occupancy status of buildings and begin planning for normal operations. Coordinate with the EOC Director for restoration priorities. | |
| 27. Request site food/water and other personnel support needed for Operations Sections from the Logistics Section Chief. Also request arrangements for a secure site for the rest area(s), away from public access. | |
| 28. Plan for on-going operations and extended staffing if damage is severe or field activities appear to be extensive. Coordinate with Planning Section, Logistics Section, and the EOC Director to plan for extended operations, especially during non-business hours. If operations will be extensive, release all students, visitors, and employees who are not urgently needed. | |
| 29. Provide lists of personnel on-duty and any preliminary information on personnel matters or claims to Finance Section. | |
| 30. Continue to staff the EOC as long as the emergency situation continues. | |

| DEACTIVATION/RECOVERY: | |
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| 1. Deactivate your position in the EOC as directed by the EOC Director. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the EOC Director as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section. | |
| 6. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency response/recovery plans, procedures, and activities that need improvement or worked well. | |

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OPERATIONS SECTION - POLICE DEPARTMENT (CHECKLIST 9-B)

This EOC position will only be activated if staffing permits, as this UPD position will likely be involved in the operational/field response for an incident.

Name: _____ Date: _____ Time: _____

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| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Track and prioritize life-threatening emergencies including: severe injuries, trapped victims, medical emergencies, police emergencies, fire, and HazMat emergencies • Provide general status reports for buildings and sites • Manage police and other Police Department resources for the overall SF State response • Determine the need for and assign field Incident Commanders • Institute emergency police operations including: perimeter access control, exit and egress traffic control, site and building security • Coordinate police mutual assistance and multi-agency field response |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support emergency operations for Facilities, EH&S, as requested • Assist with facility inspections • Assist by providing VIP escorts |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Immediately get a report on emergency conditions and situations. Check in with the Operations Section Chief. Check communications for your position, including radios, telephone, and cellular telephone, and fax. Set up the maps for SF State properties. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 2. Receive the report from the Police Dispatch Center regarding the location and status of Police officers. Relay the information to the EOC, and mark the location of officers on the map. Provide the current locations and assignments, and type of equipment available. Also get the number and status of all fire units on-site and continue tracking fire resources, assisting fire operations as needed. | |
| 3. Obtain reports from Facilities to determine the status of people who have been unable to evacuate buildings and facilities. | |
| 4. Receive reports of life-threatening emergencies. Identify life safety emergencies, including people with major injuries, people unconscious, people trapped (needing rescue), and other life safety incidents. | |
| 5. Arrange and coordinate hospital transportation for the seriously injured. Request transportation support from Parking & Transportation, volunteers on site and/or the City/County of San Francisco EOC (CCSF EOC). | |
| 6. Based upon identified priority needs, coordinate with the Police Dispatch Center to assign field personnel. | |
| 7. With the Operations Section Chief, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Provide leadership to the field responders by assigning an Incident Commander to coordinate multi-department teams with the EOC. If you are going to talk directly to the Incident Commanders over the Police Radio, advise the Police Dispatch Center. | |
| 8. If you are directed to establish communication with San Francisco Police Department or other police departments, establish a communication protocol and assign telephone, radio or cellular telephone channels. | |
| 9. If it has not already been done, request any needed search and rescue assistance and/or fire first responders from the San Francisco Fire Department or other CCSF EOC resource. If fire incidents are major, request a fire department representative for the SF State EOC or establish direct communication with the Fire Commander at the CCSF EOC or the city having jurisdiction. | |
| 10. Assemble any available search and rescue volunteers at the Police Dispatch Center or other location where they can be assigned to rescue situations. Ensure that the responders have adequate equipment and resources. | |

| PROCEDURES | TIME/DATE |
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| 11. Ensure that written records are kept for every injured person. Do not give out personal information to the news media or others. Forward records to the Human Resources position in the EOC to ensure follow up reports. | |
| 12. Continue to maintain the status of all committed units and potential personnel needs. Also, determine 12-hour shift personnel availability and assign shift staffing. | |
| 13. If Police requirements exceed the capability of SF State, request mutual assistance resources via the City/County of San Francisco Police Department or EOC. Work with Logistics Section, and make contact according to law enforcement mutual aid procedures. Determine the number of police officers needed, primary mission and assignment, locations needed, and length of time needed. Inform the SF State Liaison Officer of the request for mutual aid. For critical incidents with a prolonged timeline, considerations for requesting the activation of the CSU Critical Response Unit (CRU) can be recommended to the EOC Director and Policy Group. | |
| 14. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Logistics Section. | |
| 15. As requested, develop plans for: <ul style="list-style-type: none"> a. Mass evacuation egress – traffic control b. Perimeter control and access points for secured buildings and areas c. Building and/or site security if the buildings are totally closed due to hazards d. Security checks at all SF State sites | |
| 16. Coordinate with the other Operations Section Staff (especially the Section Chief) and Situation Status to ensure all field personnel are aware of critical Police operations. | |
| 17. If there are fatalities, assign a Police Officer to the incident. Keep all information regarding the identity of the victim(s) within the EOC. Provide reports to the Human Resources position. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |

| PROCEDURES | TIME/DATE |
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| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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OPERATIONS SECTION - POLICE DISPATCH CENTER (CHECKLIST 9-C)

This is not an EOC position. Checklist outlines supporting functions.

Name: _____ Date: _____ Time: _____

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| Reports to: | Police Chief |
| Location: | Police Station |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Coordinate communications between the EOC and field police units. • Retrieve information from Report Information Management Systems (RIMS) for use by EOC staff. • If able, answer 9-1-1 calls and relay requests to the EOC |
| Support Responsibilities: | Communicate messages to agencies on behalf of the EOC, as requested. |
| Equipment & Supplies | Function in support of EOC operations, located in UPD. |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Contact the Operations Section Chief by radio or telephone. If 9-1-1 is operational, continue to receive calls for service. Non-urgent calls for service will be suspended until the emergency subsides. Check with the EOC prior to dispatching officers to calls which are NOT LIFE-THREATENING EMERGENCIES. | |
| 2. Conduct a roll call of all field units. Relay their status to the Operations Section Chief. Officers are to check the status of their locations and report information via radio. Relay reports to the EOC. | |
| 3. Dispatch units, as requested by the EOC. Officers are to be discouraged from becoming engaged in assisting individuals, unless it is a life-threatening emergency. Officers will be dispatched as Incident Commanders for large-scale incidents, team leaders on multi-department teams, and for emergency first aid or other life-threatening emergencies. The EOC will set the field priorities for how officers will be assigned. | |
| 4. In the event the SF State Police Department Dispatch Center cannot be occupied, a police mobile command post may be established as an alternate Dispatch Center. | |

| DEACTIVATION/RECOVERY: | |
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| PROCEDURES | TIME/DATE |
| 1. Do not delete or destroy any written documents or email correspondence related to EOC support activities. | |
| 2. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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OPERATIONS SECTION - BUILDINGS & FACILITIES BRANCH CHIEF (CHECKLIST 9-D)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|--|
| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Coordinates EOC requests for information, assessment, and repairs. • Provides ongoing situations reporting to the EOC on the status of: <ul style="list-style-type: none"> ○ Utilities, damage, Building Safety Assessments, losses, and repairs ○ Response to emergencies in buildings and facilities ○ Emergency power to critical buildings and systems ○ Utilities serving SF State ○ Occupancy status of buildings ○ Damaged and unsafe buildings ○ Building Safety Assessments ○ Building repairs ○ Estimated losses • Request Activation of Facilities, Building Inspection, Damage Assessment and or Repair & Construction Units to the Buildings & Facilities Branch if necessary |
| Support Responsibilities | <ul style="list-style-type: none"> • Support Police with light search and rescue and other activities • Assist Environmental Health and Safety • Assist in assessing sites for shelter operations • Planning Section in Situational Tracking/Documentation |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the SF State EOC to support coordination. | |
| 2. Create a log to record all phone contacts and activities. Review the Campus EOC and SFSU EOC telephone directory for important contacts. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| <p>3. Establish communication with:</p> <ul style="list-style-type: none"> a. Plant Operations b. Building Emergency Response Coordinators/Managers c. Building Emergency response Coordinators | |
| <p>4. Receive status reports on:</p> <ul style="list-style-type: none"> a. Response to emergencies in buildings and facilities b. Building systems: water, HVAC, sanitation c. Utilities serving SF State d. Occupancy status of buildings e. Damaged and unsafe buildings f. Building Safety Assessments g. Life Safety Systems h. Building Repairs i. Estimated Losses j. Hazards | |
| <p>5. Check on the status of emergency power and system support to critical buildings including:</p> <ul style="list-style-type: none"> a. Police Dispatch Center b. Administration Building c. Corporation Yard d. Children’s care centers e. Residential Life f. Animal Facilities g. Library h. Student Center i. Critical research infrastructure | |
| <p>6. If service is disrupted to any of critical facilities, immediately address contingency plans for:</p> <ul style="list-style-type: none"> a. Building power b. Ventilation c. Water d. Lighting | |
| <p>7. With the Operations Section Chief, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Keep the Operations Section Chief apprised of the status. Support multi- department teams for immediate life safety or high hazard emergencies.</p> | |
| <p>8. Develop a service restoration plan. Work with the other Building & Facilities Branch positions and other appropriate EOC Sections and Units; establish a plan based on time and services, to restore power and other building services.</p> | |

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| <p>9. Identify work that could be performed by outside services and contractors. Request emergency contracts through the Finance & Administration Section – Purchasing Unit. Direct resources to assist with the higher priority response needs, while delaying less urgent services to contractors.</p> | |
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| PROCEDURES | TIME/DATE |
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| 10. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Logistics Section, Care & Shelter Unit. | |
| 11. Provide support to all operations throughout the duration of the emergency response. | |
| 12. Coordinate with the Real Estate Unit for leased spaces to relocate SF State operations from damaged buildings. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep copies of all of your logs, reports, messages, and any other documents you used and received in the EOC. Keep these records for a period of one year, or as directed by the Director of Homeland Security & Emergency Management. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operation Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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Subsequent Action:

OPERATIONS SECTION - BUILDING INSPECTIONS (CHECKLIST 9-E)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|--|
| Reports to: | Building & Facilities Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Manage the inspections, posting, reporting, and documentation of SF State buildings and facilities • Direct, assign, and coordinate the Building Inspection Teams and provide team members with safety and specialized equipment as required • Receive and evaluate the initial damage reports and damage reports from Building Inspection Teams • Maintain complete records and files of all damage, by site • Determine the occupancy status of buildings, and the posting and securing of unsafe building |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the Building & Facilities Branch with information affecting rescue activities and for establishing priorities • Support Emergency Projects in identifying projects |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ SF State radios for field teams ○ Proper forms and procedures ○ Safety equipment for inspection teams ○ Lists and maps of buildings as available |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by the Building & Facilities Branch Chief. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |

| PROCEDURES | TIME/DATE |
|--|------------------|
| 2. Coordinate with Facilities Management and EH&S to obtain initial safety reports. Determine if Building Inspection Teams will be needed to assist with emergency rescues or other operations. Work with the Building & Facilities Branch Chief to provide Building Inspection Teams needed for emergency operations. | |
| 3. Coordinate with the EOC Director, Operations Section Chief, Building & Facilities Branch Chief and Planning Section Chief to determine their priorities for the initial building inspections and develop a priority list. Also, determine if it is safe for the inspectors. | |
| 4. Determine how many Building Inspection Teams will be needed. Assemble teams and provide with communications capability, and safety and personal protective equipment. Assign teams to buildings according to determined priorities. | |
| 5. Instruct teams to use the appropriate forms and include photographs and drawings. | |
| 6. Check with Facilities to determine if a building coordinator/manager or other facilities department staff will be available in the field to meet the inspection teams. | |
| 7. Arrange a communication and reporting protocol with each team. Test the equipment with each team. Track the progress of teams using the forms provided as attachments to this checklist. | |
| 8. Coordinate with Facilities Management to confirm that all damaged buildings have been inspected, posted, and secured. If further inspections are required, request inspectors from the City/County of San Francisco or the contract engineering consultants. | |
| 9. Forward completed damage assessment reports to the Damage Assessment position for loss estimation and documentation. | |
| 10. If the disaster is an earthquake, be prepared to send Building Inspection Teams to re-inspect buildings following any aftershocks. | |
| DEACTIVATION/RECOVERY: | |
| 1. Continue to provide inspection services as aftershocks occur; projects are completed, or as requested. | |
| 2. Deactivate your position in the EOC as directed by the Building & Facilities Branch Chief. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 5. Manage and track repair and reconstruction projects. Transfer projects to normal project management. | |
| 6. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 7. Upon deactivation of your position, brief the Building & Facilities Branch Chief or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 8. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 9. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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DATE: _____
 TIME: _____

INSPECTION TEAMS LOG

| | Team Members | UID # | Phone/Radio/Pager | Facilities Assigned |
|---------------|--------------|-------|-------------------|---------------------|
| TEAM 1 | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| TEAM 2 | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| TEAM 3 | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| TEAM 4 | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| TEAM 5 | 1. | | | |
| | 2. | | | |
| | 3. | | | |

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BUILDING & FACILITY INSPECTION LIST

| Building/Facility | Posting (Color) | Structural Inspection | Description Of Damage | Emergency Project # | Est. \$\$ |
|-----------------------------------|-----------------|-----------------------|-----------------------|---------------------|-----------|
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| Total Estimated Damage Assessment | | | | | \$ |

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BUILDING & FACILITY INSPECTION LIST

| | | |
|--|--|--|
| BUILDING/FACILITY: | | |
| DATE: | TIME: | |
| TEAM: | | |
| BUILDING SAFETY STATUS/POSTING | | |
| GREEN NO DAMAGE OCCUPANCY | YELLOW MINOR DAMAGE OCCUPANCY | RED MAJOR DAMAGE NO OCCUPANCY |
| DESCRIPTION: | | |
| STATUS OF OCCUPANTS: | | |
| SMALL REPAIRS/WORK NEEDED: | | |
| UTILITIES: | | |
| MAJOR WORK/PROJECTS RECOMMENDED: | | |
| MITIGATION RECOMMENDATIONS: | | |
| ESTIMATED DAMAGES: \$ | | |

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OPERATIONS SECTION - DAMAGE ASSESSMENT (CHECKLIST 9-F)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | Building & Facilities Branch Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Provide current and ongoing damage estimates to the Building & Facilities Branch Chief, EOC Director and other EOC personnel • Provide estimates of loss and of project costs • Provide estimates of content loss • Identify equipment for salvage |
| Support Responsibilities | <ul style="list-style-type: none"> • Assist with the insurance and FEMA documentation, claims/application process • Support the Planning Section Chief and the Finance & Administration Section Chief with project costs and other information |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ Standard construction estimating data ○ Content values ○ Building replacement values ○ Lists of buildings ○ Estimating tool |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by the Building & Facilities Branch Chief. Sign in with Situation Status. Report to the Building & Facilities Branch Chief. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Meet with the Building & Facilities Branch Team members to determine priority buildings and facilities and current levels of damage and repair. Review the inspection reports as they are received. | |

| PROCEDURES | TIME/DATE |
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| <p>3. If able, go with inspection teams to review damage. Ensure that forms or teams are able to provide an estimated % of damage for the building. Review the inspection reports for the following:</p> <ul style="list-style-type: none"> a. Type of damage – structural or non-structural b. Damage to contents – major (total), moderate or minor c. Salvageable or retrievable contents | |
| <p>4. Prepare summary reports on the status of all buildings and the estimated dollar amounts of damage. For each damaged building, calculate the estimated damage, as follows:</p> <ul style="list-style-type: none"> a. Building value b. Estimated percentage of damage c. Calculation of loss based on value or replacement value per square foot d. Calculation of loss of contents based on value or replacement value | |
| <p>5. Identify individual buildings for projects. Work with the Repair/Construction position to determine projects. Assist with the estimation of projects.</p> | |
| <p>6. Set up files, by site or building, to keep copies of all inspection reports, notes, and photographs. Forward copies of reports and information for insurance claims and FEMA documentation.</p> | |
| <p>7. Continue to receive information on damage and amounts of loss, providing reports as necessary. Provide reports to the Building & Facilities Branch Chief and the Facilities Documentation Unit in the Planning Section.</p> | |
| DEACTIVATION/RECOVERY: | |
| <p>1. Deactivate your position in the EOC as directed by the Buildings and Facilities Branch Chief.</p> | |
| <p>2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.</p> | |
| <p>3. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files.</p> | |
| <p>4. Manage and track repair and reconstruction projects. Transfer projects to normal project management.</p> | |
| <p>5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.</p> | |
| <p>6. Upon deactivation of your position, brief the Building & Facilities Branch Chief or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.</p> | |

DEACTIVATION/RECOVERY:

7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.
8. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include:
 - a. Review of pertinent position descriptions and operational checklists
 - b. Recommendations for procedure changes
 - c. Section accomplishments and issues
 - d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well

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OPERATIONS SECTION - REPAIR/CONSTRUCTION (CHECKLIST 9-G)

| | |
|----------------------------------|---|
| Reports to: | Building & Facilities Branch Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Set up emergency repair and construction projects • Prepare cost and scheduling estimates for jobs and projects • Provide recommendations on projects, consultants, and contractors to the Planning Section Chief • Provide contract management for all emergency repair contracts |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist with the insurance and FEMA documentation, claims/application process • Support the Planning Section Chief and the Finance & Administration Section Chief with project costs and other information |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ Standard contracts and resource listings for local construction companies ○ Contract management tools ○ Listings of engineering and design firms and other services |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by the Building & Facilities Branch Chief. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Meet with the Building & Facilities Branch Team members to determine priority buildings and facilities and current levels of damage and repair. Review the inspection reports as they are received. | |
| 3. Go with inspection teams to review damage. | |
| 4. Identify and develop projects for clean-up, repair, and construction as needed for early campus recovery. Include cost estimates and schedule projections. | |
| 5. Make project recommendations to the Building & Facilities Branch Chief. Include recommendations for consultants and contractors as appropriate. Coordinate with Logistics Section and/or Purchasing to procure services and set up contracts. | |

| PROCEDURES | TIME/DATE |
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| 6. With authorization from the Building & Facilities Branch Chief, complete contract agreements and initiate projects. | |
| 7. Keep complete project records, by site or project number. Obtain project numbers and emergency account numbers from the Finance Team Leader or Accounting. | |
| 8. Provide Damage Assessment to the Finance & Administration Section Chief with updated project cost estimates and related information. | |
| 9. Ensure building posting and occupancy status is updated as repairs are made. | |
| 10. Assess projects for hazard mitigation strategies. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Buildings and Facilities Branch Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files. | |
| 4. Manage and track repair and reconstruction projects. Transfer projects to normal project management. | |
| 5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 6. Upon deactivation of your position, brief the Building & Facilities Branch Chief or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 8. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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OPERATIONS SECTION - FACILITIES MANAGEMENT (CHECKLIST 9-H)

Name: _____ Date: _____ Time: _____

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| Reports to: | Building & Facilities Branch Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Provide emergency power to critical buildings and systems • Make an initial safety inspection of primary SF State buildings and facilities • Provide immediate response to emergencies in buildings and facilities • Cordon off and post no access to buildings, as needed, until further inspection or repairs can be made • Restore power and systems to SF State buildings |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support Police with light search and rescue and other activities • Support Damage Assessment Teams • Assist Environmental Health and Safety |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by the Building & Facilities Branch Chief. Begin a log of your activities and keep it current throughout the emergency response. Establish communication with: <ol style="list-style-type: none"> a. Building Coordinator/Management Staff b. Plant Operations Staff c. Building Emergency Response Teams Receive status reports on: <ol style="list-style-type: none"> a. Electric Power b. Building Systems: water, HVAC, sanitation c. Building conditions d. Any Hazards | |
| 2. Provide information to the Building & Facilities Branch Chief and Situation Status. | |

| PROCEDURES | TIME/DATE |
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| <p>3. Check on the status of emergency power and system support to critical buildings including:</p> <p>2.</p> <ul style="list-style-type: none"> a. Police Dispatch Center b.. Administration Building c. Corporation Yard d. Children’s care centers e. Residential Life f. Animal Facilities g. Library h. Student Center i. Critical research infrastructure | |
| <p>4. If service is disrupted to any of these facilities, immediately address contingency plans for:</p> <ul style="list-style-type: none"> a. Building power b. Ventilation c. Water d. Lighting | |
| <p>5. With the Building & Facilities Branch Chief, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Assign Facilities Staff to assist with incidents, as needed. Keep the Building & Facilities Branch Chief apprised of the status of the Facilities Staff. Support multi-department teams for immediate life safety or high hazard emergencies.</p> | |
| <p>6. Develop a service restoration plan to establish service priority for buildings and systems. With the other Building & Facilities Branch positions, establish a plan based on time and services, to restore power and other building services.</p> | |
| <p>7. Cordon-off and post “no access” to damaged and hazard areas. Post buildings and utilities with important information for Damage Assessment inspectors.</p> | |
| <p>8. Direct staff to conduct an immediate safety evaluation of buildings for safe occupancy. Post and cordon off unsafe buildings until a structural assessment can be performed.</p> | |
| <p>9. Identify work which could be performed by outside services and contractors. Request emergency contracts through the Building & Facilities Branch Chief. Direct Facilities resources to assist with the higher priority response needs, while delaying less urgent services to contractors.</p> | |
| <p>10. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Logistics Section.</p> | |

| PROCEDURES | TIME/DATE |
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| 11. Provide support to all operations throughout the duration of the emergency response. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Buildings and Facilities Branch Chief. | |
| 1. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep copies of all of your logs, reports, messages, and any other documents you used and received in the EOC. Keep these records for a period of one year, or as directed by the Director of Homeland Security & Emergency Management. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operation Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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OPERATIONS SECTION - ENVIRONMENTAL HEALTH AND SAFETY (CHECKLIST 9-1)

Name: _____ Date: _____ Time: _____

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| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Monitor and evaluate all operations for hazards and unsafe conditions • Establish priorities for spill control operations • Track the status of hazardous materials and coordinate the response to hazardous materials incidents • Ensure the chemicals or other hazardous materials in buildings are stable and contained before allowing reentry • Prepare all reports and documentation required per local, state and federal regulations. • Ensure that emergency workers have adequate safety supplies and equipment and that they are assigned within the limits of their training and qualifications |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the Operations Section Chief in determining priorities • Support Damage Assessment Teams • Assist University and Public Information Officer with controlling rumors and misinformation regarding hazardous materials at SF State |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Establish communication with the EH&S Office and any EH&S Command Posts set up in the field. Relay all information regarding EH&S staff in the field and current operations to the Operations Section Chief. Provide detailed information for posting on the maps and status boards. | |
| 2. With the Operations Section Chief, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Support multi-department teams for immediate life safety or high hazard emergencies. | |

| PROCEDURES | TIME/DATE |
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| 3. Check the status of the EH&S prioritized areas of inspection. Advise the Operations Section responders of the potential for hazardous materials spills or issues that may impact incident response, rescue, and building inspection. | |
| 4. Prioritize hazards and make recommendations for safety response. Assist the Operations Section Chief and Facilities Management in determining priorities for response and developing strategies for safety. As much as possible, coordinate field activities with the Police and Facilities Department staff to work efficiently and effectively for the restoration of critical buildings and services. | |
| 5. If it is suspected that a major hazardous material release has occurred, develop an Action plan for Spill Control Operations. Work with the Operations Section to determine needed resources and coordinated operations with Facilities and Police. Provide information to the Public Information Officer to communicate safety concerns and entry restrictions to student, faculty, and staff and other building occupants. | |
| 6. Ensure that the EH&S field teams conduct a check of each building containing hazardous materials, to ensure safety. Provide building status updates to the Building Inspection position. | |
| 7. If requesting the San Francisco Fire Department, coordinate with Police for 9-1-1 communications. Establish joint command posts with the San Francisco Fire Department responders, as they set up at SF State facilities. | |
| 8. If there is structural damage to buildings or a severe hazard to responders (such as an electrical hazard), advise the EH&S office. This is especially important for earthquake damaged buildings which may pose a hazard to field teams. | |
| 9. Ensure responders have adequate safety supplies and equipment and that they are assigned within the limits of their training and qualifications. Order additional supplies and equipment through Resources and/or Purchasing. | |
| 10. Have responders report injured persons to the EOC. If injured persons are contaminated, keep them away from others. | |
| 11. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Logistics Section. | |
| 12. Do not release information regarding hazardous materials incidents to anyone outside of the EOC. Refer all inquiries to the Operations Section Chief or the EOC Director. | |
| 13. If necessary, establish temporary collection and control points for Hazardous Waste. Work with the Operations Section Chief to establish locations away from emergency operations and the care and sheltering of people. | |

| PROCEDURES | TIME/DATE |
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| 14. Provide information to the Public Information Officer regarding the restoration of critical research programs which require the use of chemicals. | |
| 15. Assist Facilities with ensuring safe occupancy status for buildings. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operation Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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OPERATIONS SECTION - MEDICAL SERVICES (CHECKLIST 9-J)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Provide status updates on student, faculty and staff exposures, injuries or illness resulting from the emergency • Identify health, medical and welfare needs of students, faculty, & staff; make request for resource support, and coordinate delivery of assistance via the Operations Section Chief or EOC as requested |
| Support Responsibilities: | Public Information Officer to send messages to students, faculty, & staff, as needed |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function; bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Report to the Operations Section Chief. Begin a log and keep it current throughout the emergency response. | |
| 2. On the log, record all phone contacts and activities. Review the Campus EOC, City/County of San Francisco EOC telephone directories for important contacts. If your phone/email or other contact information has changed for the day, contact the Planning Section and any emergency contacts that may need to reach you and provide them with your new or temporary contact information. | |
| 3. Provide information on the status of the Student Health Services operations and activities. Exchange information, as needed, with the various members of the EOC Operations Section in order to coordinate operations. | |
| 4. Submit resource request for Student Health Services support, and coordinate delivery of health and medical assistance to student's faculty and staff. | |

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| 5. Assist the Operations Section with a list of all SF State services that will be needed for the Student Health Services to become fully operational. | |
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| PROCEDURES | TIME/DATE |
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| 6. Relay information, as requested, regarding announcements, from the SF State Public Information Officer. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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OPERATIONS SECTION - MENTAL HEALTH SERVICES (CHECKLIST 9-K)

Name: _____ Date: _____ Time: _____

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|----------------------------------|--|
| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | Provide disaster mental health services to SF State emergency responders and victims of emergencies and disasters |
| Support Responsibilities: | Provide disaster mental health services to other emergency responders supporting SF State and victims of emergencies and disasters |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Report to the Operations Section Chief. Begin a log and keep it current throughout the emergency response. Create a log to record all phone contacts and activities. Review the Campus EOC, and City/County of San Francisco EOC telephone directories for important contacts. If your phone/email or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information. | |
| 2. Obtain contact information for deployed Disaster Mental Health Teams and contact information for each non-deployed Disaster Mental Health Team member. | |
| 3. Obtain a report from the Operations Section Chief on the status of deployed or requested mental health teams. | |
| 4. Provide information and updates on disaster mental health operations to the Operations Section Chief and to the Planning Section Documentation Unit. | |
| 5. Make sure locations or changes in locations where mental health services are available are coordinated with the Operations Section Chief and communicated with the Public Information Officer for dissemination to the campus. | |
| 6. Collect the number of disaster mental health encounters and referrals made provided by each team and location. | |

| PROCEDURES | TIME/DATE |
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| 7. Request equipment, supplies and other resources and support from the Logistics Section in the EOC. | |
| 8. Assist Public Information Officer with relaying mental health information to campus. | |
| 9. Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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OPERATIONS SECTION - DISABILITY SERVICES (CHECKLIST 9-L)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> Identify disabled students, staff, and faculty; who may need assistance in evacuating buildings throughout campus and make request for resource support Provide status updates on the evacuation of disabled students, staff, and faculty Update, maintain and refer to Disability Programs and Resource Center (DPRC) Emergency Plan as needed |
| Support Responsibilities: | <ul style="list-style-type: none"> Maintain an up to date list of all disabled students, staff and faculty who are registered with DPRC |
| Equipment & Supplies | <ul style="list-style-type: none"> EOC to provide phone, internet access for email, and basic office supplies Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Report to the Operations Section Chief. Begin a log and keep it current throughout the emergency response. | |
| 2. On the log, record all phone contacts and activities. Review the Campus EOC, City/County of San Francisco EOC telephone directories for important contacts. If your phone/email or other contact information has changed for the day, contact the Operations Section Chief and any emergency contacts that may need to reach you and provide them with your new or temporary contact information. | |
| 3. Provide information on the status of disability services operations and activities. Exchange information, as needed, with the various members of the EOC Operations Section in order to coordinate operations. | |
| 4. Submit resource request for disability services support, and coordinate delivery of assistance to students, staff, and faculty. | |
| 5. Assist the Operations Section with a list of all SF State services that will be needed for the disability services to become fully operational. | |

| PROCEDURES | TIME/DATE |
|--|-----------|
| 6. Relay information, as requested, regarding announcements, from the SF State Public Information Officer. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |
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OPERATIONS SECTION - ANIMAL CARE (CHECKLIST 9-M)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | Operations Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Liaison between animal facilities and the EOC to ensure safety and security of lab animals • Request support for care of lab animals, if needed, from the SF State EOC • Determine disposition of lab animals |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 7. Report to the EOC. Establish communication with animal facilities. | |
| 8. Provide the status of lab animals to the Operations Section Chief. Report the status of each site/floor. Keep the Operations Section Chief updated on major issues and critical situations. | |
| 9. If animal facilities are not safe for continued operation, develop a contingency plan for providing support to the lab animals until they can be moved. | |
| 10. If lab animals must be moved, work with the Operations Section Chief to develop a plan for moving the animals safely to an alternate location. | |
| 11. Request support for medical treatment, care and feeding of lab animals from the Logistics Section. Trained staff may be able to assist from sister campuses or from outside services. | |
| 12. Develop a contingency plan to address Animal Care operations, if the emergency conditions are prolonged beyond one day. Ensure coordination between the EOC and animal facilities. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Operations Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 9. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 10. Upon deactivation of your position, brief the Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 11. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate. | |
| 12. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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PART 10: LOGISTICS SECTION CHECKLISTS

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LOGISTICS SECTION CHIEF (CHECKLIST 10-A)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <p>Direct and manage emergency support and resources for the response operation, including:</p> <ul style="list-style-type: none"> • Information technology systems • Data networks and communications • Food and water/care & shelter • Supplies, equipment, materials and other goods • Human Resources • Parking and transportation • Manage the deactivation process |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the Finance and Administration Section with information and documentation • Assist Operations and Planning Sections with anticipating resource and logistical needs |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the SF State EOC to coordinate IT services and support. | |
| 2. Activate the IT Branch ITS Support, Administrative Information Systems and Telecommunications/Data Networks Units as needed. | |
| 3. Create a log to record all phone contacts and activities. Review the Campus EOC, City/County of San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information. | |

| PROCEDURES | TIME/DATE |
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| 4. As a section, to the extent possible, inventory available resources at the University. This includes fuel, food, personnel support equipment, vehicles, maintenance and services supplies, and any other support resources. | |
| 5. Identify the primary sites of SF State emergency operations. Estimate the number of SF State staff who are working and will need meals and other support. | |
| 6. Estimate the support requirements for the response and assess the capability of supplies on hand to meet the need. | |
| 7. Work as a section to set up the staging of the resources at each primary SF State site where emergency response operations are in progress. If no resources are available to support a site, advise the Operations Section Chief and the EOC Director. Develop a plan to provide support through the services of other public agencies or contracting with outside services. | |
| 8. Ensure that all logistical arrangements are made for each resource request, including procurement, delivery, payment and site contacts. Work with the Finance & Administration Section to purchase orders, invoicing and payments. | |
| 9. Ensure that shelter and rest areas are process provided for staff and other emergency workers, including the EOC. | |
| 10. Coordinate the restoration of information technology systems and telecommunications/data networks with the Operations Section. Buildings must be safe for occupancy before system restoration operations can take place. Coordinate technical work on systems with Facilities to ensure power service is not a hazard to workers. | |
| 11. Restoration of ITS and telecommunications networks is based on the following priorities: a. Emergency communications for the SF State Police Dispatch Center, and the SF State EOC b. Emergency communications for emergency response operations in the Field c. Information Systems and Networks to support Critical Programs | |
| 12. Organize and track the utilization of SF State major supplies, equipment and transportation. Work with the EOC Director, the Operations Section Chief and the Planning Section Chief to allocate resources to the highest and best priority use. Document the locations and hours used for each major resource. Provide this documentation to the FEMA position in the Finance & Administration Section to support FEMA disaster recovery applications. | |
| 13. Ensure that Human Resources receives reports regarding SF State staff that are injured or are involved in fatality incidents. | |

| PROCEDURES | TIME/DATE |
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| 14. Coordinate the organization of volunteer resources through the Human Resources position. Record names, university ID numbers and hours and locations worked for volunteers. | |
| 15. Track the use of SF State vehicles and transportation resources. | |
| 16. Continue to evaluate and anticipate the need for resources for the SF State EOC and field operations. | |
| 17. Locate service organizations and vendors to support SF State emergency needs. Work with the purchasing position in the Finance & Administration Section to set up emergency contracts and service agreements. | |
| 18. If critical research programs or other SF State business operations are to be relocated, provide resources and logistics support, as requested. | |
| DEACTIVATION/RECOVERY: | |
| 1. Assist Finance & Administration Section with the collection of documentation and records. | |
| 2. Deactivate your position in the EOC as directed by the EOC Director. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the EOC Director or Planning Section, as appropriate. | |
| 7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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LOGISTICS SECTION - INFORMATION TECHNOLOGY SERVICES BRANCH CHIEF (CHECKLIST 10-B)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Coordinates with: | <ul style="list-style-type: none"> Any SF State IT departments or functions (Academic Technology, Enrollment Management Technology, etc.) to assure interoperability, back-up, redundancy, etc. Any CSU System ITS departments to establish interoperability, back-up or redundancy in the event SF State ITS capabilities are interrupted or damaged |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> Assure SF State EOC, DOCs, filed operations, etc. have internal or external network connectivity and assistance in setting up printers, phone, fax and other IT hardware Coordinate restoration of computer servers and systems to support critical University programs Coordinate restoration of system wiring, connectivity and communication services Coordinate restoration and operation of SF State networks |
| Support Responsibilities: | <ul style="list-style-type: none"> Assist EOC team in setting up computers to data-ports, LAN, wireless internet, etc. Assist other SF State field operations centers (Departmental Operations Centers (DOC), Incident Command Posts, and Campus Emergency Response Teams etc.) in IT hardware support as requested by the Logistics Section Chief Academic and Business operations Emergency communications |
| Equipment & Supplies | <ul style="list-style-type: none"> EOC to provide phone, internet access for email, and basic office supplies Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the SF State EOC to coordinate IT services and support. | |
| 2. Activate the IT Branch ITS Support, Administrative Information Systems and Telecommunications/Data Networks Units as needed. | |
| 3. Create a log to record all phone contacts and activities. Review the Campus EOC, City/County of San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information. | |
| 4. Obtain situation status reports on SF State network, internet and telecommunications infrastructure, operations, and capabilities. Maintain IT situational awareness throughout activation. | |
| 5. Identify the priorities for restoring information systems. Coordinate with the Operations Section Chief and the EOC Director to bring up systems. Priorities may include: <ul style="list-style-type: none"> a. Emergency communications for the SF State Police Dispatch Center, the SF State EOC and the Student Health Services b. Emergency communications for Campus Emergency Response Team in the field c. Information systems and networks to support critical programs | |
| 6. Make all logistical arrangements for restoring and/or replacing system components. Coordinate system restoration with telecommunications and data networks to ensure system performance. | |
| 7. Coordinate all work in buildings with the Facilities Department. Ensure power is not a hazard to workers and that the buildings may be occupied. | |
| 8. Coordinate restoration of the SF State network to assist with other critical data communications and business operations. | |
| 9. Coordinate with ATT and wireless cellular providers for restoration of priority telephone service. | |
| 10. Assure IT staff is available for configuring EOC Laptops, printers, projectors and other hardware during initial EOC set-up and as needed thereafter. | |
| 11. Coordinate Administrative computing and telecommunications/data networks units to bring up and maintain systems to support EOC operations. | |
| 12. Coordinate IT staff deployment to Departmental Operations Centers (DOCs), field operations sites (ICPs, staging areas, shelters, etc.) where emergency response operations network, internet, communications needs exists. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Logistics or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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LOGISTICS SECTION - INFORMATION TECHNOLOGY SERVICES ASSISTANT (CHECKLIST 10-C)

Name: _____ Date: _____ Time: _____

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| Reports to: | IT Branch Chief or Logistics Section Chief, if Branch Chief not available |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Restore computer servers and systems to support critical University programs • Restore system wiring, connectivity and communication services • Restore and operate SF State networks |
| Support Responsibilities: | <ul style="list-style-type: none"> • Academic and business operations • Emergency communications |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ Information technology systems materials and technical information |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Provide a status report on the primary information technology systems at the University. | |
| 2. Address interruptions in communication systems. Advise the EOC Director and affected operations regarding the restoration of systems. | |
| 3. Identify the priorities for restoring information systems. Coordinate with the Operations Section Chief and the EOC Director to bring up systems. | |
| 4. Make all logistical arrangements for restoring and/or replacing system components. | |
| 5. Coordinate system restoration with telecommunications and data networks to ensure system performance. | |
| 6. Coordinate all work in buildings with the Facilities Department. Ensure power is not a hazard to workers and that the buildings may be occupied. | |

| PROCEDURES | TIME/DATE |
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| 7. Restoration of IT and telecommunications networks are based on the following priorities: <ul style="list-style-type: none"> a. Emergency communications for the SF State Police Dispatch Center, and EOC b. Emergency communications for Campus Emergency Response Team c. Information systems and networks to support critical programs | |
| 8. As able, restore the SF State network to assist with critical data communications and business operations. | |
| 9. Contact ATT for restoration of priority telephone service. | |
| 10. Support information technology with the full restoration of networks and data. | |
| DEACTIVATION/RECOVERY: | |
| 1. Continue to provide system recovery, as needed to support the restoration of SF State operations and services. | |
| 2. Deactivate your position in the EOC as directed by the ITS Branch Chief. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the ITS Branch Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 7. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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LOGISTICS SECTION - ITS SUPPORT (CHECKLIST 10-D)

Name: _____ Date: _____ Time: _____

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| Reports to: | ITS Branch Chief or Logistics Section Chief, if Branch Director not available |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | Manage EOC data ports, printers, phone, fax and other IT hardware |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist EOC team in setting up computers to data-ports, LAN, wireless internet, etc. • Assist other SF State field operations centers (Departmental EOCs, Incident Command Posts, and Campus Emergency Response Teams etc.) in IT hardware support as requested by the ITS Branch Chief or Logistics Section Chief. |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function. • Bring equipment/supplies and technical references necessary to provide ITS support. |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Provide assistance in setting up EOC IT hardware from EOC Closet (laptops, printers, projectors, satellite internet dish and other hardware). | |
| 2. Assist in configuring EOC laptops, printers, projectors and other hardware brought by team members into the EOC. | |
| 3. Identify the priorities for restoring information systems. Coordinate with the Logistics Section to bring up and maintain systems to support EOC operations. | |
| 4. Make all logistical arrangements for restoring and/or replacing system components. | |
| 5. During first operational period EOC is activated, maintain staff presence in EOC until all EOC staff are connected and operational and ITS Branch Chief or Logistics Section Chief agrees to release ITS support staff. | |

| PROCEDURES | TIME/DATE |
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| 6. Each shift: provide desktop support at the beginning of each shift to provide assistance until all EOC staff is connected and operational and ITS Branch Chief or Logistics Section Chief agrees to release desk-top support staff. | |
| 7. As determined by the ITS Branch Chief or Logistics Section Chief, ITS support may function on an on-call basis for the remainder of the activation once the EOC has been operational and there is confidence minimal desk-top support will be required during subsequent shift & staff changes. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the ITS Branch Chief or Logistics Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies, including replacing (and charging) laptops in storage cabinet; return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the ITS Branch Chief or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the ITS Branch Chief or Logistics Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the IT Branch Chief or Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. e. Identify IT requirements which could not be met during emergency response, and propose solutions, equipment, or supplies to meet similar requirements for future activations, to the ITS Branch Chief or Logistics Section Chief. | |

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LOGISTICS SECTION - FOOD AND WATER/CARE AND SHELTER (CHECKLIST 10-E)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Ensure emergency food and water is provided for personnel • Provide for EOC support • Set up and manage a rest station for SF State employees and emergency workers |
| Support Responsibilities: | Assist with deactivation process |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations. | |
| 2. Determine the needs of the EOC and field staff. Set up rest areas for SF State emergency workers, including contractors and volunteers. The sites should be secured from public view and access. Coordinate with the Operations Section Chief to select rest area locations and site for services. Also, ensure the following are provided for: <ol style="list-style-type: none"> a. Food b. Water c. Coffee/tea and other hot drinks in cold weather d. Shade from sun and/or protection from rain e. Chairs and cots for resting f. Portable toilets g. Wash stations h. Garbage collection i. Telephones and message areas, if available j. Rest area | |
| 3. Inventory all staff support supplies that are available on-site at the University. Vending services may have food and water supplies stored on site. Make arrangements for emergency purchase of supplies and use those first. | |

| PROCEDURES | TIME/DATE |
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| 4. Determine the resources that will be needed to provide meals and support to staff. Identify the scope of services that can be provided to emergency workers. If food supplies on site are not sufficient to provide for workers, advise the EOC Director. Emergency purchases or agreements with local fast food agencies may resolve the food supply problem. | |
| 5. Coordinate with the Logistics Section Chief to provide estimates of supplies currently available at University sites and those that will need to be purchased (Include cost estimates). Coordinate with purchasing if contracting for outside services. Maintain complete and accurate records of all supplies ordered and delivered. | |
| 6. Locate and set up rest areas for emergency workers to eat and take breaks at SF State sites with emergency operations. Provide for sanitation services if the water service is disrupted. | |
| 7. Plan for ongoing operations. Field responders and EOC staff may be working 24-hour shifts. | |
| DEACTIVATION/RECOVERY: | |
| 1. Plan for the closing of rest areas and food services as operations return to normal. Coordinate with purchasing for the release of contracted services and process for invoicing and payment. | |
| 2. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 7. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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LOGISTICS SECTION - SUPPLIES/EQUIPMENT (CHECKLIST 10-F)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Inventory SF State major supplies and equipment • Allocate SF State supplies and equipment, as needed • Provide for all logistical arrangements for delivery and use of SF State supplies and equipment • Request the purchasing of additional supplies and equipment to support emergency operations |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist with FEMA documentation • Assist with deactivation process |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations. | |
| 2. With the Operations Section, review the use of and need for supplies and equipment. Develop a list of needed items, location and time needed. | |
| 3. Inventory SF State equipment and supplies. If able to access SF State supplies/equipment, obtain and arrange for delivery and distribution to the field response staff. | |
| 4. Make all logistical arrangements for time and place of delivery, contact person on site, and track the use of the supplies/equipment. | |
| 5. Request support from Parking & Transportation, as needed, to deliver supplies and equipment. | |
| 6. If supplies and/or equipment must be purchased or leased, contact the purchasing position for support in obtaining resources. | |

| PROCEDURES | TIME/DATE |
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| 7. Provide copies of invoices and purchase orders, contracts, and other transaction records to the Finance & Administration Section. | |
| 8. Verify the delivery of procured goods and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. Transfer all reports, files, claims and investigations to normal operations for continued management. Also transfer any open contracts, purchases and/or other transactions to the appropriate department. | |
| 2. Work with Finance & Administration Section to provide accurate records and documentation to support all emergency purchases, contracts, and other transactions. | |
| 3. Arrange for final invoicing and payment of contracted services as they are terminated. | |
| 4. Assist with the deactivation process, tracking the return of equipment and supplies, the cessation of services no longer needed, and shutdown of temporary services. | |
| 5. Provide a summary report of supplies/equipment operations, actions taken and related information for the After-Action Report; make recommendations for procedural changes. Forward to the Logistics Section Chief. | |
| 6. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 7. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 8. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 9. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 10. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 11. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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LOGISTICS SECTION - HUMAN RESOURCES (CHECKLIST 10-G)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Maintain personnel records and process illness and injury claims relating to the emergency. • Provide for emergency crisis counseling, as available. • Maintain a general status on SF State faculty and staff. • Coordinate the deployment of volunteers from SF State personnel pools to assist with emergency operations. • Handle the process for notifications and investigation of fatalities. • Handle welfare inquiries and other issues regarding the status of SF State faculty and staff. • In extended emergencies, may provide for emergency hiring of workers and employees. |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist with mutual assistance arrangements • Support Public Information Officer with the development of messages to SF State staff and employees • Support the Operations Section with documentation regarding injuries and fatalities • Support the Logistics Section Chief with coordinating volunteer resources |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ Personnel records ○ Injury report procedures and materials ○ Hiring materials ○ Other personnel procedures. |

| PROCEDURES | TIME/DATE |
|---|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on the emergency situations. | |
| 2. With the Operations Section, conduct a general accounting of the status of all SF State personnel, contractors and public on-site. | |

| PROCEDURES | TIME/DATE |
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| 3. Be prepared to provide specialized resources in the event of severe incidents involving injuries, fatalities, or other physical or emotional upsets. | |
| 4. Provide support, if needed, with childcare centers and other work site populations, with getting messages to employees and assistance with vacating the work site. Keep track of the status of displaced people, especially the childcare centers, and provide temporary shelter (in an office area) if SF State faculty and staff will be displaced for long periods of time. For adults, provide a process or plan for emergency transportation, if available, to get people closer to their homes. | |
| 5. Determine the status of SF State academic, research programs and business operations. If normal business is completely interrupted, work with the Public Information Officer to develop messages for the Emergency Hot Line. Also prepare information on returning to work for the EOC Director to provide to department heads. | |
| 6. Set up incident reports and files for injuries, workers' compensation claims, accidents, and other situations. Begin investigation procedures and the documentation process. Retain all information needed for the files. | |
| 7. If emergency response operations are extended and volunteer help is needed, establish a control point for receiving volunteers. Work with the Public Information Officer to determine how to communicate the need for volunteer help to employees. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with the public at relocation areas. Keep track of volunteer resources and how they are used. | |
| 8. As requests are received for extra workers, handle all emergency hiring and assignments, using temporary hires or temporary services. Make arrangements for duty assignments, equipment, training, and payroll requirements. | |
| 9. Support the mutual aid process by providing personnel requirements for those assisting SF State, as well as any SF State mutual assistance teams sent to assist others. Ensure that people working at SF State sites are provided food, water and rest area support. | |
| 10. Keep Situation Status informed of current personnel information such as number of injured, employees working, and number of volunteers. Assist with status reports for the EOC Director. | |
| 11. Assist and provide support to Public Information Officer in relaying work information to employees, especially if programs are relocated and/or normal work areas are closed. | |
| 12. Assist Insurance and FEMA Documentation with personnel documentation and information for the insurance claims and the FEMA disaster assistance application. | |

| DEACTIVATION/RECOVERY: | |
|---|------------------|
| PROCEDURES | TIME/DATE |
| 1. Transfer all reports, files, claims, and investigations to normal operations for continued management. | |
| 2. Support the insurance claim and FEMA processes with source documents. | |
| 3. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 4. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 6. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 8. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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LOGISTICS SECTION - PARKING & TRANSPORTATION (CHECKLIST 10-H)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Track all University vehicles, fuel and maintenance equipment, and services • Arrange for the use of SF State transportation vehicles and drivers |
| Support Responsibilities: | Support mutual assistance |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function: <ul style="list-style-type: none"> ○ Radios ○ Access to vehicles and maintenance information |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations. If vehicles are in parking garages or enclosed lots, determine the status of buildings and sites. | |
| 2. Make an inventory of accessible SF State vehicle resources and fuel supplies. Anticipate and be prepared to provide transportation resources as requested. | |
| 3. Assign vehicles and drivers, as requested. Keep track of use and make arrangements for fuel and maintenance, to support extended emergency operations. Establish a vehicle log, indicating location, purpose, and hours of use. | |
| 4. Arrange for transportation of people off-university, as directed. | |
| 5. Check with UPD to find out the conditions of city streets and roads. | |
| 6. If SF State transportation resources are exhausted, confer with the Logistics Section Chief regarding assistance from other agencies. | |
| DEACTIVATION/RECOVERY: | |
| PROCEDURES | TIME/DATE |
| 1. Provide a copy of the vehicle log to the FEMA Documentation position. | |

| PROCEDURES | TIME/DATE |
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| 2. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 7. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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LOGISTICS SECTION - REAL ESTATE (CHECKLIST 10-I)

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Check on SF State properties for damage and occupancy status • Lease space and property for temporary relocation of displaced SF State personnel and operations |
| Support Responsibilities: | <ul style="list-style-type: none"> • Buildings & Facilities Branch • Finance & Administration Section • Planning Section |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to EOC to find out the status of SF State properties within the affected areas (utilities, damage, occupancy, status of building safety assessments, etc.) | |
| 2. As requested by the EOC Director or Logistics Section Chief, arrange for emergency lease of properties to support emergency operations including short to long term lease of properties to relocate SF State programs, services, or lodging of personnel. | |
| 3. If indicated, coordinate prioritization of the SF State programs and services to be moved to leased spaces with the EOC Director to support the continuity and recovery of essential or critical programs. | |
| 4. Document losses and expenses and provide to Finance & Administration Section. | |
| 5. Maintain ongoing updates of real estate activities and property status with the Planning Section. | |
| DEACTIVATION/RECOVERY: | |
| PROCEDURES | TIME/DATE |
| 1. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |

| PROCEDURES | TIME/DATE |
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| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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LOGISTICS SECTION - RESIDENTIAL LIFE (CHECKLIST 10-J)

Name: _____ Date: _____ Time: _____

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| Reports to: | Logistics Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Check on SF State Residential Life units for damage and occupancy status • Lease space and property for temporary relocation of displaced residing students and staff • Maintain updated roster of all Residential Life students and staff and initiate the accounting process for all residents • Assist residing students and staff with disabilities in evacuation and relocation |
| Support Responsibilities: | <ul style="list-style-type: none"> • Buildings & Facilities Branch • Finance & Administration Section • Planning Section |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to EOC to find out the status of SF State properties within the affected areas (utilities, damage, occupancy, status of building safety assessments, etc.) | |
| 2. As requested by the EOC Director or Logistics Chief, arrange for emergency lease of properties to support residential life occupants including short to long term lease of properties to relocate SF State residential life occupants, services, or lodging of students and staff. | |
| 3. If indicated coordinate prioritization of the SF State programs and services to be moved to leased spaces with the EOC Director to support the continuity and recovery of essential or critical programs. | |
| 4. Document losses and expenses and provide to Finance & Administration Section. | |
| 5. Maintain ongoing updates of UPM activities and property status with the Planning Section. | |

| DEACTIVATION/RECOVERY: | |
|---|------------------|
| PROCEDURES | TIME/DATE |
| 1. Deactivate your position in the EOC as directed by the Logistics Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 3. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Logistics Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. e. Identify IT requirements which could not be met during emergency response, and propose solutions, equipment, or supplies to meet similar requirements for future activations, to the Logistics Section Chief. | |

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PART 11: PLANNING SECTION CHECKLISTS

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| Planning Section Chief (Checklist 11-A) | 216 |
| Planning Section - Situation Status (Checklist 11-B) | 220 |
| Planning Section - Facilities Documentation (Checklist 11-C) | 224 |
| Planning Section - Documentation (Checklist 11-D) | 228 |
| Planning Section - Continuity and Recovery (Checklist 11-E) | 232 |

PLANNING SECTION CHIEF (CHECKLIST 11-A)

Name: _____ Date: _____ Time: _____

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| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Direct the collection, documentation, evaluation, analysis, and maintenance of all information relating to the emergency response. • Direct and oversee the following: <ul style="list-style-type: none"> ○ EOC Situation Status Log ○ Development of Situation Reports (SitRep) ○ Development of Incident Action Plan • Plan for ongoing operations • Assure timely and accurate reporting by the Facilities Documentation Unit of: <ul style="list-style-type: none"> ○ Building inspections ○ Damage assessment process ○ Repair/Construction ○ Utilities • Archiving of EOC records, forms, reports after deactivation |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support Insurance and FEMA Documentation and the FEMA disaster assistance application process • Support University and Public Information Officer with accurate information • Support EOC Director in After Action Reporting |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC and set up the Planning Section. Obtain, provide, and maintain current and updated information on the emergency situation. Begin a log of your activities and keep it current throughout the emergency response. | |

| PROCEDURES | TIME/DATE |
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| <p>2. Activate Situation Status Unit, ensuring the displays are set up and maintained and regular situation status reports (SitRep) are made to the EOC Director and all key EOC Members. Status reports should contain the following:</p> <ul style="list-style-type: none"> a. Type of situation(s) b. Major events and ongoing incidents c. Deployment of SF State staff and equipment d. Status of students, faculty and staff e. Status of all SF State buildings, properties and operations f. Summary of known damage g. Estimate of financial impact (as available) h. Problems outstanding i. Resources needed j. Recommended actions | |
| <p>3. If indicated, activate Facilities Documentation Unit if utilities, facilities or buildings are impacted by the emergency/disaster. Facilities Documentation Unit responsibilities:</p> <ul style="list-style-type: none"> a. Receive and document status or results of inspections, posting, and reporting of SF State buildings and facilities including: <ul style="list-style-type: none"> i. Building Inspections ii. Damage Assessment process iii. Repair/Construction b. Receive and document status of utilities serving SF State buildings and facilities c. Document the occupancy status of buildings, and the posting and securing of unsafe buildings. | |
| <p>4. If indicated, activate the Documentation Unit.</p> | |
| <p>5. Meet with EOC Director to establish the planning cycle for the Incident Action Plan (IAP) and schedule for EOC shift briefings.</p> | |
| <p>6. Contact City/County of San Francisco EOC to identify reporting requirements for SitRep. (Time due, e-mail or fax to send SitRep.)</p> | |
| <p>7. Contact City/County of San Francisco EOC Planning Section or SF State Liaison to request:</p> <ul style="list-style-type: none"> a. Copies of SF EOC SitReps, IAPs, and updated EOC directory b. Copies of State or Regional EOC SitReps, if available c. Schedule of CCSF EOC operational area conference calls | |
| <p>8. Contact CSU Chancellor's Office to identify reporting requirements for Situation Status Reports.</p> | |

| PROCEDURES | TIME/DATE |
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| 9. Contact CSU Chancellor’s Office to request: <ul style="list-style-type: none"> a. Copies of CSU Chancellor’s Office: EOC SitReps, IAPs, and any updates to CSU Chancellor’s Office EOC Directory. b. Copies of state or regional EOC SitReps, if available. c. Schedule of CSU Chancellor’s Office Emergency management conference calls (if any). | |
| 10. Determine that information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the EOC Director and Public Information Officer. | |
| 11. Facilitate the operational period IAP process with the EOC Director and Section Chiefs and provide shift briefings in collaboration with the EOC Director (See Section 12: Incident Action Planning) | |
| 12. Begin planning process with EOC Director and Section Chiefs for: <ul style="list-style-type: none"> a. Rotation of EOC Team and other response staff during sustained EOC operations. b. Deactivation of city, state or federal emergency responders supporting SF State c. Deactivation of SF State emergency response staff | |
| 13. If indicated, activate the Continuity & Recovery Unit, as needed | |
| DEACTIVATION/RECOVERY: | |
| 1. Support the EOC Director and the Recovery Team with the development of a recovery plan. Provide a list of facilities and buildings that will be open for resumption of classes and University operations. Provide an estimate of repair and reconstruction projects and recommendations for early campus recovery. | |
| 2. Assist with the Insurance documentation for claims and FEMA documentation for disaster assistance programs. Provide copies of inspection reports and photographs to substantiate damage and estimates. | |
| 3. Assist Finance and Administration Section with the continuing application process for disaster assistance. | |
| 4. Deactivate your position in the EOC as directed by the EOC Director. | |

| PROCEDURES | TIME/DATE |
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| 5. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation. | |
| 6. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 7. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 8. Upon deactivation of your position, ensure all documentation and logs are submitted to the EOC Director or Documentation Unit as appropriate. | |
| 9. Record/file comments for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |
| 10. Collect After-Action reports from EOC members and supported by the Planning Section work with the EOC Director (or Emergency Preparedness Coordinator) in the development of the After-Action Report and corrective action plan. | |

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PLANNING SECTION - SITUATION STATUS (CHECKLIST 11-B)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Planning Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Prepare and disseminate Incident Action Plans (IAP) • Prepare and disseminate Situation Status Reports (SitReps) • Collect, verify and process all information and intelligence • Assure maintenance of information on the current status of all SF State buildings, facilities, and utilities with the Facilities Documentation Unit • Maintain information on the current status of SF State operations • Evaluate and disseminate information throughout the EOC • Post and maintain electronic or poster SitRep EOC displays • Identify inconsistencies and verify information for accuracy • Monitor radio and television broadcasts for information that may affect or impact SF State operations |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support Public Information Officer with information, verification, event posting and rumor control • Assist the Operations Section Chief with tracking field operations, staff, and the progress of building inspections • Assist Student Health Services with injury and student status reports • Support the EOC Director with information and critical issues for SF State by maintaining status updates of operations |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations from Operations Section. Install and set-up status boards, maps, and other displays. | |

| PROCEDURES | TIME/DATE |
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| 2. Review the EOC Situation Status Log (Appendix F - Forms) and record major events, situation reports, major decisions, etc. in the IAP and SitRep. Provide copies to the EOC Director and other key EOC Members. | |
| 3. If Documentation Unit and or Facilities Documentation Unit have not been activated, coordinate with Planning Section Chief to fulfill appropriate functions. | |
| 4. Provide SitReps to the Planning Section Chief for approval before dissemination. | |
| 5. Assist the Planning Section Chief in the evaluation and dissemination of information to EOC Members; assist with EOC briefings. | |
| 6. Collect information from the Facilities Documentation Unit on Building Inspections and Damage Assessment for use in the IAP and SitReps. | |
| 7. Assist Public Information Officer by providing and verifying information and assisting with rumor control. | |
| 8. Monitor radio and television broadcasts for information that is of importance to SF State operations, including: <ul style="list-style-type: none"> a. Weather b. Transportation routes c. Local sheltering sites d. Major situations or activities in the City/County of San Francisco | |
| 9. Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations. | |
| 10. Assist Student Health Services with reporting information about students on campus | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Planning Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 5. Upon deactivation of your position, ensure all documentation and Logs are submitted to the Planning Section Chief or Documentation Unit as appropriate. | |

| PROCEDURES | TIME/DATE |
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| 6. Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |
| 7. Assist with information for the After-Action Report and recommendations for procedural changes. | |

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PLANNING SECTION - FACILITIES DOCUMENTATION (CHECKLIST 11-C)

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| Reports to | Planning Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Receive and document status or results of inspections, posting, and reporting of SF State buildings and facilities including: <ul style="list-style-type: none"> ○ Building inspections ○ Damage assessment process ○ Repair/construction • Receive and document status of utilities serving SF State buildings and facilities • Document the occupancy status of buildings, and the posting and securing of unsafe buildings |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the Operations Section with information affecting rescue activities and for establishing priorities • Support in identifying projects |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (lists and maps of buildings). Bring clerical support/runner as needed |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with Situation Status. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Coordinate with Building and Facilities Branch to obtain initial, interim, and final building/facilities damage and status reports. | |
| 3. Coordinate with Building and Facilities Branch to determine how many Building Inspection Teams will be deployed and where during the operational period. | |
| 4. Arrange a communication and reporting protocol with each Facilities Unit responsible for supplying information. | |
| 5. Coordinate with Building and Facilities Branch to confirm that all damaged buildings have been inspected, posted, and secured. | |

| PROCEDURES | TIME/DATE |
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| <p>6. Provide Situation Status information, ensuring EOC forms and displays are set up and maintained and regular status reports are updated to contain the following:</p> <ul style="list-style-type: none"> a. Major Facilities activities for the operational period b. Deployment of Facilities staff and equipment c. Status of all SF State Building and facilities d. Status of all SF State utilities e. Summary of known damage <ul style="list-style-type: none"> i. Type of Damage – structural or non-structural ii. Damage to Contents – major (total), moderate or minor iii. Salvageable or retrievable contents f. Estimate costs of building/facilities loss (as available) <ul style="list-style-type: none"> i. Building value ii. Estimated percentage of damage iii. Calculated loss based on value or replacement value per square foot iv. Calculated loss of contents based on value or replacement value g. Problems outstanding h. Resources needed i. Recommended actions | |
| <p>7. Identify plans for ongoing damage assessment, and repair/construction or demolition operations, to include the expected duration.</p> | |
| <p>8. Identify repair and construction projects, prioritization.</p> | |
| <p>9. Continue to receive information on damage and amounts of loss, updating reports as necessary. Provide reports to the Planning Section Chief and Situation Status.</p> | |
| DEACTIVATION/RECOVERY: | |
| <p>1. Deactivate your position in the EOC as directed by the Planning Section Chief.</p> | |
| <p>2. Do not delete or destroy any written documents or email correspondence related to your EOC activities.</p> | |
| <p>3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.</p> | |
| <p>4. Upon deactivation of your position, brief the Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.</p> | |
| <p>5. Upon deactivation of your position, ensure all documentation and logs are submitted to the Planning Section Chief or Documentation Unit as appropriate.</p> | |
| <p>6. Submit comments to the Planning Section Chief as appropriate for discussion and possible inclusion in the after-action report; topics may include:</p> <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures, activities that need improvement or worked well | |

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PLANNING SECTION - DOCUMENTATION (CHECKLIST 11-D)

Name: _____ Date: _____ Time: _____

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| Reports to | Planning Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Collect, process and document all significant communications and activities on the EOC Situation Status Log • Maintain information on the current status of SF State operations • Support Planning Section Chief in disseminating information throughout the EOC • Post and maintain status boards and other EOC displays • Identify inconsistencies and verify information for accuracy • Monitor radio and television broadcasts for information that may affect SF State operations |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support Public Information Officer with information, verification, event posting and rumor control • Assist the Operations Section with tracking field operations, staff, and the progress of building inspections |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations from Operations Section. Install and set-up status boards, maps, and other displays. Maintain the Sign-in Roster for the EOC (See Appendix F - Forms). | |

| PROCEDURES | TIME/DATE |
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| <p>2. Initiate and maintain the EOC Situation Status Log (See Appendix F - Forms). Record major events, situation reports, major decisions, etc. Provide copies to the EOC Director and other key EOC Members:</p> <ul style="list-style-type: none"> a. Collect information from all available sources and post it for easy access and interpretation b. Keep the displays current and updated as new information is received c. Identify inconsistencies and/or information that may not be correct d. Refer to the Planning Section Chief, Situation Status or Facilities. Documentation Unit to verify and correct any inaccuracies with the appropriate EOC members e. Refrain from posting information until it is verified | |
| <p>3. Assist Planning Section to disseminate information to EOC members; assist with EOC briefings.</p> | |
| <p>4. Monitor radio and television broadcasts for information that is of importance to SF State operations, including:</p> <ul style="list-style-type: none"> a. Weather b. Transportation routes c. Local sheltering sites d. Major situations or activities in the City/County of San Francisco | |
| <p>5. Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations.</p> | |
| <p>6. Assist Student Health Services with tracking information about students on campus.</p> | |
| <p>7. Maintain up-to-date directories of EOCs, SF State Departmental Operations Centers, Campus Emergency Response Teams, etc.</p> | |
| DEACTIVATION/RECOVERY: | |
| <p>1. Deactivate your position in the EOC as directed by the Planning Section Chief.</p> | |
| <p>2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.</p> | |

| PROCEDURES | TIME/DATE |
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| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 5. Submit comments to the Planning Section Chief as appropriate for discussion and possible inclusion in the After-Action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |
| 6. Assist with documenting information for the After-Action Report and recommendations for procedural changes. | |

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PLANNING SECTION - CONTINUITY AND RECOVERY (CHECKLIST 11-E)

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| Reports to: | Planning Section Chief |
| Location: | <ul style="list-style-type: none"> • Emergency Operations Center (EOC) or • Recovery Team meeting location once team is activated |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Until the Recovery Team is activated, provide analysis of SF State Business Continuity Plans and make recommendations to the Planning Section Chief on recovery priorities and capabilities amongst affected programs and facilities • Upon activation of Recovery Team, serve to assure timely inclusion of recovery information into planning reports and documentation |
| Support Responsibilities: | Upon activation of the Recovery Team, provide team with analysis and data from SF State Business Continuity Plans and assistance in determining the recovery prioritization and strategy following a major disaster or crisis which interrupts normal business and services. |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function • Access to CSU on-line Business Continuity Plans for SF State |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Immediately get a report on emergency conditions and situations. | |
| 2. Determine if any of the reports would be useful for prioritizing and strategizing the recovery. | |
| 3. Determine if there are plans documented to recover the impacted Control Point/Administrative Unit. Ensure they have copies of their plan. | |
| 4. If the Point/Administrative Unit does not have a plan, provide them with the business continuity template and have them complete the sections applicable to the interruption to use as the recovery plan. | |
| DEACTIVATION/RECOVERY: | |
| 1. Maintain activation of the Continuity and Recovery Unit until told to deactivate by the EOC Director. | |

| PROCEDURES | TIME/DATE |
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| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, ensure all documentation and logs are submitted to the Planning Section Chief or Documentation Unit as appropriate. | |
| 5. Submit comments to the Planning Section Chief as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery and Continuity plans, procedures activities that need improvement or worked well. | |
| 6. Assist with information for the After-Action Report and recommendations for procedural changes. | |

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PART 12: FINANCE & ADMINISTRATION SECTION CHECKLISTS

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FINANCE & ADMINISTRATION SECTION CHIEF (CHECKLIST 12-A)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | EOC Director |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Prepare periodic expense and cost summary reports of disaster related expenses for the EOC Director • Assist with business decisions regarding cost/benefit of services and strategies • Direct the documentation process for the FEMA disaster assistance application • Direct and oversee the Accounting, Purchasing, FEMA and Insurance Documentation, and Grants/Programs functions and staff • Assess short and long-term financial impacts of the emergency and recommend appropriate actions |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support all EOC positions with tracking expenses, maintaining source documents, and related personnel and insurance claims requirements • Support the EOC Director with business decisions, by providing financial data and analysis |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., accounting system materials, budget information and financial reporting materials, insurance policy information) |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |

| PROCEDURES | TIME/DATE |
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| 2. Activate and organize the Finance & Administration Section, making sure emergency account numbers are set up. Brief EOC staff on the use of the numbers and the process for providing source documents of orders, invoices and receipts to the Finance & Administration Section. | |
| 3. Assist the EOC Director and other Section Chiefs in the EOC with tracking and filing source documentation. Provide disaster accounting numbers as needed for tracking and accounting costs. | |
| 4. If this is a widespread disaster, activate the Insurance and FEMA Documentation Units to begin the documentation process for disaster assistance programs. | |
| 5. Prepare a summary report to be forwarded to the Policy Group. Submit the report to the EOC Director for approval and transmission. Refrain from providing total cost and/or damage estimates before the accounting is completed. There is no penalty for overestimating and often it is difficult to increase early estimates which are significantly lower than actual cost/losses. | |
| 6. Direct the establishment of insurance claim documentation files for each major site, with expenses tracked by site. | |
| 7. Obtain information from Accounting and review total costs to date and potential expenses from ongoing operations. | |
| 8. Working with key staff in the EOC, conduct an analysis to determine fiscal impacts from emergency operations and interruption to SF State services. | |
| 9. Calculate the estimated total cost recovery from insurance and FEMA disaster assistance. | |
| 10. If normal University operations will be interrupted for more than three days, provide estimates to the EOC Director of impacts to grants, program budgets, estimated loss of revenue and other budget considerations. | |
| DEACTIVATION/RECOVERY: | |
| 1. Direct the post-emergency accounting transition to normal operations. | |
| 2. Assist with preparing a summary report of the damage and incidents that occurred. | |
| 3. Analyze the financial impact of the disaster on SF State, including insurance cost recovery amounts; assess the short and long-term impacts. | |
| 4. Recalculate the following budgets: <ul style="list-style-type: none"> a. Capital Improvements Program, for emergency and mitigation projects b. Labor and benefits c. Outside contracts and services d. Capital purchases | |

| PROCEDURES | TIME/DATE |
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| 5. Deactivate your position in the EOC as directed by the EOC Director. | |
| 6. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 7. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 8. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |
| 9. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section. | |
| 10. Submit comments to the Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ol style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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FINANCE & ADMINISTRATION SECTION - ACCOUNTING (CHECKLIST 12-B)

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| Reports to: | Finance & Administration Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Set up and manage the emergency accounting system, including documentation of all emergency expenses • Audit all expenditures to verify budget accounts, invoices and documentation |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support the insurance claims process and status reporting on the total expenditure and project costs of the emergency • Support the FEMA documentation process • Support purchasing with providing account codes and maintaining documentation • Support Grants/Programs with financial data |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., accounting system information and materials) |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with the EOC support staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Set up the emergency account numbers and notify all EOC staff. This includes assigning account numbers and expense code numbers and arranging to receive copies of all accounting documentation. Set up the accounting function, by computer. If the power is out, use a manual system. | |
| 3. Track all equipment and supplies that are ordered. | |
| 4. Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response. | |
| 5. As soon as possible, provide a disaster cost estimate report to the Finance & Administration Section Chief, updating the report as requested. | |

| PROCEDURES | TIME/DATE |
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| 6. At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts. | |
| 7. Work closely with Insurance to provide copies of expenses, by site, for insurance claims. Get copies of timesheets and other field documentation to support expense figures. | |
| 8. Assist purchasing, as required, for extended emergency operations. | |
| 9. Provide financial detail for Grants/Program analysis. | |
| 10. If this is a major disaster, set up an accounting file by site; prepare files to provide detail on force account labor, individual invoices for expenses, time records, etc. Maintain the files throughout the emergency and forward for FEMA documentation. (It is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application.) | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Finance & Administration Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Finance & Administration Section Chief on current problems, outstanding issues, and follow-up requirements. Be prepared to perform the following from your office after deactivation until no longer necessary: <ul style="list-style-type: none"> a. Support the insurance claims process b. Support the FEMA disaster application process c. Assist with the Grants/Programs analysis report | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance & Administration Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Finance & Administration Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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FINANCE & ADMINISTRATION SECTION - FEMA CLAIMS (CHECKLIST 12-C)

Name: _____ Date: _____ Time: _____

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| Reports to: | Finance & Administration Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Monitor local, state and federal emergency operations center sit reps and public information announcements for CalEMA, FEMA and other federal disaster related public assistance, grant and loan announcements, FEMA Post- Disaster Briefings, or application deadlines • Prepare and maintain the FEMA documentation information package • Maintain the documentation files, supporting the disaster assistance application process |
| Support Responsibilities: | Assist EOC with FEMA source documentation as detailed on FEMA website: https://www.fema.gov/pdf/government/grant/pa/paguide07.pdf . |
| Equipment & Supplies: | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., FEMA/CalEMA documentation procedures; FEMA Public Agency Application Packet (issued after disasters) |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by Finance & Administration Section Chief. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Consult with Risk Management Unit to review insurance policy coverage and identify uncovered damage/loss eligibility for State and Federal Disaster Assistance claims. | |
| 3. Set up files for each claim and include photos, damage estimates, and other supporting documentation. | |
| 4. Review the FEMA documentation information contained on FEMA website. | |
| 5. Coordinate with the EOC Director and all Section Chiefs to obtain source documentation for every FEMA eligible expense. Refer to FEMA website. | |

| PROCEDURES | TIME/DATE |
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| 6. Set up and maintain a FEMA binder or other system, and a duplicate, for documentation information. | |
| 7. Contact the Department of Emergency Management of the City/County of San Francisco for information on the FEMA Post-Disaster Briefing meeting (usually held two weeks after a federally declared disaster). Make arrangements to attend the briefing with a representative appointed by the Finance & Administration Section Chief and be prepared to submit a Notice of Interest at that time. Note that FEMA makes adjustments and changes to the FEMA Disaster Assistance Application process after every declared disaster. The process used in previous disasters may have been changed. The new packet of information should be review thoroughly to determine current correct procedures for notification and application. | |
| 8. Follow the instructions given at the briefing and contained in the materials provided there. Make sure there is a valid document on file to substantiate every expense listed in the SF State application. | |
| DEACTIVATION/RECOVERY: | |
| 1. Manage the FEMA disaster assistance application process. Keep a duplicate of the FEMA binder ready for inspection and review during the application and reimbursement process. Maintain the records for a minimum of seven years after final payment. | |
| 2. Deactivate your position in the EOC as directed by the Finance & Administration Section Chief. | |
| 3. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 5. Upon deactivation of your position, brief the Finance & Administration Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance & Administration Section Chief or Planning Section, as appropriate. | |
| 7. Submit comments to the Finance & Administration Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well | |

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FINANCE & ADMINISTRATION SECTION - RISK MANAGEMENT (CHECKLIST 12-D)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Finance & Administration Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Prepare and maintain insurance documentation files and manage the insurance claims process • Assess the liability of SF State in any claims made against the university • Coordinate activities and information with SF State global travel insurance and emergency assistance carriers as applicable for national and international emergencies affecting SF State staff, faculty and students |
| Support Responsibilities: | <ul style="list-style-type: none"> • Assist FEMA Claims Unit with defining scope of CSU & SF State insurance coverage and policies in support of filing for state and federal disaster assistance • Maintain the documentation files, supporting the disaster assistance application process |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., insurance policies and other pertinent insurance information) |

| PROCEDURES | TIME/DATE |
|--|-----------|
| EMERGENCY RESPONSE: | |
| 1. Report to the EOC, if requested by Finance & Administration Section Chief. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Review all insurance policies and assess eligibility for claims. | |
| 3. Set up files for each insurance claim and include photos, damage estimates, and other supporting documentation. | |

| PROCEDURES | TIME/DATE |
|--|-----------|
| 4. Advise the EOC Director of any potential insurance claims that may be filed against SF State. Assess the potential liability and coverage in any claims made against the university for damage, employee injury on site, or other situation. | |
| 5. Set up and maintain Insurance binders for each policy or other system, and a duplicate, for documentation information. | |
| 6. Monitor the current reporting systems for Travel Insurance and emergency assistance services for SF State personnel and students traveling to national and international regions affected by emergencies or disasters, and coordinate support | |
| 7. Coordinate with the FEMA Claims Unit to assure uncovered loses and damages may be identified for possible eligibility for State or Federal disaster assistance. | |
| DEACTIVATION/RECOVERY: | |
| 1. Deactivate your position in the EOC as directed by the Finance & Administration Section Chief. | |
| 2. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 4. Upon deactivation of your position, brief the Finance & Administration Section Chief on current problems, outstanding issues, and follow-up requirements. Be prepared to perform the following from your office after deactivation until no longer necessary: <ul style="list-style-type: none"> a. Recommend the filing of insurance claims and obtain authorization to process them. b. Coordinate with the insurance company representatives/claims adjusters and arrange for inspections of the damaged buildings and facilities. c. Follow-up with the insurance process until it is completed and final payment is received. | |
| 5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance & Admin Section Chief or Planning Section, as appropriate. | |
| 6. Submit comments to the Finance & Administration Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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FINANCE & ADMINISTRATION SECTION - PURCHASING (CHECKLIST 12-E)

Name: _____ Date: _____ Time: _____

| | |
|----------------------------------|---|
| Reports to: | Finance & Administration Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Order emergency supplies, resources, and services. • Set up contracts, purchase orders, and other purchasing documents. • Ensure accounting has the necessary purchasing information to arrange for payment of all emergency purchases, contracted services, and other emergency response related expenses. • Conduct the procurement process to ensure FEMA reimbursement. • Keep complete and accurate records, using designated emergency account numbers. |
| Support Responsibilities: | <ul style="list-style-type: none"> • Support Accounting and Grants/Programs with financial data and information. • Assist with insurance claims and FEMA documentation. • Assist with the deactivation process. |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies. • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., procurement and purchasing materials and information). |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to the EOC. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Meet with the Logistics Section to discuss the inventory of the available campus resources, including supplies, equipment, and services. Based on the estimated duration of the emergency, anticipate the need for procurement of services, supplies and equipment. Provide support to the Logistics Section in identifying vendors and suppliers. Remember to account for all logistical arrangements for delivery. When procuring emergency supplies and services, ask the vendors to provide as much detail as possible in their invoices. This will assist in providing adequate documentation for FEMA applications. | |

| PROCEDURES | TIME/DATE |
|---|-----------|
| 3. Set up the emergency purchasing account numbers and invoice system. Establish an emergency Purchase Order process. Establish an emergency contract process. | |
| 4. Consult with Food and Water/Care & Shelter to determine needs for the EOC staff, and University emergency workers and displaced personnel sheltering on SF State property. Needs include food, water, shelter, and sanitation. Begin the process for purchasing essential supplies. | |
| 5. When arranging for purchasing, ensure that all arrangements for delivery, distribution, and payment of the needed resources have been mutually agreed upon. Communicate delivery and payment information to the Logistics Section, as needed. | |
| 6. Verify purchase authorizations with the Finance & Administration Section Chief. Process the orders. Ensure that purchasing procedures are consistent with the emergency accounting process. Conduct the purchasing process according to the applicable guidelines for disaster reimbursement, in order to maximize the financial recovery. | |
| 7. Provide copies of invoices and purchase orders, contracts, and other transaction records to EOC staff, as requested. | |
| 8. Keep complete and accurate records for FEMA documentation. | |
| 9. Verify the delivery of procured goods and services. | |
| DEACTIVATION/RECOVERY: | |
| 1. Work with Finance & Administration Section to provide accurate records and documentation to support all emergency purchases, contracts, and other transactions. | |
| 2. Assist with the deactivation process, tracking the return of equipment and supplies, the cessation of services no longer needed and shut-down of temporary services. | |
| 3. Deactivate your position in the EOC as directed by the Finance & Administration Section Chief. | |
| 4. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |

| PROCEDURES | TIME/DATE |
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| <p>6. Upon deactivation of your position, brief the Finance & Administration Section Chief on current problems, outstanding issues, and follow-up requirements. Be prepared to perform the following from your office after deactivation until no longer necessary:</p> <ul style="list-style-type: none"> a. Transfer all reports, files, claims and investigations to normal operations for continued management. Also transfer any open contracts, purchases and/or other transactions to the appropriate department. b. Arrange for final invoicing and payment of contracted services as they are terminated. | |
| <p>7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance & Administration Section Chief or Planning Section, as appropriate.</p> | |
| <p>8. Submit comments to the Finance & Administration Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include:</p> <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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FINANCE & ADMINISTRATION SECTION - GRANTS/PROGRAMS (CHECKLIST 12-F)

Name: _____ Date: _____ Time: _____

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|----------------------------------|---|
| Reports to: | Finance & Administration Section Chief |
| Location: | Emergency Operations Center (EOC) |
| Primary Responsibilities: | <ul style="list-style-type: none"> • Review and Track the impact of the disaster on research programs • Prepare early notification to grantors regarding the impact of the disaster, as needed to maintain funding processes • Evaluate the need for additional funds or opportunities for expansion of grants and scope to include changed conditions as a result of the emergency. |
| Support Responsibilities: | Support the EOC Director in determining short-term and long-range recovery strategies for grantor reporting and notification. |
| Equipment & Supplies | <ul style="list-style-type: none"> • EOC to provide phone, internet access for email, and basic office supplies • Individual to bring: cell phone, laptop, spare batteries, chargers, phone lists and reference materials specific to their function (i.e., SF State Financial data and grant funded program information) |

| PROCEDURES | TIME/DATE |
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| EMERGENCY RESPONSE: | |
| 1. Report to and sign in with the EOC. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response. | |
| 2. Meet with the Planning Section or Building and Facilities Branch Chief to determine the status of buildings and facilities. Identify impacted grant funded research programs which may be affected by the damage to facilities. | |
| 3. Conduct an analysis to determine fiscal impacts from emergency operations and interruption to SF State educational services and related grant programs. Determine the basic message to grantors regarding the status of grant funded programs. Determine the process for notification and coordinate with the researchers to ensure consistency in message and mutual understanding of process. | |
| 4. If possible, calculate the estimated total cost impacts of the disaster on the grant funded programs. | |

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| 5. Based on the findings (in item #4), develop recommendations for grant funding strategies and/or for expanding existing grant programs, if able to include new findings from the disaster. | |
| PROCEDURES | TIME/DATE |
| 6. Prepare financial analysis information regarding the grant-funded programs to support decision-making processes. | |
| DEACTIVATION/RECOVERY: | |
| 1. Prepare a budget statement and report for the emergency. | |
| 2. Forward to the Finance & Administration Section Chief. | |
| 3. Deactivate your position in the EOC as directed by the Finance & Administration Section Chief. | |
| 4. Do not delete or destroy any written documents or email correspondence related to your EOC activities. | |
| 5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment. | |
| 6. Upon deactivation of your position, provide a summary report of Grants/Programs actions taken and related information. Brief the Finance & Administration Section Chief on current problems, outstanding issues, and follow-up requirements. | |
| 7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance & Administration Section Chief or Planning Section, as appropriate. | |
| 8. Submit comments to the Finance & Administration Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> a. Review of pertinent position descriptions and operational checklists b. Recommendations for procedure changes c. Section accomplishments and issues d. Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |

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ANNEX A: FUNCTIONAL ANNEXES

COMMUNICATIONS AND NOTIFICATION ANNEX

Emergency Notification Systems

SF STATE has contracted services with Blackboard Connect to supply a messaging service free to all students, faculty and staff. All current students, faculty and staff with an @sfsu.edu email address receive an email when the system is activated. Subscribers can also provide their choice of personal contact information in order to receive alert and warning messages from SF STATE. Delivery methods include voice, text and email. Due to limitations on the number of characters associated with text messaging and in order to receive complete information, the community is advised to subscribe to all three (3) notification methods.

SF State has designated the University Police Department (UPD) and University Communications as the entities responsible for the initial activation of the emergency mass notification system. Members of UPD and other designated SF State EOC staff have received training and have been given authority to access the system. Blackboard Connect is designated to be used only in cases of emergencies that threaten the health and safety of the campus community.

University Communications also incorporates the use of Social Media to send out notifications that have been approved by the EOC through "The SFSU Home Page," "Twitter," "Facebook," radio, and television media if deemed appropriate.

Authority for Notification

The EOC Director or designee has the authority for approving the notifications that will be delivered to the campus community at large.

Levels of Response Notification

The levels of EOC response will be determined by the EOC director and through the specific guidelines established in the "SF State Emergency Response Matrix."

Hazard Specific Notifications

Hazard specific notifications will be determined by the sending authority at the time of the specific incident. These messages will include the type of hazard/disaster/emergency at hand as well as directions for measures to take, such as sheltering in place, or evacuating.

Testing of the Emergency Notification System

The designated Associate Vice President, or the Director of the Office of Emergency Services will ensure that a campus wide system test is conducted once during the spring semester and once during the fall semester. These tests are automatically captured and documented within the Blackboard Connect system. Below are two options for either Manual or Automatic notifications.

Manual Testing Procedures: (Conduct once during the Spring and once during the Fall)

- Login to Blackboard Connect
- Select “Templates” button from the left side navigation menu
- In the search bar, under “Send Message” type, “ENS Testing” and hit “Search”
- Select “ENS Testing” template On the right you will see three icons appear, select the first one, a check mark
- Do not change anything, click “Next” and then “Send”

Automatic Testing Procedures: (Setup annually before the Spring.)

- Login to Blackboard Connect
- Select “Templates” button from the left side navigation menu
- In the search bar, under “Send Message” type, “ENS Testing” and hit “Search”
- Select “ENS Testing” template
- On the right you will see three icons appear, select the first one, a check mark
- Go to the bottom under “When” and select “Later”
- Select the date and time for the SPRING notification and click “Add Selected Date”
- Select the dates and times for the FALL notification and click “Add Selected Date”
- Do not change anything else, click “Next” and then “Send”
- The “Outbox” will display messages “Scheduled” to be sent

Note: The message will not send until those dates and times are met in the system.

ENS Documentation Retrieval Procedures:

- Login to Blackboard Connect
- Select “Sent” button from the left side navigation menu
- In the search bar, under “Send Message” type, “ENS Testing” and hit “Search”
- A list of documented system tests with Delivery Dates and Recipients will be displayed.

SECURITY ANNEX

Information & Intelligence

The function of intelligence is to define and measure the incident problem and to develop plans for the future conduct of the disaster operation and the recovery of the organization. Additionally, this intelligence will be reviewed. From this review, situation incident intelligence information will be used to develop contingency plans for the Incident Commander.

When appropriate, a briefing will be prepared for the Incident Commander and the Emergency Operation's Center staff related to new or updated intelligence.

Information obtained from intelligence is needed for the following:

1. Understand the current situation.
 - a. Predict probable course of the situation.
2. Prepare alternative strategies for the incident.

Concurrent Jurisdictional Partners

The California Law Enforcement Mutual Aid System and Plan derives its authority from the CA Emergency Services Act (Govt. Code §8550, §8569, §8615-8619, §8632, §8668) and the Master Mutual Aid Agreement

Mutual Aid Process:

- Local – Chief of Police determines unusual event is beyond department resources, requests mutual aid assistance from Sheriff.
- County (Operational Area) – If event is beyond the resource capability of Sheriff's Office and other in-county law enforcement resources, the Sheriff requests mutual aid from Regional Mutual Aid Coordinator.
- Region – A Sheriff in the region, who is designated as the "Regional Mutual Aid Coordinator" fulfills mutual aid request from other Operational Areas and their respective law enforcement resources.
- State – If the law enforcement resources within the impacted region are not sufficient, the M.A. Regional Coordinator requests additional mutual aid assistance from the State Mutual Aid Coordinator. Other mutual aid regions may be called upon to assist.

Shelter-in-place

This is a precaution aimed to be safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off the building.

Shelter-in-Place is an effective protective response measure in the event of a threat from several different types of emergencies. Shelter-in-Place may be ordered for serious incidents where an evacuation is not feasible due to active shooter, chemical release or as determined by first responders.

Secure-the-Campus

In the event that a natural disaster or emergency situation is so grave that buildings on campus are deemed unsafe, the order to “Secure the Campus” will be issued by the President or designee at the recommendation of the EOC team. This effort will be coordinated through UPD and all other Operations Team members. A mass notification will be issued to all faculty, staff, students, to include residential life staff and building emergency response coordinators. The “lock down” may be partial or total depending on the circumstances.

Threat and Risk Assessment Matrix

Natural Disasters or Emergency Situations are considered to be the most potentially destructive threats to campus life and property. Any major disaster or emergency can cause:

- Extensive property damage
- Significant numbers of fatalities and injuries
- Damage to water and sewage systems
- Disruption of communications systems
- Broken gas mains and petroleum pipelines resulting in fires
- Disruption of transportation arteries
- Competing requests for scarce mutual aid response resources

MEDICAL AND MENTAL HEALTH ANNEX

Action Crisis Team (ACT)

The conceptual purpose of ACT is caring, preventive, early intervention with students, staff and faculty whose behavior is disruptive or concerning. There are ten core functional purposes of ACT:

1. Educate the campus community about behaviors of concern and reporting procedures.
2. Provide consultation and support to faculty, staff, administration, and students in assisting individuals who display concerning or disruptive behaviors
3. Serve as the central point of contact for individuals reporting aberrant student behavior or behavior that deviates from an established baseline
4. Triage reports – identifying patterns of aberrant behaviors which might suggest the need for an intervention
5. Assess threat/risk once an initial triage is completed. Review all available information such as Internet sources (e.g., Facebook, blogs, etc.), emails, texts, police reports, conduct records, admissions records, etc.
 - a) The overall level of risk represented by the student at that time;
 - b) Where the student’s behavior is likely to lead; and,
 - c) Any patterns that indicate the trajectory of the harm the student may direct toward him/herself and/or others.
6. Research and assess all available resources
7. Follow a formalized protocol of instructions for communication, coordination, and intervention

8. Coordinate follow-up – Connect individuals with needed campus and community resources and perform an initial assessment that the intervention was carried out as planned
 - a) Initial indications of success, no change, or failure,
 - b) Initial impacts on behavior and the environment
9. Observe ongoing behavior of individuals who have displayed disruptive or concerning behavior
 - c) Has the behavior stopped or become less disruptive?
 - d) Have new problematic or disruptive behaviors arisen?
 - e) How is the student doing on compliance with medication regimens?
 - f) How are they reacting to situational stressors, relationship issues, or other trauma- activating occurrences?
 - g) Are they coping effectively?
 - h) What additional supports may they need?
10. Assess long-term success
 - i) Assessing the individual interventions with students
 - j) Self-assessment of the effectiveness of the team.

Counseling & Psychological Services

Responding to a Mental Health Incident:

Mental Health situations don't happen that often. But when they do occur, it is helpful to know how to respond immediately and effectively to a student, staff, or faculty member in distress.

A mental health Incident can include one or more of the following situations or observed behaviors:

- A suicidal attempt, gesture, threat or plan
- A homicidal attempt, gesture, threat or plan
- Aggressive or unmanageable behavior that poses a threat to self or others
- Loss of contact with reality
- Inability to care for oneself

The following are tips to utilize when confronted with a Mental Health Situation:

- Stay calm, to respond more effectively and to reduce anxiety or agitation
- If possible, provide a quiet, private place for the subject to rest
- Talk to the person in a clear, straight-forward manner
- If the subject appears to be in danger to self or others, don't leave them alone
- Make arrangements for appropriate intervention or aid

EVACUATION ANNEX

CLOSURE AND EVACUATIONS

The university president or designee may authorize a closure of the campus due to a health or safety concern or due to the interruption or failure of a utility such as electricity or water service. An evacuation may be declared in the event of a major threat or emergency.

There is a difference between an evacuation and a campus closure. A campus closure occurs when a decision has been made to close the campus because of a specific event, such as high winds or a power outage, which make normal campus operations impossible or unsafe. These are not considered to be immediate emergency situations. An evacuation occurs when it is essential to clear the campus as quickly as possible as in the case of a fire or an earthquake.

In either case, campus communication systems will be used to notify the campus community and provide specific instructions as to how to proceed.

CAMPUS CLOSURE

A campus closure occurs when a decision has been made to close the campus due to a specific event which makes normal operations impossible or unsafe. A closure may be campus wide or may involve only specific areas of the campus.

Procedure:

1. The university president or designee may authorize a closure of the campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to close the campus. The campus community should be prepared to follow the messaging as to how and when to begin exiting campus.
3. Employees required to remain on campus after the official closure will be notified by their immediate supervisor.
4. Departments with operations involving external groups are responsible for communicating information regarding the campus closure to these groups.
5. Students living in campus residence halls may remain in the housing units, unless instructed otherwise.
6. Students and employees should follow their usual procedures for exiting campus, such as arranging transportation as they would under normal circumstances or using local public transportation. In a closure to campus, ingress is not restricted.

7. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

CAMPUS EVACUATION PROCEDURES

A controlled approach will be used when it is necessary to completely evacuate the campus due to an emergency situation. When campus buildings are deemed safe for occupants, employees will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe, the individual building evacuation plan will be used.

Following the decision of an evacuation order of the campus, the University President or his/her representative shall notify:

- Chief of Police or his/her representative for crowd, traffic and perimeter control
- University Public Information Officer for appropriate press releases and notifications to the campus community regarding the evacuation.

Procedures:

1. The university president or designee may authorize an evacuation of campus.
2. The campus will notify the campus community using the Emergency Notification System (ENS) upon confirmation of the decision to evacuate the campus. The campus community should follow the messaging as to how to immediately exit the campus.
3. Employees required to remain on campus after the official closure will be notified by the Emergency Operations Center (EOC). Evacuation may involve a tiered system of egress based on location or impact. The administrator in charge may elect to declare an evacuation from campus in the following manner:
 - a. Students may be asked to leave the campus immediately.
 - b. Employees may be instructed to remain on campus until students have exited the campus.
 - c. Employees may be instructed to leave campus immediately thereafter.
4. Departments with operations involving external groups are responsible for communicating the status of campus to these groups.
5. Students living in campus residence halls will receive specific direction from the Office of Housing and Residential Life.
6. Depending on the nature of the evacuation, points of egress from campus may be limited. The Emergency Notification System (ENS) will provide information on egress controls and the location of a pickup zone for those awaiting transportation off campus. During an evacuation, ingress to campus will be

restricted. Regional Transit bus routes may be modified depending on the nature of the evacuation.

7. Notice will be provided via ENS as to when campus will reopen. Instructions for attendance and payroll will be provided to the campus community via e-mail after the closure.

BUILDING COORDINATOR/FLOOR MARSHAL PROGRAM

San Francisco State has adopted a system of evacuation management that will be specifically designed for each building. Each building has an Emergency Action Plan (EAP) and individuals who function as building emergency response coordinators or floor marshals. During an evacuation the floor marshals, using the building EAP as a reference tool, will systematically scan their areas to ensure everyone has evacuated and report to the building coordinator. The responsibilities of these marshals are explained in the Building Coordinator/Floor Marshal Annex.

The emergency evacuation alarm systems in most university facilities include visual and/or audible signaling devices, which should alert sensory impaired persons to alarm conditions. Areas of Refuge have been identified (typically near emergency egress stairways) within each campus building requiring an Area of Refuge. Areas of refuge and evacuation areas are identified in individual building EAPs.

EVACUATION OF INDIVIDUALS WITH ACCESS & FUNCTIONAL NEEDS (AFN)

The evacuation of individuals with an AFN will be given a high priority in all emergencies. Individuals with an AFN have the most awareness of their specific evacuation needs.

It is the responsibility of the individual to plan ahead for emergencies. Individuals with an AFN are encouraged to self-identify any disability, access or functional needs, and to work with faculty, staff, and students to identify evacuation routes, areas of refuge, and other emergency planning needs before an emergency occurs.

EMERGENCY RESPONSE BY ACCESS & FUNCTIONAL NEED

Visual Impairment

Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.

- Inform the person the nature of the emergency and offer to guide him/her towards a safe exit by offering the person to hold your arm lightly above the elbow and walk one-half step ahead as well as using verbal instructions such as approaching a curb or stairs etc. Do NOT grasp a visually impaired person as you may injure or further disorient them, always ask how you may assist.
- When you have reached the evacuation gathering area, orient the individual about their location and if additional assistance is needed. Some individuals may have a service animal that may be disoriented during the emergency and may require

additional assistance.

Deafness or Hearing Loss

In order to assist a deaf or hard of hearing person you will need to obtain their attention by moving into their visual field or gently tapping on the person's shoulder and offer written notes regarding the nature of the emergency and where they should evacuate to.

- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle (provided free by the UPD) or have other means of attracting attention of others.

Mobility Impairments

People with mobility disabilities may experience a more difficult time evacuating due to their mobility equipment, ambulatory and/or respiratory restrictions. However, their safe evacuation remains a top priority for emergency responders.

- If a person with mobility impairment cannot exit, they should stay visible in an exit corridor or on an outdoor stair landing.
- Floor Wardens should relay information regarding people remaining in the building and their location to the BERCS which in turn should notify the University Police or Fire personnel.
- If a person with a mobility impairment is in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair which are located in multi-story buildings. Before taking action, always ask the person what their preferred method of assistance are.

EVACUATION RESPONSIBILITIES

University Police Department (UPD)

The UPD is responsible for the overall evacuation of campus and serves as the focal point in any emergency or assistance and coordinating outside services as delineated in this plan. Serves as the recipient of the evacuation status of each individual building as reported by the Building Emergency Response Coordinators. The UPD will direct outside resources for Search and Rescue assistance as needed.

Facilities Services

Facility Services may respond during an emergency situation and assist the UPD with security and communication at campus entry/exit points. Facilities personnel may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs and provide ongoing support for ongoing recovery efforts.

Building Emergency Response Coordinators

Building Emergency Response Coordinators are responsible for obtaining the evacuation status of their building in terms of assistance needed, building status or any other critical information needs requiring law enforcement support. Building Emergency Response Coordinators station themselves in designated Emergency Evacuation Areas to obtain information from their Floor Marshals. As soon as the building status is known they forward the information on to the University Police Department. The Building Coordinator's primary responsibility is information gathering and reporting of building status to the UPD. They are not responsible for active search and rescue or performing any type of building remediation.

Westfield Shopping Center (including SF State Downtown Campus) must notify the City of San Francisco emergency personnel as soon as they know the status of evacuated individuals. Evacuations at SF State Downtown Campus are also aided by UPD Community Service Specialists trained in emergency response and will assist with security and communication at the SF State Downtown Campus perimeter entry/exit points. Security associated may assist with ongoing support for recovery.

Floor Marshals

The Floor Marshals are responsible for the safe and timely evacuation of all building occupants. They direct occupants towards safe exits and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any D/AFN assistance needs to the Building Coordinator upon arrival to their designated Evacuation Gathering Area. The Floor Marshal's primary responsibility is to evacuate building occupants and relay assistance needs to the Building Coordinator. They are not responsible for active search and rescue or performing any type of building remediation.

During evening hours, faculty are instructed to act as floor wardens and assist with evacuations.

Building Occupants

Building occupants are advised to safely walk to the nearest exit and go to the designated Emergency Evacuation Gathering Area away from the building then wait for further instructions. Individuals should not block exits or emergency vehicle routes. All evacuees are requested to immediately notify emergency responders or a BERCs if an injured or disabled person needs assistance evacuating.

ACCOUNTING FOR ALL PERSONS

Building coordinators, floor marshals, faculty, and staff that have direct knowledge (roster, roll sheet) and access to a list of persons who were in the classroom or building, should meet occupants at a designated evacuation gathering area (see individual building emergency evacuation plans for locations).

Upon arrival at the gathering area, building emergency response coordinators, floor marshals, faculty, and staff shall:

- Identify the names and last known locations of any unaccounted person and pass them on to the building coordinator, floor marshal, incident commander, or emergency manager
- Identify and account for non-employees such as guests, visitors, vendors, etc.

ALL CLEAR SIGNALS

During evacuation, unauthorized persons are not to enter the evacuated space until the “all clear” signal has been given by the scene incident commander

If an EOC is activated, the authorization to give the “all clear” signal should only be made after consultation with the EOC Management Team. The Operations Chief will direct the announcement of the “all clear” signal to the field incident commander. On site personnel, vehicle loudspeakers and any available means will be used to sound the “all clear” signal.

If the EOC is not activated, the scene Incident Commander is responsible, in consultation with fire command, hazardous material responders, as applicable.

LOCKDOWN & SHELTER IN PLACE

During some incidents, evacuation may not be appropriate due to ongoing threat to the safety of occupants due to hazardous materials, ongoing criminal activity or other ongoing threats. During such incidents, emergency responders may decide to order a shelter in place until evacuations can be safely executed or until normal business may resume.

There are two types of shelter in place orders that may be issued on campus:

- A lockdown is a sheltering technique used to limit access to a facility, generally due to an ongoing criminal activity (shooting, riot, etc.). Building occupants would generally be alerted to an incident using the University’s various notification systems. During a lockdown, occupants should close doors, lock (if possible) and/or barricade doors, turn off all lights, and silence all electronic devices. If there is any line of sight into the room that is locked down, occupants should attempt to hide in addition to the measures taken above. Any notice to campus to lockdown is advisory in nature only; there is no legal requirement for adults to comply and may choose to take other actions at their own risk.
- Shelter in place is an order requiring building occupants to take refuge inside a building, generally due to a hazardous materials incident. Occupants should close all windows and wait for instructions from emergency responders.

Note: During active shooting incidents, lockdown is generally not ordered; rather “Run, Hide, Fight” should be employed, with lockdown representing the “Hide” part of the response tactic. (Refer to the Active Shooter Annex for more information.)

DENIAL OF ENTRY

In the event of an emergency, BERCs are responsible for securing building entrances, directing personnel away from the building and denying re-entry until informed by authorities that it is safe to do so. Additionally, and depending on the type of emergency, faculty and staff are advised via the ENS to lock interior doors and restrict building/office/hallway access whenever possible.

CONSIDERATIONS

Areas designated for secure shelter in place should generally have limited line of sight from both inside and outside. Lights should be turned off. Doors that do not lock should be barricaded using anything in the room heavy enough to prohibit opening the door. Cell phones and electronic devices should be placed on silent mode. After there is no further threat, law enforcement and rescue personnel will check buildings room by room to ensure that all occupants are evacuated.

During an environmental shelter in place, especially one due to hazardous materials, it is critical that windows be shut and secured. Facilities Services may choose to restrict all ventilation into the building. Generally, teaching and other work can continue during an environmental shelter in place.

Environment, Health & Safety will work with departments to develop department and building emergency plans. It is important that, during the planning process, employees consider their workspaces and select areas that meet the basic requirements and that those locations remain accessible in the event of an emergency. For example, a conference room may make a good location for a lockdown. However, if that room is converted to storage, even short term, an alternate location should be identified that are large enough to accommodate all of the area staff, students and guests.

INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS (AFN)

Depending on a person’s specific disability or AFN, it may be difficult for individuals to hide. It is the responsibility of the individual to identify which techniques will better assist them during an emergency by:

- Planning ahead and identifying potential locations to hide in the workplace or classroom
- Establishing a “buddy system”, “Buddies” should educate partners regarding physical, psychological and communication assistance needed to increase their safety during an emergency

- Practice self-soothing techniques to remain calm
- Coordinate and arrange for any on-campus temporary morgue facilities.

ACCOUNTING FOR PERSONS ANNEX

Disaster Service Workers, Title 19

California Government Code, Section 3100-3109 Public employees (civil service) states that all persons employed by any county, city, state agency or public district in the State of California are obligated to serve as Disaster Service Workers (DSW's).

DSW's provide services and aid during a declared emergency, disaster or catastrophic event. This does not include first responders such as law enforcement, fire service and emergency medical services.

- This means that, as a public employee, you are required to perform duties as a DSW when the University President declares a campus emergency.
- At any time during a declared campus emergency you may be required to report to work and may be assigned to disaster service work.
- Assignments may require your DSW service to be at locations, times, and in conditions other than your normal work assignment.
- Your DSW duties may continue into the recovery phase of the emergency and your DSW service may be organized into daily and/or hourly shifts.

American Red Cross "Safe and Well" Registry

Disasters often make it difficult to stay in touch with loved ones. The American Red Cross Safe and Well website is a central location for people in disaster areas in the United States to register their current status, and for their loved ones to access that information. It helps provide displaced families with relief and comfort during a stressful time. The Safe and Well website is easy to use:

- If you are currently being affected by a disaster somewhere in the U.S., click "List Myself as Safe and Well," enter your pre-disaster address and phone number, and select any of the standard message options.
- If you are concerned about a loved one in the U.S., click "Search Registrants" and enter the person's name and pre-disaster phone number OR address. If they have registered, you will be able to view the messages they have posted.

Safe and Well is available 24 hours a day, 365 days a year and is accessible in both English and Spanish. Register/Search Safe and Well: <https://safeandwell.communityos.org>

Residential Housing

Residential Life updates and prints out a weekly roster with the most currently active student residents listed. The Residential Advisors (RA's) carry this list with them constantly. The list consists of the following student resident information:

- Name
- Student ID number
- Chronological Age
- Student email

In the event of an emergency, the RA's will direct and meet with their respective student residents at a pre-designated evacuation site and will conduct a "roll call."

The Professional Staff, Area Coordinators, receive a more detailed roster on a weekly basis as well. They too carry the list with them on a constant basis. Their list consists of the following information:

- Name
- Student ID number
- Date of Birth/Chronological Age
- Student email
- Primary Emergency Contact Information

In the event of an emergency, Area Coordinators will also assist in directing student residents to a pre-designated evacuation site. Once the RA's conduct their "roll call," the Area Coordinators assess the names and number of missing student residents and forward the information to Residential Life administrators.

In the event of an emergency, the RA's will direct and meet with their respective student residents at a pre-designated evacuation site and will conduct a "roll call."

The Professional Staff, Area Coordinators, receive a more detailed roster on a weekly basis as well. They too carry the list with them on a constant basis. Their list consists of the following information:

- Name
- Student ID number
- Date of Birth/Chronological Age
- Student email
- Primary Emergency Contact Information

In the event of an emergency, Area Coordinators will also assist in directing student residents to a pre-designated evacuation site. Once the RA's conduct their "roll call," the Area Coordinators

assess the names and number of missing student residents and forward the information to Residential Life administrators.

RAPID ASSESSMENT ANNEX

A Rapid Assessment will serve two primary purposes. First, it will inform the EOC Team's response priorities and plans. Second, it can help the EOC Team determine how much outside assistance will be needed. To plan effective response efforts and determine operational needs, the EOC Team will need to know:

- What is the type of emergency?
- How has the Campus Community been affected (injuries, mortality, building damages)?
- Where and what are the concentration of resources needed (first aid, rescue, triage, etc.)?
- What are the first responder capabilities and available resources?
- What is the likelihood of additional and future resources needed?

Windshield Assessment – Role of UPD, Parking

The answers to the questions above can be answered by deploying all the available UPD and Parking personnel who can conduct a "Windshield Assessment." By using patrol units, dual purpose motor units, and parking vehicles, personnel can provide EOC team members the pertinent information needed above to begin the Incident Action Planning process and determine operational needs.

Role of Facilities, mobile site assessments

The role of Facilities assessment will be similar to UPD and Parking's deployment, but in addition to using vehicles for mobile assessments, Facilities site assessments will also consist of foot and walk through visual assessments. Facilities assessments will focus on the overall structural integrity of the campus community's buildings and infrastructure. Facilities assessment may also include a longer detailed "Monitoring Phase" which may also include the following:

- Ongoing situation, response and needs
- Changes in status and needs
- Need for longer-term assistance and rehabilitation (after 3 months)
- Plan of action for assistance to continue past 3 months

Role of Building Emergency Response Coordinators & NERTS

The role of Building Emergency Response Coordinators and NERT trained faculty, staff, and students will be similar to that

of UPD and Parking's Assessment. The exception is that they can perform an "On-Site Visual Inspection" of the campus which would include the following:

- Observe community members' physical and emotional condition; ask questions
- Clear classrooms and offices (that are accessible and safe)
- Observe faculty, staff and students as they evacuate or shelter in place
- Observe the classrooms, buildings and structures for potential safety issues
- Make sketches, take photographs or use videos. These can be useful in communicating to the EOC Team the reality of the situation.

Once the EOC Team and Policy Group have received all of the input from the three sources listed above, the teams can use triangulation to determine validity and accuracy of information.

Triangulation is one method for validating, comparing and correlating several sources of information. Triangulation is based on the principle that data must be obtained from at least two other known sources. Information for emergency assessments must come from different sources to provide a relatively accurate assessment of the situation.

RECOVERY & CONTINUITY OF OPERATIONS ANNEX

Recovery Begins in Response

Disaster Recovery Phases:

The Disaster Recovery Phase begins once all life-safety issues have been addressed and initial damage assessment has occurred. This phase is divided into three stages: The Short-Term Recovery Stage, the Mid-Term Recovery Stage and the Long-Term Recovery Stage.

- **Short-Term Recovery Stage:** During the first hours and days after an emergency event (Short-Term Recovery Stage), the principal objectives will be to restore the necessary structural (facilities, HVAC systems, roadways and grounds) and non-structural (power, water, sanitation, telecommunications). The EOC Director and Section Chiefs provide direction and overall management of the campus disaster recovery effort, and the EOC provides the operational support necessary to accomplish these objectives.
- **Mid-Term Recovery Stage:** In the first weeks after a major emergency event (Mid-Term Recovery Stage), the principal objectives will be to ensure the restoration of all pre-identified business functions on campus considered to be critical to normal business operations. Departments normally responsible for performing the critical business functions of the University will be responsible for recovering those functions after a disaster. Business resumption/business continuity teams must be identified in each department's emergency plans to recover critical business functions after a disaster.
- **Long-Term Recovery Stage:** During the Long-Term Recovery Stage, the principal objective is to resume normal operations. More than likely, it will be during this stage of recovery that the EOC will be deactivated, and SFSU will resume its pre-disaster organizational structure. A Long-Term Recovery Team may be established, if warranted, to consider and coordinate strategic plan objectives and long-term recovery efforts.

Based on the size and nature of the disaster, the timeline to resume normal operations may be dependent on the extent of disrupted critical services on campus. Telephone and power service shortages, disruption of water supplies, damage to major transportation routes and transportation providers, and ongoing government emergency operations may hamper recovery activities. In addition, the timeline to resume normal operations will be greatly dependent on the extent of damage to campus (structural) and to SFSU facilities (systems, communications, and non-structural) and non-duplicated vital records. In a major disaster, the recovery efforts may take several weeks or months or even years to complete.

SF State Cooperation

The San Francisco State University Business Continuity Plan (BCP) assigns accountability and responsibility in the event of a pandemic emergency as well as providing resources for key members of the University community engaged in planning and executing specific components of the Business Continuity Plan.

The effectiveness of the Plan will require the engagement and cooperation of all faculty, staff and students. The willingness to participate in department emergency planning, review University, personal and family preparations, practice pandemic hygiene, communicate with colleagues and supervisors concerning health status and monitoring the University web site for information is

paramount in our ability to sustain our University community through any emergency, particularly an on-going pandemic.

CSU Partner Campuses

Partner campuses are established by the geographical closeness of CSU's within a 100-mile radius. These campuses consist of the following: CSU East Bay, Sonoma State, California Maritime Academy, San Jose State, CSU Monterey Bay, and Sacramento State.

ROLE OF NON-EOC MEMBERS DURING AN EMERGENCY

PRE-EMERGENCY:

- Staff and Faculty: Be familiar with the worksite Emergency Operations Plan.
- Student Faculty & Staff: Register and maintain updated emergency contact information in Blackboard Connect to receive notifications
- Staff and Faculty: Access SF State, local, state and federal personal preparedness education, training, or websites to prepare*:
 - Home & family emergency plans and kits
 - Pet emergency kits
 - Personal emergency kits for work and car

*See <http://upd.sfsu.edu/> for additional tips

DURING AN EMERGENCY

When an emergency occurs, Personnel on-campus are expected to:

- Follow department safety and evacuation procedures and proceed to Emergency Assembly Areas as required. Request emergency assistance if needed. Persons who are injured, have disabilities, or other special needs will be assisted.
- Follow the instructions of Building Emergency Response Coordinators, Floor Wardens, and any others who have designated authority and responsibilities during an emergency.
- Follow procedures to assist coworkers with protection and personal safety. Provide or obtain, emergency assistance as needed.
- Check-in with the supervisor or the person-in-charge as soon as possible.
- If assigned/volunteered as a Disaster Service Worker, report for emergency assignments as assigned in the Emergency Operations Plan, or as directed by the person-in-charge.
- Prior to leaving campus, make sure the Building Emergency Response Coordinators, Floor Wardens, or other persons in charge can record employee's name, physical status, cell phone and intended destination in the event family members contact SF State looking for the employee.

When an emergency occurs, Personnel off-campus are expected to:

- Take care of personal, family, pet and neighborhood emergency and safety needs.
- Monitor personal phone, and e-mail addresses registered with Blackboard Connect for updates or instructions. Update profile with temporary contact information if necessary.
- Check-in daily with their supervisor or schools for possible assignments or obtain general

emergency information and instructions from SF State.

- If assigned/volunteered as a Disaster Service Worker, report for emergency assignments as assigned in the Emergency Operation Plan, or as directed by the person-in-charge.

Personnel sent home after an emergency occurs are expected to:

- Take care of personal, family, pet and neighborhood emergency and safety needs.
- Monitor personal phone, pager, and e-mail addresses registered with Blackboard Connect for updates or instructions.
- Check-in daily with their supervisor or Schools for possible assignments or obtain general emergency information and instructions from SF State.

Parents of students are expected to:

- Parents of students or day care attendees are expected to keep up to date on the status of any emergency incident affecting the campus community. When possible, parents should coordinate with their affected children to align any emergency related activities with guidance received from the university.

ROSTER OF RESOURCES ANNEX

PURPOSE

The campus, in accordance with Chancellor's Office Executive Order 1056, is required to develop a roster of campus resources, contracts, and agreements for materials and services that may be needed in an emergency situation, including emergency response equipment, emergency power, communications equipment, care & shelter equipment, food and water.

The roster should be updated at least annually or as needed, and the document should be dated with its most recent revision. The roster of resources is limited to resources needed to operate a fully staffed EOC for 72 hours.

Additional resources include campus resources, or those provided by a campus auxiliary organization, a vendor, or local government, based on the needs of the campus.

Contracts and available campus equipment are attached to this annex, and are updated at least annually in accordance with Chancellor's Office Executive Order 1056, and campus policy/procedure.

EMERGENCY PREPAREDNESS TRAINING ANNEX

Required Training

Training and exercises are proven methodologies to preparedness, response and heightened operational readiness. The strength and success of the entire team is reliant on everyone knowing their job. It is every individual team member's responsibility to fully participate in the required training and to bring their knowledge, skills, and abilities into action when needed. Outlined below are the required training courses for the following roles:

All Employees – SFSU Emergency Action Plan Training

| TYPE | DESCRIPTION | FREQUENCY |
|-------------|---|-------------------------------|
| SFSU | SF State <u>Emergency Action Plan Training</u> | Within 30 days of appointment |

All new university and auxiliary organization employees are required to complete the CSU-Learn online course about the SFSU Emergency Action Plan.

Emergency Operations Center (EOC) Members, including Policy Group

In addition to the training above for all employees, members of SF State’s EOC, including members of the Policy Group, are required to complete the following training courses:

| TYPE | DESCRIPTION | FREQUENCY |
|---------------------|---|--|
| SEMS & NIMS | IS-100.C: Introduction to the Incident Command System, ICS 100 | Within 90 days of appointment |
| SFSU | SF State Emergency Operations Center Fundamentals | Within 90 days of appointment |
| Tabletop | Informal discussion of simulated emergency, useful for evaluating plans and procedures and resolving questions of coordination and responsibility | Annually |
| Drill | Single emergency response function, single department involvement, often a field component | Annually |
| Functional Exercise | Policy and coordination personnel practice emergency response, realistic simulations | Every other year |
| Full Scale Exercise | Employees treat real people and use emergency equipment in the field, coordinates many agencies, testing of mutual aid and assistance agreements, tests several emergency functions | Every five years (EOC activation in response to an actual emergency or disaster may also meet this testing |

Student Health Center Staff and Counseling and Psychological Service Providers

Student Health Center staff and Counseling and Psychological service providers may be required to provide emergency medical services in a disaster. In addition to the training above

for all employees, Student Health Center staff and Counseling and Psychological service providers are required to complete the following courses at least annually:

| TYPE | DESCRIPTION | FREQUENCY |
|-------------|---|-------------------------------|
| SFSU | SF State Emergency Operations Center Fundamentals | Within 90 days of appointment |

In addition, ongoing assessment of Counseling and Psychological Service capabilities for PTSD, anxiety, depression and substance abuse disorders will be conducted. Training in these areas is included in counselors job descriptions and is part of the standard care CAPS provides.

BERCs

In addition to the training above for all employees, BERCs and their backups are required to review the online CSU-Learn material “BERC Reference Manual 2020” upon assignment.

| TYPE | DESCRIPTION | FREQUENCY |
|-------------|----------------------------|------------------|
| SFSU | BERC Reference Manual 2020 | Upon assignment |

Other Recommended Training:

- Evacuation Chair Use
- First Aid/CPR/AED
- Portable Fire Extinguisher Use

In addition to the courses outlined above, SF State will develop a number of optional training opportunities (presentations, tabletop exercises, etc.) throughout the year.

Scheduling and Documentation

The Office of Emergency Services, in collaboration with Environment Health and Safety, will be responsible for the development of and scheduling of training opportunities as well as documentation and retention of attendance records.

ANNEX B: THREAT AND HAZARD-SPECIFIC ANNEXES

THREAT AND HAZARD ASSESSMENT

Risk Assumptions: Local, Regional, State

Changes within the community over time mandate periodic re-visiting of the emergency planning process. While natural hazards typically do not change much over time, new knowledge and understanding about such events evolves and so must our plans for them. Therefore, assumptions for our plans must reflect the possibilities and plans must be periodically reviewed and updated. Because research and planning is a time-consuming process, usually a five-year update cycle is adopted. The following are possible hazards that could affect SF State, the regional area and even the state:

- Fire
- Severe Weather
- Earthquake
- Civil Unrest
- Power Outage
- Tsunami
- Pandemic Outbreak
- Hazmat Event
- Active Shooter
- Flood
- Bomb Threat
- Mass Transit Disruption

Future versions of this annex will include updating, expanding and developing other hazard topics as they are identified or occur.

RISK DEFINITIONS

- Low Risk: Unlikely to occur and/or has never occurred on campus before.
- Medium Risk: Possible but not probable, moderate probability of occurrence.
- High Risk: Likely to occur, probability of occurrence is high.

SEVERITY DEFINITIONS

- Insignificant Severity: Minor Problem handled by daily operational procedures
- Minor Severity: Partial EOC activation, minimal incident management required
- Critical Severity: Significant amount of time/resources required, injuries or damage possible
- Catastrophic Severity: Full EOC Activation with complete incident management team, injuries and damage may be severe

HAZARD AND RISK ASSESSMENT EVENTS

| Event | Probability | Severity | Associated Risk(s) |
|------------------------------|-------------|------------------|---|
| Hazardous Materials Incident | High | Critical | <ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure |
| Utility Failure | High | Minor – Critical | <ul style="list-style-type: none"> • Critical infrastructure damage • Extended campus closure |
| IT System Failure | Medium | Minor – Critical | <ul style="list-style-type: none"> • Critical infrastructure damage • Extended campus closure |
| Severe Weather & Flooding | Medium | Minor - Critical | <ul style="list-style-type: none"> • Higher likelihood of on-campus impact due to debris and wind • Higher than average temperatures • Ingress and egress to buildings • Injuries |
| Active Shooter | Medium | Catastrophic | <ul style="list-style-type: none"> • Damage to campus infrastructure • Injury and/or fatalities • Campus Evacuation • Critical infrastructure damage • Extended campus closure |
| Pandemic | Medium | Minor – Critical | <ul style="list-style-type: none"> • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure |
| Building Flood | Medium | Minor – Critical | <ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure |
| Structure Fire | Medium | Minor – Critical | <ul style="list-style-type: none"> • Damage to campus • Extended campus closure • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure |
| Earthquake | Low | Minor – Critical | <ul style="list-style-type: none"> • Damage to campus • Injuries and/or fatalities • Critical infrastructure damage • Extended campus closure |

SF STATE LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze the recent EOC activations and create after action reports. From these reports, we have learned that analyzing the information from these reports are useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EOP
- Describing and defining a plan for making improvements to the EOP
- Preventing us from making the same mistakes

Results from the review of EOC activations will be documented and reviewed with the campus emergency team.

National IHE Trends

Using the concept of “situational awareness” has become the national trend when it comes to public safety in Institutions of Higher Education (IHE’s). “Situational awareness” can be incorporated into any type of emergency and/or natural disaster. Through the phrase, “if you see something, say something,” any member of the campus community observing something unusual should respond or summon assistance immediately.

In any type of emergency or disaster, every second counts between the initiation of a threatening event and the arrival of emergency responders. Seconds and minutes equate to lives lost or saved. “Situational awareness” is critical to threat identification and the summoning of the appropriate emergency response. IHE’s students, staff and faculty may well be the first incident observers but through planning, orientation, education, and preparation they can play a vital role in managing the incident until first responders arrive. In short, “situational awareness” is a fundamental tool that IHE public safety departments throughout the nation can promote, train, and outreach to community members at large in an effort to make the campus community self-reliant until help arrives.

ACTIVE SHOOTER

In the event of an active shooter, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 3, Major Incident involving major campus or regional emergencies with multiple Departmental Operations Centers (DOC) and all departments, with heavy resource involvement; full EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will activate to support the EOC and assess the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will be required to participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

This event will have various Branches and Units involved and will incorporate the Unified Command System.

Campus Police will take the Incident Command position in this event. All section team members will be required to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

All section team members will be required to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

BOMB THREAT

In the event of a Bomb Threat, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 2, Moderate Incidents involving 2 or more DOCs or outside resources; partial EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group may activate depending on the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

This event will have various Branches and Units involved and will incorporate the Unified Command System.

Campus Police will take the Incident Command position in this event. Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters. Some section team members may be requested to participate.

CIVIL UNREST

In the event of an incident of civil unrest, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center

The EOC will be activated at a Level 2, Moderate Incident involving two or more DOCs or outside resources; partial EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group may activate depending on the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

The Campus Police will take the Incident Command position in this event.

Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P).

Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

EARTHQUAKE

In the event of an earthquake, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

If the earthquake is significant, the EOC will be activated at a Level 3, Major Incident involving major campus or regional emergencies with multiple Departmental Operations Centers (DOC) and all departments, with heavy resource involvement; full EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase. Because of the complexity and the potential overall effect this type of incident may produce, the EOC may enter into multiple operational periods.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will activate to support the EOC and assess the overall impact the event has on campus.

Management Section

The Management Section will respond and provide overall coordination of Response/Recovery efforts and support to the Operations Section Chief. This section is also responsible for communicating with the Policy Group.

General Staff

The Operations, Logistics, Planning and Finance & Admin Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

This event will have various Branches and Units involved and will incorporate the Unified Command System.

There may be various Incident Commanders.

All section team members will be required to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

All section team members will be required to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

All section team members will be required to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

All section team members will be required to participate.

FIRE

In the event of a fire, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 2, Moderate Incidents involving 2 or more DOCs or outside resources; partial EOC activation. (If more than one building is affected, then the incident may be elevated to a Level 3.) During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group may activate depending on the overall impact the event has on campus.

Management Section

The Management Section will respond and provide overall coordination of Response/Recovery efforts and support to the Operations Section Chief. This section is also responsible for communicating with the Policy Group.

General Staff

The Operations, Logistics, Planning and Finance & Admin Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section's Chief will manage the operations of the various response elements involved in this event.

This event will incorporate the Unified Command System.

SF Fire will take the Incident Command position in this event with UPD in support for crowd control and evacuation assistance.

Some designated section team members may be requested.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some designated section team members may be requested.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some designated section team members may be requested.

FLOOD

In the event of a flood, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 1, Minor Incidents involving 1 or fewer campus departments or outside resources; Standby/Alert, EOC notification only. (If more than one building is affected, then the incident may be elevated to a Level 2 or 3.) During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will be notified only; no activation will be required.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group. All section team members will be notified. Participation will be at the discretion of the EOC Director.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will be notified.

Operations Section

The Operations Section Chief will monitor the operations of the various response elements involved in this event.

The Buildings & Facilities Branch will take the Incident Command position in this event.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

HAZMAT EVENT

In the event of a Hazmat Event, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 2, Moderate Incidents involving 2 or more DOCs or outside resources; partial EOC activation. (If more than one building is affected, then the incident may be elevated to a Level 3.) During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group may activate depending on the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

This event may have multiple Incident Commanders and will incorporate the Unified Command System.

The SFFD will take the lead Incident Command position in this event. Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of

resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

MASS TRANSIT DISRUPTION

In the event of mass transit disruption, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 2, Moderate Incidents involving 2 or more DOCs or outside resources; partial EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group may activate depending on the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

Campus Police/Parking and Transportation will take the Incident Command position in this event.

Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P).

Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

PANDEMIC OUTBREAK

In the event of a pandemic outbreak, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 1, Minor Incidents involving 1 or less campus departments or outside resources; Standby/Alert, EOC notification only. (Depending on the severity, this incident may be elevated to a Level 2 or 3.) During this level, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will be notified only; no activation of this section will be required.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will be notified. Participation will be at the discretion of the EOC director.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will be notified. Activation and response will be determined by the EOC Director.

Operations Section

The Operations Section Chief will monitor the operations of the various response elements involved in this event.

This event will have various Branches and Units involved and will incorporate the Unified Command System.

Medical Services will take the Incident Command position in this event.

Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P." Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

POWER OUTAGE

In the event of a power outage, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 1, Minor Incidents involving 1 or less campus departments or outside resources; Standby/Alert, EOC notification only. (Depending on the severity, this incident may be elevated to a Level 2 or 3.) During this level, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will be notified only; no activation will be required.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will be notified. Participation will be at the discretion of the EOC Director.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will be notified. Activation and response will be determined by the EOC Director.

Operations Section

The Operations Section Chief will monitor the operations of the various response elements involved in this event.

The Buildings & Facilities Branch will take the Incident Command position in this event.

Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

SEVERE WEATHER

In the event of severe weather, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

The EOC will be activated at a Level 1, Minor Incidents involving 1 or less campus departments or outside resources; Standby/Alert, EOC notification only. (Depending on the severity, this incident may be elevated to a Level 2 or 3.) During this level, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will be notified only; no activation of these section team members will be required.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will be notified. Participation will be at the discretion of the EOC Director.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will be notified. Activation and response will be determined by the EOC Director.

Operations Section

The Operations Section Chief will monitor the operations of the various response elements involved in this event.

Buildings & Facilities Branch will take the Incident Command position in this event. Some section team members may be requested to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

Some section team members may be requested to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

Some section team members may be requested to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

Some section team members may be requested to participate.

TSUNAMI

In the event of a tsunami, the campus will activate the Emergency Operation Center and will use the combined Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) structure to manage campus response activities. The following level of activation and participating elements are critical to an effective incident management:

Emergency Operation Center (EOC)

If the campus is significantly threatened, the EOC will be activated at a Level 3, Major Incident involving major campus or regional emergencies with multiple Departmental Operations Centers (DOC) and all departments, with heavy resource involvement; full EOC activation. During this activation, the following elements of the EOC will have an active role in managing the incident during the Mitigation, Preparedness, Prevention, Response and Recovery Phase. Because of the complexity and the potential overall effect this type of incident may produce, the EOC may enter into multiple operational periods.

Policy Group

The EOC will be supported by the Policy Group.

The President will be notified by the EOC Director.

The Policy Group will activate to support the EOC and assess the overall impact the event has on campus.

Management Section

The Management Section is responsible for overall coordination of response efforts and providing support to the Operations Chief. This section is also responsible for communicating with the Policy Group.

All section team members will be required to participate.

General Staff

The Operations, Logistics, Planning, and Finance & Administration Section Chiefs will respond and participate in the EOC.

Operations Section

The Operations Section Chief will manage the operations of the various response elements involved in this event.

This event will have various Branches and Units involved and will incorporate the Unified Command System. There may be multiple Incident Commanders.

All section team members will be required to participate.

Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the event's response effort. This section is responsible for acquiring equipment and supplies, as well as arranging for food, lodging, and other support services as needed.

All section team members will be required to participate.

Planning Section

The Planning Section will collect and analyze information relating to this incident's operation. Their goal is to plan ahead, prepare alternative strategies by using the "Planning P" (found in Appendix P). Additional duties will consist of keeping the EOC minutes (documentation) and ensuring that all status boards are kept current.

All section team members will be required to participate.

Finance & Administration Section

The Finance & Administration Section will be responsible for orderly documentation, administration and payment of all related costs, purchasing/supply process, contract developments and provide input on financial & cost analysis matters.

All section team members will be required to participate.