



Emergency Operations Plan

Revised September 2025

Promulgation Statement

The preservation of life and property is an inherent responsibility of local, state and federal government as well as the University. Cal State La has prepared this Emergency Operations Plan (EOP) to ensure the most effective and efficient response to emergencies or disasters that may affect the Cal State LA community. This EOP was developed in partnership with participating CSUs in Southern California to facilitate expeditious mutual aid and align response efforts. This EOP provides a framework under which Cal State LA conducts all-hazards mitigation, preparedness, response and recovery activities for events that impact the university.

Each Cal State LA administrator, department chair, director and functional manager is responsible for preparing and maintaining their own internal procedures for effective implementation of the responsibilities assigned in this plan. This promulgation statement provides formal authority for all assigned Cal State LA personnel to perform their identified roles and responsibilities during emergency operations.

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 Chief Emergency Executive – this EOP and all annexes are adopted as official procedure.

The EOP is promulgated under the authority of Vice President Claudia Lindow. This EOP becomes effective immediately upon approval by VP Lindow.

Vice President for Administration and Finance and Chief Financial Officer
Emergency Executive
California State University Los Angeles

[date]

Approval and Endorsement

The Cal State LA Emergency Operations Plan (EOP) is a multidisciplinary, all-hazards plan that establishes a single, comprehensive framework for the management of emergencies, disasters and other incidents impacting the university.

This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of efforts of the various emergency employees 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 for and ensures proper coordination between local, state and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

The university's administration gives its full support to this plan and requires all university personnel assigned emergency management responsibilities to read and understand all components within this plan. In addition, the university's administration urges all officials, employees, faculty and students – individually and collectively – to be familiar with the plan and take a role in their own efforts of personal emergency preparedness.

The Emergency Manager shall be responsible for EOP maintenance, annual updates and review. Upon review and written concurrence from the Emergency Manager, the Vice President of Administration and Finance and Chief Financial Office, and Emergency Executive, will review the plan and will adopt and promulgate the plan.

The university Emergency Management (EM) employee(s) have the authority to make minor adjustments to the EOP without requiring the Vice President's signature. These adjustments can involve incorporating new or supplementary content or removing outdated provisions. It is important to note that these changes will not conflict with or supersede any authorities or plans established by statute or regulation. When updates encompass policy changes or significant program elements, EM employee(s) will collaborate to gather input and then submit the revised document for approval to the president and Policy Group, as appropriate.

This version of the EOP supersedes all previous versions. Signatories are reflective of the executive management within the University that have responsibilities related to emergency services.

Michael Edwards, Emergency Manager

Larry Bohannon, Chief of Police

Claudio Lindow, Vice President of Administration and Finance and Chief Financial Officer
Emergency Executive

Berenecea Johnson Eanes, President

Executive Summary

The Cal State LA Emergency Operations Plan (EOP) is an all-hazards plan that provides the framework for operations required to prepare for, respond to, recover from and mitigate the impacts of emergencies or disasters. This EOP assigns roles and responsibilities to university departments and personnel, provides the framework for responding to disasters and emergencies impacting the campus community, and establishes the authorities for direction and management of emergency operations. This EOP complies with the National Incident Management System (NIMS), National Response Framework (NRF), Incident Command System (ICS) and California's Standardized Emergency Management System (SEMS) and aligns with the County EOP.

Among other things, this EOP accomplishes the following:

- Defines who can issue a Campus State of Emergency and who can activate the Emergency Operations Center (EOC).
- Provides an overview of the campus response structure.
- Details the roles and responsibilities of university departments in emergency preparedness and response.
- Defines the phases of emergency management and provides examples of key activities at each phase.

This EOP includes three elements: the Base Plan, Incident-Specific Documents and Supplemental Materials. Pieces of these elements are still in development; as with all planning documents, the EOP is a living document and is continuously being updated based on lessons learned from exercises and real-world events.

Record of Changes

Every modification or alteration to the plan must be logged. When a change is implemented in the plan, record the revision number, the date of the alteration, a description of the modification, and the identity of the person responsible for the change.

[illegible]

Table of Contents

Promulgation Statement ii

Approval and Endorsement iii

Executive Summary. v

Record of Changes. vi

1. Introduction. 1

1.1 Purpose and Scope. 1

1.1.1 Scope. 1

1.2 Authorities. 1

1.3 Plan Elements. 2

2. Situation and Assumptions. 2

2.1 Geography and Population. 2

2.2.1 Types of Hazards likely to occur. 4

2.3 Planning Assumptions. 4

3. Emergency Management Structure. 5

3.1 Standardized Emergency Management System. 5

3.2 National Incident Management System. 5

3.3 Incident Command System. 6

3.4 Phases of Emergency Management 6

3.4.1 Mitigation. 6

3.4.2 Preparedness. 6

3.4.3 Response. 7

3.4.4 Recovery. 7

4. Concept of Operations. 8

4.1 Response Operations.	8
4.2 Response Priorities.	8
4.3 Campus Response Structure.	9
4.3.1 Incident Command System.	9
4.3.2 Unified Command.	9
4.3.3 Field Response.	9
4.3.4 Emergency Operations Center	10
4.3.5 Policy Group Activation.	11
4.4 Issuance of a State of Emergency.	12
4.4.1 Campus State of Emergency.	12
4.4.2 Local and State Proclamations of Emergency.	12
4.5 Demobilization.	13
4.6 Campus Recovery.	14
5. Organization and Assignment of Responsibilities.	14
5.1 Faculty and Staff.	14
5.1.b Disaster Service Workers (Title 19)	15
5.2 Students.	15
6. Direction, Control and Coordination.	15
6.1 Emergency Response Authority.	16
6.2 Mutual Aid.	16
6.3 Coordination with External Partners.	16
7. Communication and Notification.	17
7.1 Notification to the Campus Community.	17
7.2 Notification to External Partners.	18

7.3 Notification to California State University Office of the Chancellor 18

8. Plan Development and Maintenance. 18

8.1 After-Action Reporting. 19

9. Training, Exercises, and Drills 19

10. Authorities. 20

10.1 Federal 20

10.2 State of California. 20

10.3 Local and California State University (CSU) 21

Appendix A - Acronyms and Glossary

Appendix B - CEMMA

Appendix C - Critical Notification Protocol Memo

Appendix D - CSU Emergency Operating Status

Incident Annex – Acts of Violence

Incident Annex – Civil Disturbance

Incident Annex – Earthquake

Incident Annex – Hazardous Materials Emergency

Incident Annex – Multi-Casualty Incident (MCI)

Incident Annex – Power Outage

Incident Annex – Public Health Emergency

Incident Annex – Severe Weather

Incident Annex – Wildland Structural / Fire Incident

Support Annex – Damage Safety Assessment

Support Annex – Emergency Operations Center (EOC)

Support Annex – Emergency Warning, Notification, and Emergency Public Information

Support Annex – Evacuation and Relocation Plan

Support Annex – Hazard Specific Analysis

Support Annex – Mass Care & Sheltering

Support Annex – Recovery Plan

Support Annex – University Employees

Support Annex – Volunteer and Donations Management

1. Introduction

The Cal State LA 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 the university during a disaster are to:

- Save and protect lives.
- Stabilize the incident.
- Provide essential services to and operations for the University, including academic continuity.
- Protect University property and safeguard the environment.
- Manage University resources effectively within the emergency response.

This plan has been developed to reduce the potential impacts of an emergency or disaster on the Cal State LA and to restore its academic programs and public services as safely and efficiently as possible.

This EOP assigns roles and responsibilities to university departments and personnel, provides the framework for responding to disasters and emergencies impacting the community, and establishes the authorities for direction and management of emergency operations. This EOP is divided into two parts: the Basic Plan and Attachments.

A description of each part of the plan is provided below:

Part 1: Basic Plan: The basic plan serves as an overview for elements of response, which are common to all types of emergencies. Policies and objectives for the Cal State LA are set forth in this section and revisions shall be approved by the Emergency Executive or designee.

Part 2: Attachments: This part of the EOP consists of support materials and references, which by themselves are stand-alone documents. These materials are maintained independent of the other parts of the EOP. Changes and additions to these documents are the ultimate responsibility of the Emergency Manager.

1.1 Purpose and Scope

This EOP provides the framework that enables the Cal State LA to mitigate, prepare for, respond to and recover from the effects of emergencies. In accordance with university policy, this plan is in effect at all times.

This plan incorporates and follows the principles, guidelines and requirements found in local, state and federal law. This EOP complies with the National Incident Management System

(NIMS), National Response Framework (NRF), Incident Command System (ICS) and California's Standardized Emergency Management System (SEMS).

This plan is consistent with the state and federal emergency planning concepts such as the National Preparedness System (NPS) and the Catastrophic Concept of Operations (ConOps). This EOP integrates lessons learned from previous events and best practices as well as input from the university's preparedness and response personnel and partners.

Scope

The EOP is a management tool, in that it provides the overall organization and general procedures for the management of information, activities and operations during an emergency. It is an all-hazards plan that addresses the entire spectrum of emergencies ranging from minor incidents to large-scale disasters.

The EOP applies to all university departments, personnel, faculty, employees and students. It includes all university campuses, satellite sites, field research sites, and university-sponsored events and travel. All individuals associated with the university are expected to follow the principles outlined in this EOP and be familiar with emergency management principles and procedures.

Disaster Service Workers

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 (DSWs). As such, all University employees are considered DSWs and are under the scope of this EOP. See the DRW Brochure and Section 5.1 of this EOP for additional information on DSWs.

1.2 Authorities

This EOP is established under the authority of 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 empowering the University to effectively prepare for, respond to, recover from and mitigate the impact of emergencies and disasters.

1.3 Plan Elements

This plan has three elements: the Base Plan, Incident-Specific Documents and Supplemental Materials.

Base Plan: The Base Plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities Cal State LA will use to guide and support inclusive emergency management efforts. Essential elements of the Base Plan include:

- A description of the emergency services provided by the University and how resources are mobilized.
- An overview of how the University will carry out emergency operations.
- An overview of how the University will provide information.

Incident-Specific Documents: Incident-Specific Documents include documents that describe policies, situations, ConOps and departmental responsibilities for a particular incident – such as a power outage.

Supplemental Materials: Subsequent plans and procedures (mutual aid agreements, crisis communication plans, continuity plans, logistics plans, specific campus or department plans etc.) developed in support of this EOP are incorporated by reference and maintained separately from the Base Plan.

2. Situation and Assumptions

2.1 Geography and Population

The County of Los Angeles encompasses over 4,000 square miles and has a population of 9.3 million persons. The County of Los Angeles includes 88 cities, as well as 130 named unincorporated areas. The County is within Region I, Southern Administrative Region of the California Governor's Office of Emergency Services (Cal OES).

Cal State LA is in Los Angeles County and within Disaster Management Area H in the Southern Administrative Region of the California Governor's Office of Emergency Services (Cal OES). The campus consists of 176 acres, comprising approximately two million gross square feet of building interior within Los Angeles County. The campus is in the upper northeastern section of the City of Los Angeles. The University is bounded on the northeast by the City of Alhambra and on the southeast by the City of Monterey Park. The University is bounded on the east and south by two major freeways. A Metrolink train station and transit center is located on the south portion.

The Student Housing has an operational capacity of 2,576 beds across three separate areas including South Village, University Apartments, and the Golden Eagle Apartments. During peak

hours (0830–1300 and 1700-2000, Monday through Thursday), it is estimated that the student population on the campus reaches approximately 8,000 to 10,000. The number of staff and service personnel on the campus totals approximately 2400 employees. A variety of shifts are worked (figures include faculty) with the majority working daytime hours between 0800 and 1800. Cal State LA has several children-related programs and high schools scattered throughout the campus: Child Care Center, Anna Bing Arnold, Centro de Niño's y Padres, Los Angeles High School of the Arts (LACSA), and Marc and Eva Stern Math and Science School (MASS) High School. The Campus Community consists of student housing complexes, classrooms, labs, lecture halls, theaters, studios, and other university buildings, and offices.

Being part of the California State University (CSU) system, Cal State LA has its own police department. Referred to as *Campus Police*, *University Police*, or *Public Safety*, the police officers are duly sworn peace officers of the State of California, as established by Section 830.2(c) of the California Penal Code. There are a total of 22 campuses in the CSU system, each with their own police department. Each campus' police department is quite independent of the other, as each has its own chain of command, however, some of the policies with which University Police must comply are system-wide policies. When situations arise on a campus that requires more police than the individual department can handle, other CSU campus police departments can send mutual aid officers to help.

The University is located within the service area of the Los Angeles County Fire Department, on which the University relies for fire services. The University also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The University's Facilities Management Department performs campus maintenance, custodial, landscaping, and grounds services and offers an integrated services model that provides customers with a single point of contact. Facilities Management has blanket purchase order agreements, memorandums of understanding (MOUs), with specialty vendors to provide public works services, in the event of a large scale, emergency event.

2.2 Hazard Analysis

Cal state LA is at risk for natural, human-caused and technological hazards. Each hazard poses unique challenges for emergency response.

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business or other types of harm or loss. The severity of emergencies is determined not only by the occurrence of natural events (that may be increasing in magnitude and frequency due to climate change), but also by the level of exposure and socioeconomic vulnerability to those events.

2.2.1 Types of Hazards likely to occur

Natural Hazards	Human-Caused Hazards	Technological Hazards
Extreme Weather and Temperature (hot or cold)	Civil Disturbance	Cyber-Attack/Cyber Incident
Major Earthquake		Power Outage/Shutoff
Wildfires, Smoke, and Air Quality		Utility Disruption/Emergency (gas leak/explosion, loss of water, etc.)
Wildfire	Active Shooter/Threat Multi Casualty	Hazardous Materials

2.3 Planning Assumptions

Assumptions consist of information accepted by planners as true in the absence of facts. Planning assumptions identify what the planning team assumes to be facts for planning purposes to make it possible to execute the EOP. During operations, the assumptions indicate areas to adjust in the plan as the facts of the incident become known. The assumptions listed below reflect the situations that must be considered to achieve effective emergency services at Cal State LA:

- Incidents may occur with little to no warning and impact one or more Cal State LA sites.
- The effects of the emergency may extend beyond University, City, County, or State boundaries and may exceed the response capabilities and resources of Cal State LA.
- Emergencies may result in casualties, death or displacement of students or employees.
- An emergency can result in property loss, interruption of essential services, damage to basic and critical infrastructure, and significant harm to the environment.
- Cal State LA students, faculty, employees and visitors may not be able to leave or access campus for several days due to damaged infrastructure and roadways surrounding the University.
- Transportation routes may be impacted making it difficult to bring in additional supplies and resources to the University.
- Incidents may require prolonged incident management and support operations that will transition into long-term continuity and recovery activities.
- Widespread power and communications outages may require the use of alternate methods of providing information and delivering essential services. Individuals with

access and functional needs may require resources or assets such as durable medical equipment, assistive technology, and/or accessible transportation that are limited in number and difficult to procure without integrated planning.

- Integrated planning is critical to ensure the needs of underserved and vulnerable populations are considered in aligning resources or assets.
- Response and recovery activities will be managed by incident objectives.
- A whole-community approach to emergency management will be implemented. This includes active participation by Cal State LA partners to ensure the needs of all facets of the population are met.

3. Emergency Management Structure

In accordance with state and federal laws, Cal State LA integrates the Standardized Emergency Management System, National Incident Management System and Incident Command System into its preparedness and response operations. These operational structures outline how incidents will be coordinated at all levels from the field operations to federal response.

3.1 Standardized Emergency Management System

Cal State LA utilizes SEMS, as required by California Government Code 8607(a), for managing responses to multi-agency and multi-jurisdictional emergencies in the state. SEMS incorporates the use of ICS, the California Master Mutual Aid Agreement (MMAA), the Operational Area (OA) Concept and multi-agency coordination. SEMS is a NIMS-compliant system used to manage multi-agency and multi-jurisdictional responses to emergencies in California. Under SEMS, response activities are managed at the lowest possible organizational level.

3.2 National Incident Management System

The NIMS is a nationwide standardized approach to incident management and response. It provides a comprehensive, whole-community approach to incident management for all hazards and integrates existing best practices into a consistent nationwide approach to incident management applicable to all jurisdictional levels. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. NIMS is focused on the following principles: preparedness, communications and information management, resource management, command and management, and ongoing management and supporting technologies.

3.3 Incident Command System

A primary component of both SEMS and NIMS is the ICS – a standardized on-scene emergency management system designed to allow for an integrated organizational structure

equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. Key components of the ICS include:

- Providing an organizational structure capable of responding to all hazards, regardless of complexity.
- Providing the flexibility needed to respond to an incident as it escalates in severity. The system allows for the activation of only those positions needed to manage a particular incident.
- Promoting proper span of control and unity of command.
- Providing management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents.
- Assigning employees with reasonable expertise and training to critical functions without loss of precious time.

3.4 Phases of Emergency Management

Emergency management activities are often categorized into four phases: mitigation, preparedness, response and recovery. This section includes a brief description of each phase and example activities that may occur in that phase. While conceptually useful for targeting efforts and resources, the phases of emergency management are not distinct and activities in each phase often overlap.

3.4.1 Mitigation

Reduce the loss of life and property by lessening the impact of future disasters. Examples of mitigation activities that may occur at Cal State LA include:

- Amending university ordinances, statutes, codes or policies that address risks such as fires or high winds.
- Conducting inspections of university buildings to assess earthquake risk.
- Investing in tools and technologies that will lessen incident impacts (such as backup generators).

3.4.2 Preparedness

Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from emergencies and disasters. Preparedness activities involve a continuous cycle of planning, training, exercising, evaluating and improving. These activities focus on anticipating what can go wrong, determining effective responses and developing plans of action to manage and counter risks. Examples of preparedness activities that may occur at Cal State LA include:

- Reviewing and updating emergency plans, guides, playbooks, standard operating procedures (SOPs), resources lists and other emergency services documents.

- Reviewing and updating emergency purchasing agreements and contractor/vendor lists.
- Reviewing and updating disaster cost accounting and other emergency financial procedures.
- Training of employees and volunteers.
- Managing emergency services resources.
- Testing alert and notification systems.

3.4.3 Response

Respond quickly to save lives, protect property and the environment; and meet basic human needs in the aftermath of a catastrophic incident. Examples of response activities that may occur at Cal State LA include:

- Activating the Emergency Operations Center (EOC) and emergency response personnel.
- Conducting evacuations.
- Issuing emergency alerts, emergency notifications, and providing continuous updates to the campus community on the status of the incident.

The majority of this EOP focuses on response operations – actions taken and the roles and responsibilities of partners during a response.

3.4.4 Recovery

Recovery through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy; as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident. Examples of recovery activities that may occur at Cal State LA include:

- Recovery of costs associated with response and recovery efforts.
- Rebuilding damaged structures, facilities or infrastructure on campus.
- Restoring public health and social services.
- Investing in mitigation projects.

Recovery planning begins at the onset of an emergency with Cal State LA planning for the short- and long-term effects of the current incident. Early recovery planning allows for more effective recovery operations. Response and recovery operations can sometimes overlap as there is often no clear end to response operations and beginning of recovery operations. The University's recovery efforts will begin with the EOC staff responding to the incident and may transition into a long-term recovery team as the incident stabilizes.

Depending on the size and scope of the event, the University also plans for situations in which normal operations must be temporarily paused or altered. For additional information on continuity planning see the ***Continuity of Operations Plan***.

4. Concept of Operations

This Concept of Operations addresses how the plan is implemented and how all partners work together to coordinate response operations. It is designed as a flexible system based on the ICS, a requirement of the Department of Education Emergency Management planning standards, State of California Office of Emergency Services (Cal OES) planning standards, and various U.S. Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management is integrated with the phases of emergency management. It provides for a smooth transition from response to the restoration of normal services and the implementation of programs for recovery.

4.1 Response Operations

Response operations focuses on mobilizing the university employees, deploying resources and managing operations to save lives and protect property. Response operations may last several hours or span over the course of several weeks. Response objectives change as the incident involves with the initial focus being to save lives.

4.2 Response Priorities

The emergency response priorities for the University are shown in **Table 4-1**.

Table 4-1: Response Priorities
Save and protect lives.
Stabilize the incident.
Emergency communications and information sharing.
Provide essential services to and operations for Cal State LA, including academic continuity.
Protect Cal State LA property and safeguard the environment.
Manage resources effectively in the emergency response.

4.3 Campus Response Structure

In accordance with SEMS and NIMS, Cal State LA utilizes the ICS when responding to emergencies. Initial response activities are primarily performed at the field level and field responders use the ICS principles when organizing their response.

4.3.1 Incident Command System

The ICS is scalable and flexible depending on the needs of the incident. Responsibility for the establishment and expansion of the ICS organizations falls to the Incident Commander who bases the organization on the requirements of the situation. Generally, the first responder to arrive on scene assumes command and becomes Incident Commander. This Incident Commander remains in control of the scene until somebody of equal or greater capability arrives and command is transferred. As the incident size, scope and complexity increases, the ICS organization expands.

The type of incident (fire, power outages, security threat, etc.) often dictates who responds first to the incident. The LAFD also has command authority for incidents involving fire, hazardous materials, emergency medical services or rescue. As such, Cal State LA will transition Incident Command (IC) to an outside agency under the provisions set forth in SEMS and NIMS.

4.3.2 Unified Command

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

4.3.3 Field Response

University field responders are those personnel and resources who operate under the command of the Incident Commander or UC and carry out tactical missions and response operations directly associated with the incident or threat.

4.3.4 Emergency Operations Center

An incident may impact Cal State LA for a prolonged period of time and require a centralized coordination structure to help manage the incident. If this enhanced coordination structure is needed, the EOC will be activated to provide a centralized location for university-wide strategic decisions, action planning and resource allocation to support the overall emergency response effort. The University EOC is staffed by designated members of the campus community.

Additional information on the EOC organizational structure, EOC roles and responsibilities, and incident management processes and procedures can be found in the **Support Annex - EOC**.

Activation of the EOC

When warranted, or as directed by the president or their designee, the EOC Group will convene or communicate to obtain information concerning an emergency or potential emergency and to provide recommendations to the president. Responsibility of the activation of the EOC has been designated to the Emergency Executive.

The EOC will be activated as needed by the Emergency Executive or their designee. Activation of the EOC can also be requested by the Chief of Police and the EOC Manager. The EOC's scope will be determined by the type, severity and needs of the incident.

Levels of Activation

The EOC may be activated at a response level that is consistent with the extent of the emergency described in the table below. The levels of emergency and the levels of EOC activation are described based upon the complexity of the incident. Although these levels are described progressively, conditions may require escalating or de-escalating or skipping from one level directly to another in accordance with response needs. See Table 4-2 for additional information on levels of activation.

Table 4-2: University Levels of Emergency

Activation Level	Level of Emergency	Description
Standby/Alert/ Monitoring/ Duty Officer Status	State of Readiness	Actions may be taken to prepare the EOC and the University for future activations. <i>EOC is not activated.</i>
Level 3: Lowest Level Limited Activation	Minor Incident and/or Extended Incident Management	A minor incident for which University resources are both adequate and available to respond. <i>EOC is activated and staffed at minimal level.</i>

Level 2: Middle Level Partial Activation	Moderate Incident/Emergency	A moderate incident/emergency for which University resources are both adequate and available to respond. <i>EOC is activated and partially staffed.</i>
Level 1: Highest Level Full Activation	Major Incident/Emergency	A moderate to major incident/emergency for which University resources are not adequate. Requires major coordination activities with the County of Los Angeles and other CSU campuses/systemwide with extensive resource requirements and/or mutual aid. <i>EOC fully activated, and all positions staffed. Requires multiple EOC shifts with all positions filled.</i>
Virtual/Hybrid Activation	All Levels	The EOC may activate all or part of its members virtually instead of the traditional method which requires employees to report to the EOC on a case by case basis. This may include a combination of internet-based collaboration tools and/or phone conference bridge calls.

4.3.5 Policy Group Activation

The Policy Group – comprised of the president and Cabinet – functions as a strategic leadership team, setting general policy regarding overall University emergency operations and recovery plans. More information about the Policy Group can be found in the **Support Annex – EOC**.

Once it is determined that the EOC will be activated, the president or designee will determine when/if it is necessary to convene the Policy Group. The EOC Director or designee may recommend or request that the Policy Group convenes depending on the incident.

4.4 Issuance of a State of Emergency

4.4.1 Campus State of Emergency

The president or designee will issue a **Campus State of Emergency** when an unusual occurrence requires curtailment of operating schedules. The Emergency Operations Center (EOC) and Policy Group will advise the University President in issuing a University State of Emergency.

The University president has the authority to issue a **Campus State of Emergency** under the provisions of this plan. The decision to issue an emergency is based on the president's inherent authority to regulate campus facilities and grounds and to maintain order (California Administrative Code, Title 5, §41302 and §42402). A Campus State of Emergency will be made when, in the president's opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property which cannot be met by ordinary campus administrative procedures – thus making implementation of the plan necessary. Issuance also allows the University to conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities). Implementation of the EOP activates the campus' role in the California State Emergency Plan (SEP) and is the first step in coordinating disaster assistance with local jurisdictions and allowing mutual aid to be given and/or received as necessary. A copy of the issuance of a Campus State of Emergency will be forwarded to the County EOC. The University EOC will notify the CSU Chancellor's Office Systemwide Risk Management.

4.4.2 Local and State Proclamations of Emergency

A. Emergency Declaration

The California Emergency Services Act provides the basic authorities for conducting emergency operations following a declaration of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of declarations of emergency in the State of California: local emergency, state of emergency, and state of war emergency.

1. Local Emergency (County)

When the County of Los Angeles proclaims a local emergency, the University will be covered under the County declaration. If the emergency/disaster affects the University, it may be recommended that the University also issue a State of Emergency, as that will enable the University to potentially adopt emergency ordinances and policies that would not otherwise be valid. Note that, according to the Attorney General, the County's ordinances prevail in the event there is a conflict between the County's ordinances and ordinances adopted by the University (62 Ops. Cal. Atty. Gen. 701, 708 [1979]).

When the County proclaims a local emergency, they may request that:

- CalOES concur with the local proclamation
- The Governor proclaims a State of Emergency

- The Governor requests a Presidential Declaration of an Emergency or Major Disaster

2. State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist, which threaten the safety of persons and property within the state, caused by natural or man-made incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency mutual aid for outside assistance shall be rendered in accordance with approved emergency plans when the need arises in any County or City. The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency. The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business. The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office. The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

3. Federal Declaration

The Governor can request a Presidential Declaration of an Emergency or a Major Disaster. This opens the door for federal disaster assistance. In some circumstances, a Presidential Declaration may allow for the termination of public works contracts (California Government Code 4410-4412).

4.5 Demobilization

The EOC Director will determine when response operations can be demobilized. Demobilization requires the deactivation of the EOC and the compilation of incident documentation. The Planning Section, if activated and in conjunction with the EOC Director, will develop a written or verbal demobilization plan as early in the incident as possible. Section Chiefs/Coordinators will be responsible for the demobilization of their respective sections.

4.6 Campus Recovery

Aligning with the University's incident response priorities, the first recovery step for any incident is to establish a safe and secure campus. The University will then focus on restoration of critical infrastructure and facilities and the resumption of the instructional and research environment.

5. Organization and Assignment of Responsibilities

Within the comprehensive framework of the Cal State LA EOP, this section clarifies the essential responsibilities and functions that the campus community has during an emergency. Effectively responding to emergencies necessitates a unified endeavor that transcends both geographical and departmental boundaries.

All University departments and offices share the responsibility of preparing for emergencies and aiding Emergency Management in their ongoing efforts to ready the University for emergency response. Whenever possible, emergency operations will mirror the day-to-day functions, capitalizing on the established relationships and coordination that routinely occur among University departments and offices. Moreover, while many departments and offices have designated roles in emergency response, they may also need to continue their usual duties during an emergency.

The departments and offices listed in this Support Annex – University Employees have distinct roles in emergency preparedness and response. By fulfilling the specified roles and responsibilities detailed below, University ensures a well-structured and collaborative response that safeguards the well-being of our campus community. All University departments and offices are responsible for developing internal policies and procedures that are consistent with this EOP to prepare their respective sections and facilities. University departments and offices are encouraged to engage in University-coordinated drills and exercises when suitable.

5.1 Faculty and Staff

Cal State LA faculty and staff are seen as leaders by students and should be prepared to provide leadership during an incident. Faculty and staff should understand departmental emergency plans and procedures and building evacuation procedures in areas where they work and teach. Faculty and staff may likely be the first person to arrive at an incident. They should familiarize themselves with the basic concepts for personal and departmental incident response.

5.1.b 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 DSWs.

DSWs 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 all public employees may be required to perform duties as a

DSW when the University president proclaims a campus emergency. At any time during a declared campus emergency, University employees may be required to report to work and may be assigned to disaster service work. Assignments may require the DSW service to be at locations, times and in conditions other than a person's normal work assignment. DSW duties may continue into the recovery phase of the emergency and DSW service may be organized into daily and/or hourly shifts.

5.2 Students

Students should be aware of their surroundings and familiar with building evacuation routes, exits, emergency procedures and campus assembly points. Students should ensure their contact information is up to date within the University's Emergency Alert system and educate themselves on personal preparedness activities, such as putting together their own personal emergency kit. Additional information on emergency procedures is posted throughout campus in residence halls, classrooms and laboratories, and incident-specific information is available on the website.

Role During an Incident

Students involved in an incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an incident, students should call 911 as soon as possible, direct responders to where the incident occurred if possible, and cooperate with first responders.

6. Direction, Control, and Coordination

The responsibility for emergency response is based upon statutory authority. Specifically, for Cal State LA, it is based upon the California State University (CSU) Emergency Management Policy. This Policy states "every CSU campus maintain an emergency management system to preserve life and property when hazardous conditions or other events could affect routine operations."

The authority to issue a Campus State of Emergency and modify University operations rests with the President, or the president's designated alternate, and the Policy Group. The following comprise the designated alternates to the president, in order of succession as found in **Support Annex – Emergency Operations Center (EOC)**.

6.1 Emergency Response Authority

During a declared emergency or when the EOC is activated in response to an incident, the University president delegates authority to the EOC Director or designee for the management of emergency response activities. Reporting to the president or designee, the EOC Director or designee has the responsibility for oversight and demobilization of the EOC and university emergency responders.

The EOC Director is responsible for providing executive leadership and directing all EOC operations during a university emergency proclamation 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.

During a university emergency and EOC activation, the ICS organizational structure supersedes routine reporting lines for university personnel assigned to the EOC.

6.2 Mutual Aid

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 MMAA. If mutual aid assistance is required, Cal State LA may utilize CSU's mutual aid process as well as following the California MMAA process for resources requests through the City and County. In addition to being part of the California MMAA, the University is a member of the Campus Emergency Management Mutual Assistance Agreement (CEMMA) that allows all CSU campuses to request and share resources during an emergency. See **Appendix B** for the current CEMMA.

6.3 Coordination with External Partners

In response to an incident on campus, Cal State LA may coordinate with a variety of external partners. To further enhance coordination with the City and County, the University EOC Liaison Officer may coordinate with other activated EOCs to communicate University requests for assistance. Cal State LA may also send a representative of the EOC Public Information and Media unit to the county's JIC.

7. Communication and Notification

The University Police Department, Public Safety, provides notifications, alerts and warnings of incidents/emergencies affecting the campus. The UPD Dispatch Center operates 24/7 and upon receiving information of potential incidents, they have the responsibility and capability of notifying senior leadership and Emergency Management once they determine the size and scope of an incident will require a broader response.

Cal State LA has designated the UPD and Strategic Communications as the entities responsible for the initial activation of the emergency mass notification system. Members of UPD and other designated EOC staff have received training and have been given authority to access the system. The ENS is designated to be used only in cases of emergencies that threaten the health and safety of the campus community.

The University also incorporates the use of social media to send out notifications that have been approved by the EOC through The University Home Page, X, Facebook, and television media if deemed appropriate.

7.1 Emergency Alerts and Notifications

Every effort will be taken to ensure, when relevant, emergency alerts and/or notifications are made to university stakeholders as necessary.

7.1 Notification to the Campus Community

Students, employees, faculty and other university personnel will likely be notified for events that result in a modification to campus operations (partial or full), campus evacuation, a Campus State of Emergency or a local (City/County) State of Emergency.

The University will send emergency notifications via email, phone and/or text through RAVE (“Eagle Alert”), which are issued upon the confirmation of an emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of the campus community.

Clery Act

Among other reporting requirements, the Jeanne Clery Act (Clery Act) requires colleges and universities to send out Timely Warnings to inform the campus community of a crime or potential crime that constitutes a serious or continuing threat to students, employees and faculty. Timely Warnings are distributed via email to maximize access to information that may assist individuals with taking affirmative actions to preserve their safety and welfare. See the ***Clery Handbook*** for additional information.

7.2 Notification to External Partners

The PIO or their designee is responsible for coordinating the release of any information pertaining to the status of campus operations to the campus community, the news media, and public, e.g.:

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

7.3 Notification to California State University Office of the Chancellor

Per the Critical Incident Notification Protocol issued by the CSU Office of the Chancellor on June 2, 2023, the University will notify the Chancellor's Office of Systemwide Risk Management of high impact incidents as soon as possible but no later than 24 hours of occurrence and moderate impact incidents within 72 hours of occurrence. This timely notification allows Systemwide Risk Management to assess the need for the activation of the Systemwide Emergency Support Team (SWEST) or the notification of additional Chancellor's Office Departments, partner agencies and applicable service providers. See **Appendix C** for the Critical Incident Notification Protocol Memo.

8. Plan Development and Maintenance

As assigned by the University President, the EOP is developed and maintained by Emergency Management under the authority of the Emergency Executive. As an addendum to the normal 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 is reviewed and updated in this general sequence:

- An internal review and update by Emergency Management Staff.
- Each EOC Section Group will be asked to review the latest version of the **Support Annex – EOC** and provide comments or updates.
- The Policy Group and the members of the JIC will be asked to review the latest version and provide comments or updates.
- The Office for Students with Disabilities will be asked to review the latest version and complete an accessibility review.
- Proposed changes will be collected and summarized by the Emergency Manager

This plan is also designed to be updated after each emergency and/or EOC activation, based upon After-Action Reports (AARs) and Improvement Plans (IPs) or after an annual review.

Changes to the EOP shall be outlined in the Record of Changes on page vi. Any substantive changes shall be approved by the Emergency Executive.

8.1 After-Action Reporting

Following an event that requires activation of the EOC, the University will develop an After-Action Report (AAR), which provides a process to review actions taken, identifies shortcomings

in resources or equipment, improves operational readiness and highlights strengths. The AAR allows for dedicated time and processes to evaluate areas of improvement and strengths in a response. In addition to conducting an AAR following an EOC activation, an AAR may also be conducted following exercises.

Within 30 days of EOC demobilization, the EOC Director or designee will gather observations from individuals that responded to the incident. These findings will be used to inform and develop an AAR within 6 months.

9. Training, Exercises, and Drills

The objective of Emergency Management training and exercise plan is to have a coordinated strategy that combines enhanced planning, innovative training, and realistic exercises to strengthen the University emergency preparedness and response capabilities. Training and exercises play a crucial role in providing the University with a means of attaining, practicing, validating, and improving emergency response and recovery capabilities.

The University conducts various trainings, exercises, and drills consistent with the objective of campus community preparedness from an all-hazards approach to include the CSU Emergency Procedures course for all University staff consistent with CSU Emergency Management Policy (2023). The CSU Emergency Procedures training course includes, but is not limited to, building evacuation (fire alarms), earthquake response, active assailant response, and emergency notification messaging.

The Emergency Management Policy requires specific frequencies for EOC training. See References for full Emergency Management policy.

- Provide general instructions to the campus population regarding potential hazards, methods of alerting and protective actions
- Familiarize the campus community with evacuation procedures and routes to reduce panic during an actual emergency

EOC Training

To maintain proficiency, EOC members will be provided with training to include:

- General Emergency Operations (SEMS, NIMS, ICS and position-specific training)
- EOC Section-specific training

10. Authorities

The EOP and Annexes address the Universities emergency responsibilities. Cal State LA Emergency Management is authorized and governed by the following:

10.1 Federal

- Federal Civil Defense Act of 1950, Public Law (PL) 81-950, as amended
- Americans with Disabilities Act of 1990 (ADA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- 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 of 2002
- Homeland Security Presidential Directive 5, February 28, 2003
- Homeland Security Presidential Directive 7, December 17, 2003
- Higher Education Opportunity Act of 2008, including the Jeanne Clery Act
- Homeland Security Presidential Directive 8, March 30, 2011
- 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
- Family Educational Rights and Privacy Act (FERPA)

10.2 State of California

- The Standardized Emergency Management System (SEMS) as described by California Government Code Section 8607(a)
- California Code of Regulations (CCR) Title 19, Division 2, Chapter 1: SEMS
- “Local Government” as defined by California Government Code Section 8680.2
- Local government must use the California SEMS to be eligible for state funding of response-related personnel costs (CCR, Title 19, §2920, §2925, and §2930)
- The adoption of the NIMS by State and local organizations is a condition for federal preparedness assistance (Department of Homeland Security, NIMS, 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 Emergency Plan, 2023

10.3 Local and California State University (CSU)

- CSU Executive Order 943, which denotes Student Health Center in the Emergency Operations Plan (EOP)
- CSU Emergency Management Policy (Executive Order 1056)
- CSU Emergency Operating Status

11. Appendix List

Appendix A - Acronyms and Glossary

Appendix B - CEMMA

Appendix C - Critical Notification Protocol Memo

Appendix D - CSU Emergency Operating Status

Incident Annex – Acts of Violence

Incident Annex – Civil Disturbance

Incident Annex – Earthquake

Incident Annex – Hazardous Materials Emergency

Incident Annex – Multi-Casualty Incident (MCI)

Incident Annex – Power Outage

Incident Annex – Public Health Emergency

Incident Annex – Severe Weather

Incident Annex – Wildland Structural / Fire Incident

Support Annex – Damage Safety Assessment

Support Annex – Emergency Operations Center (EOC)

Support Annex – Emergency Warning, Notification, and Emergency Public Information

Support Annex – Evacuation and Relocation Plan

Support Annex – Hazard Specific Analysis

Support Annex – Mass Care & Sheltering

Support Annex – Recovery Plan

Support Annex – University Employees

Support Annex – Volunteer and Donations Management