



California State University, Los Angeles
Department of Public Safety

NUMBER:	IV-37	APPROVED:	_____
			Gregory D. King, Chief of Police
EFFECTIVE:	May 1, 2010		
SUPERSEDES:	7/14/2003	Reviewed/Revised:	March 1, 2010
SUBJECT:	Incident Command Systems		

I. PURPOSE:

The purpose of this directive is to provide guidance to Department staff regarding response considerations when the Incident Command System (ICS) is utilized. This Department Order augments the University's Multi-Hazard Emergency Response Plan and provides supplemental considerations regarding natural and manmade disasters, civil disturbances, and other unusual occurrences that are not previously discussed in other Department Orders, Policies, or Procedures.

II. POLICY:

It shall be the policy of this Department to respond to planned and unplanned, disasters or emergencies that occur on this campus, or in our sphere of influence when requested, in a professional and informed manner utilizing the ICS guidelines.

III. DEFINITIONS:

- A. Emergency situation. An actual or potential condition that poses an immediate threat to life or property.
- B. Unusual Occurrence. Situations, generally of an emergency nature, that result from disaster, both natural and man-made, that includes civilian disturbances, floods, hurricanes, earthquakes, explosions, riots, disorders, violence from dissident gatherings and marches, rock concerts, political conventions, labor disputes, and terrorist activities.
- C. Incident Commander. The senior Department member in-charge at an ICS or LEICS command post during an emergency or unusual occurrence. Incident Commanders may also be referred to as the Officer-in-Charge.
- D. Law Enforcement Incident Command System: A standardized system of managing emergencies and unusual occurrences, using the ICS protocol and procedures. It is also a standardized reporting method should any reimbursement be requested from agencies such as the Federal Emergency Management Agency (FEMA), or the California State Office of Emergency Services (OES).
- E. Unified Command: A procedure used at incidents which allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

- F. Exercise: Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency's role in handling unusual occurrence incidents. This could include table top, functional, and/or full field exercises.
- G. Incident Command System: A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and environment. There are five major components: command, planning, operation, logistics, and finance/administration.

IV. PROCEDURES:

- A. This Department will respond to all reported emergency or unusual occurrences in a timely, professional, and prepared manner.
- B. In the most rigid sense, Incident Command Systems (ICS) within the SEMS Regulations need only be used in incidents which require multiple agencies or multiple jurisdictional involvement whether they are single discipline (e.g. all fire services or all law enforcement) or multi-discipline. Establishing the ICS would therefore be required whenever an emergency incident involves more than one response agency. However, members of this agency may implement ICS when deemed necessary by the Chief of Police, on-duty Command Officer, or Watch Commander.
- C. The criteria for ICS activation is as follows:
 - 1. Any unusual or emergency occurrence or incident that requires a multiple agency response to the University.
 - 2. Major on-campus incidents, when directed by the Chief of Police, on-duty Command Officer, or Watch Commander, such as large planned events, commencement activities, concerts, etc; or, unplanned events that cause or have the potential to cause a major disturbance on campus, terrorist events, or a safety concern to the campus community or our sphere of influence. Some additional examples of these incidents include, but not limited to, the following:
 - a. Unplanned events:
 - 1) Officer involved shooting;
 - 2) Civil Disorder;
 - 3) Hostage situation;
 - 4) Aircraft accident;
 - 5) Hazardous material spills;
 - 6) Floods;
 - 7) Fires and Explosions; and
 - 8) Earthquakes.
 - b. Planned events:
 - 1) Dignitary visits;
 - 2) Large sporting/Concert event;
 - 3) Parades or marches; and
 - 4) Commencement activities.

D. Command Section Function.

1. The Command Function, whether utilizing a single Incident Commander or functioning as part of a Unified Command Team is responsible for:
 - a. activating the Incident Command System;
 - b. establishing an incident command post (either at the Emergency Operations Center (EOC), or in the field from a police cruiser or the Mobile Command Vehicle);
 - c. initiating the notification and mobilization of additional agency personnel, when required;
 - d. obtaining support from other agencies;
 - e. establishing a staging area, if necessary;
 - f. providing public information and maintaining media relations;
 - g. maintaining the safety of all affected personnel;
 - h. the overall management of the emergency;
 - i. the development and implementation of strategic goals and objectives;
 - j. for approving the release of University or mutual-aid resources during and after an emergency; and
 - k. preparing a documented after action report.
2. When the Chief of Police (EOC Director), Command Staff, or in their absence the on-duty Watch Commander has determined an emergency or critical incident is about to occur or is occurring, the Incident Command System shall be activated. The Incident Commander will implement the procedures outlined in this order and one of several ICS Checklists. In addition to other resources, the checklists identify tactical teams and other specialized units that may be needed. Checklists have been established for:
 - a. EOC Director (Command);
 - b. Operations;
 - c. Planning;
 - d. Logistics; and
 - e. Finance
3. A Command Post (CP) will be established as a “field” location at which the primary incident command functions will be performed from. This may be in unison with the activation of the University’s Emergency Operations Center (EOC), or separately and independently. Initially the CP may be the trunk or hood of a car. As the incident progresses, the ICP may be moved to a specialized mobile vehicle (Mobile Command Vehicle), or to a fixed facility. The role of the CP is to:
 - keep command personnel together;
 - provide a central point of planning;
 - provide a central location for mission control; and
 - to coordinate resources.

Considerations for selecting a site include:

- Is the site strategic – yet safe (is it out of the line of fire, away from hazards, etc.);
- Is it defensible – not only from the situation, but from the media, the public, and other interferences;

- Is it accessible – can it be gotten to by responding personnel from several routes;
 - Proximity – too often ICP's are placed too close to an incident. The ICP does NOT have to be within sight of the incident source;
 - Does it have room for growth if the incident expands in size and scope; and
 - Does the site have adequate resources (e.g. restrooms, drinking water, electricity, etc) – if not, these would have to be brought in.
4. When the Chief of Police, the on-duty Command Officer, or in their absence, the on-duty Watch Commander, has determined an emergency or unusual occurrence is about to occur or is occurring, notification, mobilization, and recall of all necessary and available Department personnel may be directed. All available staff who receive notification are expected to respond to the pre-designated staging area for briefing, equipment issue, and assignment. The Police Communications Unit (Dispatch) will be directed to make notification to personnel via direct phone contact, and/or the emergency notification system (voice, text, and email capable).
 5. When ICS is activated a Safety Officer position will be activated and will be responsible for maintaining the safety of all affected personnel, to include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations.
 - a. One Safety Officer will be assigned for each incident. Environmental Health Safety/Risk Management (EH&S/RM) personnel may be assigned as the Safety Officer, as needed.
 - b. When the Incident Command Post is activated, the Safety Officer will report to the ICP to provide safety oversight.
 - c. In the event of a hazardous materials incident, an EH&S/RM employee will be assigned the coordinating task, and will report to the Safety Officer.
 6. Supervisors or patrol officers may find that they may personally be required, due to staff shortages or assignments, to perform all duties listed above until such time as sufficient personnel have arrived.
 7. At the time personnel are notified to respond for deployment they will be advised of the staging area location where they are to report. The University EOC will be utilized as the primary assembly area unless otherwise dictated. An alternate assembly area could include an identified field command post.
 8. All available communications equipment, radio frequencies, unit designators, and etc., will be identified and employed as needed (including joint-use equipment).
 9. Available situational maps for the incident location will be obtained as soon as practical. In those instances where no maps are available, the Incident

Commander will direct that a map be prepared by the person most knowledgeable of the area and/or situation.

10. The Chief of Police is responsible for coordinating operations with any on-site emergency management personnel.
11. The Command Function has the responsibility for operating and coordinating all emergency operations within the campus' jurisdiction utilizing SEMS, NIMS and ICS.
 - a. Requesting mutual aid assistance with the approval of the University's Emergency Operations Executive.
 - b. Providing a liaison with nearby jurisdictions and appropriate State and Federal agencies.
12. In the field, mutual-aid support and agency liaison will be coordinated through the assigned Liaison Officer.
 - a. When utilizing resources from other agencies, the Liaison Officer will have the ultimate responsibility to identify and report the names of personnel and the type of equipment used by the other agencies, to the Finance/Administrative Section.
 - b. When practical, the integrity of individual agency personnel from mutual-aid resources will be maintained. This is normally accomplished by providing specific unit assignments to other agency personnel.
 - c. The request for any federal law enforcement or National Guard assistance, or any form of military support, will be made by the Chief of Police in consultation with the University President, and will adhere to California State Government Code, Sections 8555-8561.
 - d. Assistance from federal sources shall be of last resort and only requested after regional resources are incapable or available.
 - e. Requests for Martial Law will be made by the Chief of Police in consultation with the University President. The Governor of the State of California will make the final determination if Martial Law will be declared.
13. The senior member of each unit assigned a task will, upon conclusion of the incident; complete an after-action report which will be forwarded to the incident Plans Section for inclusion into the overall incident after-action report. The overall after-action report will be completed by a responsible person identified by the Chief of Police or Incident Commander.
14. Public Information Officer (PIO).
 - a. There shall only be one central point for information release on any incident. The responsibility falls upon the Incident Commander who shall conduct all briefings, or delegate that authority to a single responsible person. This responsibility should be assigned whenever practical to a member of the University's Public Affairs Office.
 - b. When activated, a public information officer will be identified and will perform those duties in accordance with General Order I-9, Public Information & Media Policy.

- c. The Public Information Officer will be kept informed in an effort to control rumors, and facilitate community relations through periodic media releases as appropriate.
 - d. The use of the, local television and radio, or newspaper can be used to accomplish rumor control.
 - e. The distribution of campus specific information can be accomplished through:
 - the University's electronic mail system;
 - the mass notification system (voice and text);
 - the public address system;
 - electronic message signs available at strategic points around the campus; and
 - by the placement of written signage.
 - f. Press conferences will be conducted by the PIO in an area established by the Incident Commander. All announcements shall be approved prior to release by the Incident Commander and the Planning Section.
15. Casualties & Medical.
- a. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.
 - b. Coordination must be maintained with emergency medical personnel and any Coroners representative's on-scene.
 - c. A location for triage as well as a temporary morgue needs to be identified as soon as practical after the incident occurs.
 - d. An accounting of all casualty information will be maintained and relinquished to the Los Angeles County Coroner's Office, unless otherwise directed by that office.
 - e. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.

E. Operations Section Function

- 1. The Operations Section of ICS is the primary responsibility of the University Police Department.
- 2. The Operations Section, which includes on-scene field response personnel, assists in formulating and interpreting strategy established by the Incident Commander; and implements it tactically according to the Emergency Operations Plan, University operating guidelines, and the provisions within this document. Duties and responsibilities include:
 - a. establishing perimeters;
 - b. conducting evacuations;
 - c. maintaining command post and scene security;
 - d. providing for detainee transportation, processing, and confinement;
 - e. directing and controlling traffic; and
 - f. conducting post incident investigation.

3. The Operations Section Chief, a member of the University Police Command staff or the Watch Commander, activates and supervises organizational elements in accordance with the Incident Action Plan, and is responsible for coordination of all CSULA field response for the duration of the incident. The Operations Section Chief also directs the preparation of unit operational plans and requests for releases of resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander and the Planning / Intelligence Section Chief.
4. Access Controls (perimeters) and Evacuations.
 - a. When an area is considered unsafe or is to be evacuated, a perimeter will be set up and access controls will be established.
 - b. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation.
 - c. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
 - d. Various personnel and devices will be required to control access, such as the following:
 - Control point(s);
 - Personnel to direct traffic and staff control points;
 - Patrols within and outside the secured areas;
 - Two-way radios to communicate with personnel inside and outside of the secured area;
 - Signs to control or restrict traffic;
 - Adjacent highway markers indicating closure of area; and
 - Markers on surface roads leading into the secured area.
 - e. Evacuations
 - University Police will have primary responsibility for safe and orderly evacuation of the University. The EOC Director may assist the Operations Section Chief (Command Officer or Watch Commander) in constituting and briefing the evacuation teams (*Police, Eagle Patrol, Parking personnel, Environmental Health & Safety/Risk Management staff, and Building Administrators and Evacuation personnel*).
 - The Operations Chief or Watch Commander will, upon receiving notification of an impending critical incident, immediately begin constituting the evacuation teams as identified above and establish a staging site near the EOC for personnel deployment and information. The Operations Chief will:
 - Determine which team members can initiate evacuation procedures from their work area;
 - Establish evacuation teams and assign them to specific evacuation zones;
 - Assign team leaders, confirm radio call signs;

- Ensure that all team leaders know who is assigned to their team;
 - Ensure that all personnel are briefed thoroughly on their areas of responsibility;
 - Know what posture will be used to gain compliance from individuals to be evacuated; and
 - Ensure that a communications plan is put into effect for the teams and that dispatch is briefed on the evacuation procedures to be used.
 - Evacuation Team Leaders, once selected will:
 - Organize their individual teams and ensure all members understand their responsibilities and area to be covered,
 - Assign team members to evacuation assignments on specific buildings or floors within their area of responsibility.
 - Ensure that all team members have a working flashlight and adequate communications capability, and
 - Confirm the method for transporting their specific teams to their area of responsibility
 - Evacuation Team Members will respond to the University EOC or stay at their workstation, as determined by the Operations Chief. After receiving a briefing from the Evacuation Team Leader on the current situation and the exact evacuation procedures to be used, the Team Members will ensure they have any appropriate equipment, that they know what team they are assigned to, and the identity of their Team Leader
5. Command Post and scene security.
- a. The security of the Command Post will be the responsibility of the University Police, with assistance as required from other entities supporting the response, if any. Only personnel authorized by the Incident Commander or the Chief of Police shall be allowed within the area of the Command Post.
 - b. For purposes of control and evidence recovery (when applicable), personnel shall be deployed in a method that limits access to the affected zone. A record of those individuals allowed into the scene, shall be maintained for reference.
 - c. The University Police will be responsible for public facility security of the University unless otherwise directed by the Chief of Police, his/her designee, or the Incident Commander.
 - d. Since University Police personnel are familiar with the buildings on campus, once a building, sector, or other location is secured, other agencies may be used to maintain the building, sector, or other location's security until relieved.
 - e. Eagle Patrol & Parking Services personnel will be utilized for low-risk duties, such as security control of the Incident Command Post and the Emergency Operations Center.

6. During emergency situations, University Police will assign traffic control responsibilities to the Parking & Transportation Services Department.
 - a. Parking Service Officers and Auxiliary personnel will be utilized for low-risk traffic control duties.
 - b. In dangerous situations, sworn University or other agency staff will be used.
 - c. Traffic control plans will be identified and adhered to in an effort to ensure vehicles are not allowed into incident areas.
7. The Incident Commanders must understand that transportation of staff to or from incident locations may be limited by terrain, building collapses, etc.
 - a. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 - b. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 - c. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staffs are based, and the type and number of staff required to contain the incident.
 - d. Alternate modes of transportation such as Metrolink, MTA Buses, privately owned automobiles, other agency vehicles, or other vehicles assigned to the University may be used as required.
8. All prisoners will be transported in authorized police vehicles unless otherwise directed by the Incident Commander or Operations Section Chief. General Order IV-28 (Prisoner Transport) provides additional details on the transport of prisoners and General Order IV-32 (Mass Arrests) address processing and confinement information.
 - a. Plans must consider the use of a court and prosecutorial liaison if required.
 - b. When available, the District Attorney's Office, or City Attorney's Office should be requested to respond to the command post.
 - c. The Incident Commander will identify those responsible for approving and processing all reports.
9. The Incident Commander must ensure that all staff understands their legal authority in emergency or critical incidents. Section 409.5 of the California Penal Code defines the authority given to peace officers to close disaster areas, as well as exclusion from police command post areas, and unauthorized entry into disaster areas.
10. The post-incident investigation duties will be assigned by supervisors within the chain of command and at the direction of the Operations Section. These duties will be identified based on the type of incident being handled. All situations in which criminal activity is suspected will be coordinated through the University Police Investigations Section.

F. Planning & Intelligence Section Functions.

1. The Planning & Intelligence Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
2. The Section Chief, a member of the general staff in ICS, is also responsible for:
 - a. preparing a documented incident action plan;
 - b. gathering and disseminating information and intelligence; and
 - c. planning post-incident demobilization.
3. Activities of the Planning and Intelligence Section Chief that lead to proper response include:
 - a. Assembling information on alternative strategies;
 - b. Providing periodic predictions on incident potential;
 - c. Reporting significant changes in incident status;
 - d. Compiling and displaying incident status information; and
 - e. Overseeing the preparation of the incident demobilization plan.
4. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.
5. The Planning & Intelligence Section Chief conducts the Planning Meetings and is responsible for producing a written Incident Action Plan (if so directed by the EOC Director). The Planning Section Chief activates and supervises units within the Planning Section.
6. The Incident Action Plan is prepared by the Planning & Intelligence Section, with input from the appropriate Sections and Branches of the Command Post. It should be written at the outset, and revised continually throughout the response.
 - a. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary.
 - b. Larger, more complex incidents will require an Action Plan to coordinate activities.
 - c. The level of detail required in an Action Plan will vary according to the size and complexity of the response.
 - d. The Incident Commander may direct that a written Incident Action Plan be developed for any incident.
 - e. The Plan must be accurate and completely transmit the information gathered during the planning process.
 - f. The plan must be prepared and distributed prior to the Operations Shift Briefing.
 - g. A plan should be prepared for each operational period.
 - h. A planning process has been developed as part of the Incident Command System to facilitate the development of an Action Plan in an orderly and systematic manner.

7. Situation Analysis will be needed to gather, organize and disseminate information and intelligence regarding incident status. This function is also responsible for the evaluation, analysis, and display of that information for use by the Incident Command Post staff.
8. Establish a protocol that will allow for the immediate de-escalation of the reported incident. De-escalation procedures shall include:
 - a. post-occurrence duties (i.e., equipment used, injuries reported, and cost factors determined;
 - b. continued contact with court and prosecutor's office;
 - c. After-Action Report and review; and
 - d. Critical Incident Stress Management De-briefing.

G. Logistics Section Function.

1. The Logistics Section is responsible for providing facilities, services, and materials in support of the emergency incident.
 - a. The Logistics Section Chief, a member of the general staff, ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
 - b. The Logistics Section Chief reports to the Incident Commander on all matters pertaining to Section activities.
2. The Logistics Section provides logistical support to all other Sections within the Incident Command Post; activates and supervises the Service and Support Branches and the Units within the Logistics Section and participates in development and implementation of the Incident Action Plan. Specific coordination duties include:
 - a. communications;
 - b. transportation needs;
 - c. medical support coordination;
 - d. supplies; and
 - e. specialized team and equipment needs.
3. Supplies: the University Police, as well as the University as a whole, has a limited but in-depth amount of equipment available in the event of an emergency or critical incident.
 - a. Logistics staff must communicate field needs to the appropriate on or off-campus personnel to ensure equipment needs are met.
 - b. The Command staff and other management and supervisory personnel all possess Department credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incidents.
 - c. The electronic inventory controls established for emergency supplies and equipment and maintained at the EOC will be utilized when practical. Records of equipment and supplies used will be maintained, if at all possible.

d. It is the responsibility of the Logistics Section to manage ALL incident logistics including:

- Personnel
- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance & fueling
- Food services (for responders)
- Medical services (for responders)
- All off-incident resources

This does not mean that this Section directly supervises these items, but rather ensures that they are obtained, assigned, accounted for, and released appropriately.

4. To assist with communications for critical incidents the Command Post will be activated and an additional Dispatcher will be called in to assist with communications coordination. The Dispatch location at the EOC will be the main record keeping station of the emergency response once the EOC is activated.
5. All responding personnel will either be issued radios on the Department frequency or will provide the Communications Center with a radio for monitoring of their radio traffic. The “family radio” system is a secondary communication alternative for use by support personnel. The incident commander will designate which radio frequencies and systems will be utilized by different assisting components.
6. The Logistics Section will procure transportation for staff to/from incident locations may be limited by terrain, building collapses, etc.
7. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 - a. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 - b. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staff is based, and the type and number of staff required to contain the incident.
 - c. Alternate modes of transportation such as other agency vehicles, privately owned automobiles, or other vehicles assigned to the University may be used as required.
8. Medical Support will provided for by the activation of the Medical Unit by responding Paramedics, contracted EMS Services or a staff physician from the Student Health and Counseling Center.
 - a. A medical plan will be put in place to directly support the needs of the Incident Command Post Staff and all field responders.

- b. Individuals tasked with this role will first obtain information on any injuries that occurred during initial response operations, identify and coordinated planning with the Safety Officer and determine:
 - Level of emergency medical activities performed prior to activation of the Unit;
 - Number and location of aid stations;
 - Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident;
 - Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and/or
 - Additional Medical supplies needed.
9. Specialized teams participating in the critical incident response, such as the Los Angeles City or County Bomb Squads, SWAT groups, Hazardous Materials personnel, and the Los Angeles County Fire Department will be responsible for providing and maintaining any specialized equipment needed for their response.

H. Finance & Administration Section Function.

1. The Finance Section is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during incident activities. This duty includes the coordination of:
 - a. recording personnel time;
 - b. procuring additional resources;
 - c. recording expenses; and
 - d. documenting injuries and liability issues.
2. The Finance Section Chief, a member of the General Staff, has the major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster.
3. The Finance Section Chief activates and supervises units within the Finance Section.
4. A Finance Section Chief position responsible for personnel time recording will be activated when required. This function will:
 - a. Ensure that an audit trail is maintained covering the billing, invoice payments, and documentation of labor and services used during emergency incident activities.
 - b. Track and record personnel time, ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
5. Additional resources will be provided through the Procurement Branch, which is responsible for developing a procurement plan to ensure that

goods and services are procured to meet the needs of the emergency incident.

- a. The Procurement Branch, working closely with the Logistics Section will implement the procurement plan and perform all incident ordering.
 - b. The Procurement Branch also manages the emergency incident petty cash funds.
6. Due to the requirement for legal input, if possible, Finance Section Chief will coordinate with University General Counsel and Information Technology Services when possible.
 7. Expenses will be recorded in order to maintain an audit trail covering the billing, invoice payments, and documentation of services used during emergency incident activities ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed. The duties include:
 - a. providing a financial and cost analysis; and
 - b. ensuring obligation documents that are initiated at the incident are properly prepared and completed (e.g. invoices, rental agreements, etc.)
 8. Injuries and liability issues arising from injuries, property damage, or deaths occurring during an emergency incident will be documented by the Operations Section and provided to the Finance Section Chief, with copies to the EH&S/RM Director. As a part of this responsibility, the Finance Section Chief and the EH&S/RM Director are responsible for gathering evidence and preparing claims documentation for any event involving damage to public or private properties, which could result in a claim against the University.

V. APPENDICES:

1. 201 LEICS (Rev 1/98) Incident Briefing, Pages 8-11
2. 202 LEICS (Rev 1/98) Incident Objectives, Page 12
3. 203 LEICS (Rev 1/98) Organizational Assignments, Page 13
4. 204 LEICS (Rev 1/98) Division/Unit Assignment List, Page 14
5. 207 LEICS (Rev 1/98) Organizational Chart, Page 15
6. 209 LEICS (Rev 1/98) PIO Information Summary, Page 16
7. 211 LEICS (Rev 1/98) Check In List(Personnel/Equip), Page 17
8. 211E LEICS (Rev 1/98) Check In List (Equipment), Page 18
9. 215 LEICS (Rev 1/98) Incident Planning Worksheet, Page 19
10. 220 LEICS (Rev 1/98) Air Operations Worksheet, Page 20

Note: Officers are issued individual books with further guiding materials.

1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period [Date & Time]		
<p data-bbox="779 325 917 357">5. Map Sketch</p>		
		<p data-bbox="1242 1848 1331 1879">PAGE 1</p> <p data-bbox="1372 1848 1485 1900">201 LEICS Rev. 1/98</p>

6. Current Organization

PAGE 2

201 LEICS
Rev. 1/98

7. Resource Summary										
Resources Ordered	Resource Identification		ETA	On Scene	Location / Assignment					
8. Medical Plan										
8a. Medical Aid Stations / Medical Evaluation Vehicles [Helicopter / Ambulance]										
Designation / Type	Base / Stand-by Location		Contact		Paramedic					
			Radio Frequency	Phone Number	Yes	No				
					Yes	No				
					Yes	No				
					Yes	No				
					Yes	No				
					Yes	No				
8b. Hospitals										
8c. Procedure To Address Medical Assistance / Access Routes										
Name & Address	Contact		Transport Time		Helipad Equipped		Burn Center		Trauma Center	
	Phone Number	Radio Freq.	Air	Ground	Yes	No	Yes	No	Yes	No
					Yes	No	Yes	No	Yes	No
					Yes	No	Yes	No	Yes	No
					Yes	No	Yes	No	Yes	No
					Yes	No	Yes	No	Yes	No
								PAGE 3	201 LEICS Rev. 1/98	

9. Summary of Action / Unit Activity Log					
10. Unit Name / Designation		11. Unit Leader [Name & Position]		12. Operational Period [Date / Time]	
13. Assigned Personnel					
Name		ICS Position		Agency /Station	
Time	14. Major Events				
15. Prepared by [Name & Position]		Date / Time		PAGE 4	201 LEICS Rev. 1/98

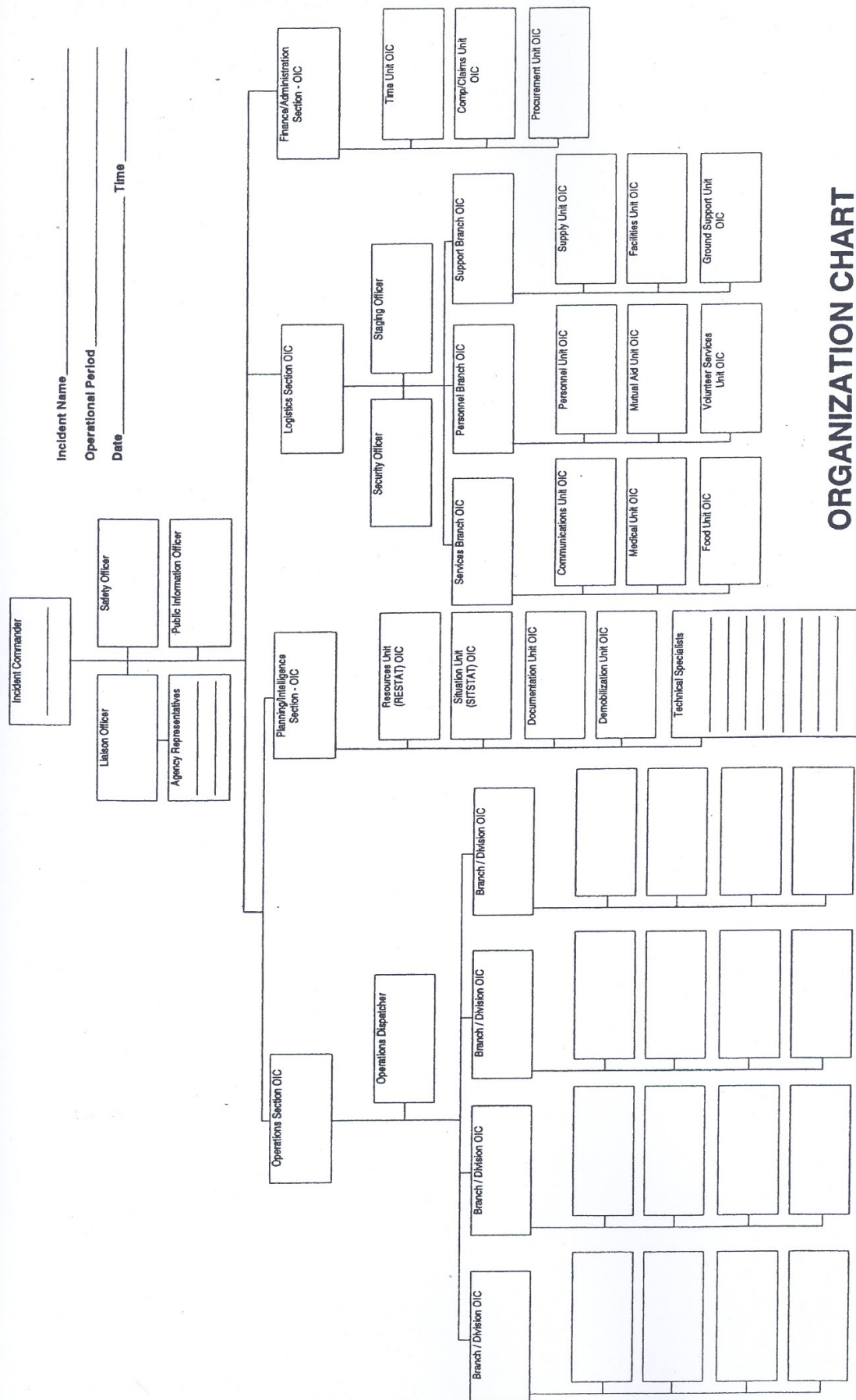
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ORGANIZATION ASSIGNMENTS

1. INCIDENT NAME		2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD (DATE/TIME)
5. INCIDENT COMMANDER AND STAFF			9. OPERATIONS SECTION	
INCIDENT COMMANDER:			POSITION OIC	NAME
DEPUTY INCIDENT COMMANDER:			DEPUTY OIC	
PUBLIC INFORMATION OFFICER			A.	
LIAISON OFFICER			OIC	
6. AGENCY REPRESENTATIVES				
AGENCY	NAME			
7. PLANNING/INTELLIGENCE SECTION			B.	
POSITION OIC	NAME	OIC		
DEPUTY OIC				
8. LOGISTICS SECTION			10. FINANCE/ADMINISTRATION SECTION	
POSITION OIC	NAME	POSITION OIC	NAME	
DEPUTY OIC				
A. SUPPORT BRANCH				
OIC				
B. SERVICE BRANCH				
OIC				
C. PERSONNEL BRANCH				
OIC				
12. PREPARED BY:				203 LEICS Rev. 1/98

DIVISION/UNIT ASSIGNMENT LIST

1. INCIDENT NAME			2. DIVISION/UNIT			
3. OPERATIONAL PERIOD (DATE/TIME)			4. DATE PREPARED		5. TIME PREPARED	
6. OPERATIONS PERSONNEL						
OPERATIONS OIC _____			DIVISION/GROUP OIC _____			
BRANCH OIC _____						
7. RESOURCES ASSIGNED THIS PERIOD						
RESOURCE DESIGNATOR	OIC	NUMBER PERSONS	TRANS. NEEDED	LOCATION	TIME IN / TIME OUT	
8. MISSION(S)						
9. SPECIAL INSTRUCTIONS						
10. COMMUNICATIONS SUMMARY						
FUNCTION		FREQUENCY	CHANNEL	FUNCTION	FREQUENCY	CHANNEL
COMMAND	PRIMARY			ADMIN & LOGISTICS	PRIMARY	
	ALTERNATE				ALTERNATE	
DIVISION/ GROUP TACTICAL	PRIMARY			GROUND TO AIR	PRIMARY	
	ALTERNATE				ALTERNATE	
SPECIAL INSTRUCTIONS				GROUND TO AIR	PRIMARY	
					ALTERNATE	
11. PREPARED BY (NAME/POSITION)			12. APPROVED BY			204-LEICS Rev. 1/98





PUBLIC INFORMATION SUMMARY - INCIDENT STATUS

1. INCIDENT NAME		2. TYPE		3. CAUSE	
LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME
8. AREAS INVOLVED			14. AREAS EVACUATED		
9. AGENCIES RESOURCES COMMITTED			15. SHELTER CENTERS		
10. CASUALTIES A. INCIDENT PERSONNEL a. Injuries _____ b. Fatalities _____ B. PUBLIC a. Injuries _____ b. Fatalities _____			16. HOSPITAL/CONTACT PERSON 17. ROAD STATUS		
11. DAMAGE ESTIMATES A. PUBLIC \$ _____ B. PRIVATE \$ _____			18. MISCELLANEOUS		
12. WARNINGS-EXPECTED HAZARDS LOCATION TYPE PERIOD			19. PIO PHONES		
13. CURRENT WEATHER			FORECAST WEATHER		
21. PREPARED BY			DATE/TIME		
22. APPROVED BY			209-LEICS Rev. 1/98		

PERSONNEL

[illegible]

CSLA Emergency Operations 		
Emergency Operations Executive Checklist		
Activity: Ensures that the Emergency Management Staff performs according to established policy and procedures. Directs the recovery process and prioritizes salvage operations. Provides the President with information to make decisions concerning response, recovery and the reopening of the campus.	Date / Time Person Completing Checklist Reported to EOC:	
Primary Position Responsible for this Function: Vice President for Administration and Chief Financial Officer.	Name of Person Completing Checklist:	
Action Guideline:	Action Taken:	
Obtain information on situation immediately. Possible sources of information include Public Safety, Facilities Management, radio or television reports, etc.		
Notify campus President of situation. If appropriate, direct Emergency Operations Center Director (Director of Public Safety) to activate emergency plan and campus EOC.		
Ensure all emergency notifications have been made.		
Authorize emergency messages and dissemination of public information to the campus and community.		
Establish priorities, authorize exceptions and direct and coordinate overall response during emergency.		
Determine if evacuation and campus closure is appropriate. If so, implement Campus Closure Procedure.		
Ensure adequate communications with President, Vice Presidents, Chancellor's Office, campus constituencies and off-campus agencies.		
Notes on Conditions Observed: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
FILENAME: Checklist EmerOpExec vsd		

CSLA Emergency Operations



EOC Director Checklist: Command



Activity: Directs emergency operations in accordance with established Action Plan and with policy direction from the President and the Emergency Operations Executive. Overall management of incident and emergency activities, including development, implementation and review of strategic decisions.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Chief, University Police.		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Contact Emergency Operations Executive and obtain approval for implementation of plan (if time permits).		
Direct Section Managers (Operations, Finance, Logistics, and Planning) to make emergency notifications.		
Notify staff if EOC is to be activated.		
Activate EOC, if required.		
Initiate emergency messages to campus community via emergency vehicle public address systems and telephone notifications.		
Log names of personnel reporting to campus EOC and record times		
Make EOC assignments. Distribute identification vests and materials.		
Brief members of EOC on situation, instructions, and actions taken by local area (as known).		
Activate call-back procedures.		
Establish communications with Director of Emergency Services, County EOC/Sheriff's Department, University Police Dispatch Center, and campus responders.		
Advise Emergency Operations Executive of situation and recommend appropriate actions.		
Establish operational schedules and priorities consistent with direction from Emergency Operations Executive.		
Direct public information releases by PIO when authorized by Emergency Operations Executive (if the EOE is available).		
FILENAME: Checklist EOC Director.vsd		

Action Guideline:	Action Taken:
Ensure 24-hour staffing of EOC for duration of emergency.	
Provide periodic status reports to Emergency Operations Executive and to City and County EOC/Sheriff's Department.	
If campus closure is ordered, implement Campus Closure Procedure.	
If evacuation is ordered, direct notification of campus community and direct Movement Coordinator (Logistics Section) to implement evacuation plans.	
Once the campus is evacuated, advise City and County EOC and secure campus buildings. Continue manning EOC as needed. Provide for Security. Initiate restricted entry permit procedures.	
Obtain authorization for reentry of campus when conditions permit.	
Initiate field operations.	
Identify hazards and unsafe conditions.	
Initiate field situation analysis (Planning Section).	
If necessary, activate mutual aid procedures.	
Establish operational schedules and priorities.	
Coordinate development of recovery plan (Planning Section).	
Coordinate record keeping, logs, and incident documentation.	
Operational Notes:	

CSLA Emergency Operations


☒ **Operations Section Checklist**

Activity: Responsible for the management of all operations directly applicable to the primary mission. Activates and supervises Section units, makes expedient changes to the Action Plan as necessary; and reports such to the Incident Commander.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Lieutenant, University Police		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Develop operations portion of Emergency Plan with assistance of Plans Section Chief.		
Brief and make assignments to Operations Section Coordinators in accordance with Emergency Plan.		
Supervise operations.		
Determine need and approve requests for additional resources.		
Review suggested list of resources to be released and initiate recommendation for release of resources.		
Report information about special activities, events and occurrences to Emergency Operations Center Director.		
Maintain written documentation, including operation times, significant events, equipment inventory, names of Operation Section personnel on duty.		
Activate Communications Center and Message Center [EOC].		
FILENAME: Checklist Operations.vsd		

CSLA Emergency Operations



Plans Section Checklist



Activity: Responsible for collecting, evaluating and disseminating information about the development of an incident and status of resources. Supervises the Situation Analysis component with a goal of recovery.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Director, Library.		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Activate and brief Planning Section emergency personnel, as necessary.		
Prepare 'status boards' and 'check-in lists' - assigning an individual to track personnel on scene [EOC and field].		
Establish information requirements and reporting schedules for EOC organizational elements, for use in preparing status reports.		
Review Emergency Response Plan [actions to be taken for the event] with Emergency Operations Center Director and Operations Section Chief, then prepare recommendations to maintain or modify plan as needed according to situation.		
Track available and committed resources - checking with Operations and Logistic Sections.		
Coordinate the collection and dissemination of disaster information and intelligence with other Sections.		
Initiate collection and display of significant disaster events.		
Conduct periodic disaster and strategy plan briefings with Emergency Operations Center Director and Section Chiefs.		
Complete periodic Situation Status Reports.		
Initiate record keeping system.		
Develop information to assist in determining if closure of the campus and/or the cancellation of classes is necessary.		
Take the lead in developing recovery plan in consultation with EOC staff.		
FILENAME: Checklist Planning.vsd		



CSLA Emergency Operations



Logistics Section Checklist

Activity: Responsible for providing personnel, facilities, services, supplies and material in support of incident. Supervises elements within Logistics Section. Participates in development of Emergency Response Plan.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Special Assistant to the Vice President of Administration and CFO		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Activate and brief Logistics Section emergency personnel, as necessary		
Anticipate probable requirements for support, and identify sources.		
Establish ordering procedures with Supply/Procurement Officer [Finance Section].		
Maintain current inventory list of in-service or readily available resources.		
Maintain Disaster Supply Inventory list [main storage area] and a list of available equipment from other campus resources [i.e., Facilities]		
Maintain status board on damage assessment and equipment signed out.		
Identify probable resource shortfalls and advise other sections as appropriate.		
Coordinate Logistics' Section assigned personnel.		
Coordinate and process all requests for support services, care, shelter, transportation, supplies and equipment.		
Provide Emergency Operations Center Director with input regarding services available.		
Initiate records keeping system for resources implemented.		

FILENAME: Checklist Logistics.vsd

Page 1 of 2

Action Guideline:	Action Taken:
<p>Assist and work closely with CSULA Human Resources Director in relation to:</p> <ol style="list-style-type: none"> 1) The management of campus employees; 2) Coordination of Mutual Aid, specifically personnel coming from other organizations [i.e., time/date of arrival, time/date cleared, organization, contact information]; 3) Coordination of Volunteers; and 4) Liaison with Planning & Intelligence 	
<p>Notes:</p>	
Date & Time information provided to Incident Commander:	Signature of Logistics Section Coordinator or representative:

CSLA Emergency Operations



Finance Section Checklist



Activity: Responsible for providing all financial and cost analysis services for emergency incident. Supervises the elements in the Finance Section.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Assistant Vice President for Administration and Finance/Financial Services		Name of Person Completing Checklist:
Action Guideline:		Action Taken:
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Activate and brief Finance Section emergency personnel, as necessary.		
Become familiar with general organization structure and objectives for emergency situation being managed.		
Determine probable financial and cost analysis needs.		
Initiate record keeping system for all expenditures [Excel is on EOC Finance Desktop].		
Ensure that appropriate purchasing and contract procedures are in place.		
Ensure compliance with OES and FEMA guidelines for reimbursement.		
Provide periodic updates to Emergency Operations Center Director.		
Collect estimates of damage to facilities (Logistics Section) and assist in documentation of event in relation to cost.		
Coordinate with departments in connection with security of records in the event of campus closure.		
Coordinate with appropriate managers on procedures for handling emergency purchases and expenditures.		
FILENAME: Checklist Finance.vsd		

Summary of Significant Events: <hr/> <hr/> <hr/> <hr/>																							
Mitigation Actions Taken: <hr/> <hr/> <hr/> <hr/> <hr/>																							
Status of Individuals Still at Risk: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Location</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Cause</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Status</u></th> </tr> </thead> <tbody> <tr><td><hr/></td><td><hr/></td><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td><td><hr/></td><td><hr/></td></tr> </tbody> </table>				<u>Location</u>	<u>Number</u>	<u>Cause</u>	<u>Status</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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Names of Emergency Personnel Involved in Actions Taken: <table style="width: 100%; border-collapse: collapse;"> <tr><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td></tr> <tr><td><hr/></td><td><hr/></td></tr> </table>				<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>												
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Other Special Problems / Comments: <hr/> <hr/> <hr/> <hr/>																							

CSULA Emergency Operations



Public Information Officer's Checklist



Activity: Responsible for developing and releasing information about the incident to the news media, to incident personnel, and other appropriate agencies and organizations.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Executive Director, Public Affairs Alternate: Director of Media Relations, Public Affairs		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Become familiar with general organization structure and objectives for emergency situation being managed.		
Expediently disseminate accurate instructions and information to the campus community during periods of the emergency.		
Respond to media and campus community inquiries.		
Arrange details for press conferences, interviews, media briefings, and tours. Issue the limitations placed on access to campus grounds.		
Assign responsibilities to all personnel participating in public information activities, including shift arrangements [people will probably be needed 24 hours a day].		
Prepare all public information announcements specific to CSULA. Review with President and EOC Director [Vice President, Administration and Chief Financial Officer] and obtain approval prior to release.		
Coordinate with the appropriate Emergency Public Information System [Mutual Aid Region I], including city/county office of emergency services, regional mutual aid authorities, and state and federal public information as required.		
Obtain media information and forward to EOC Director any information that may be useful to planning response [i.e., road closures, utilities data, regional concerns].		
Use campus notification systems as necessary to provide information to students, faculty, and staff [i.e., electronic sign boards, networked communications, telephonic, and direct posting of written notices].		

FILENAME: Checklist Public Information Officer.vsd

Summary of Significant Events Released to Media: <hr/> <hr/> <hr/> <hr/>																							
Actions Taken to Notify Campus & Community: <hr/> <hr/> <hr/> <hr/> <hr/>																							
Public Information Personnel Available: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Name</th> <th style="text-align: left; padding: 2px;">Contact #</th> <th style="text-align: left; padding: 2px;">Assignment</th> <th style="text-align: left; padding: 2px;">Shift</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table>				Name	Contact #	Assignment	Shift																
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Other Special Problems / Comments: <hr/> <hr/> <hr/> <hr/>																							

CSLA Emergency Operations



Safety Officer Checklist



Activity: Responsible to ensure safety of all personnel through monitoring and assessing hazardous and unsafe situations.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Designee, Human Resources / Operational: Environmental Health and Safety.		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Obtain briefing and receive assignments.		
Identify hazardous and unsafe conditions/situations.		
Exercise emergency authority to stop and prevent unsafe acts.		
Post danger signs where and when applicable [barrier tape, signage, barriers, safety cones, etc.].		
Investigate accidents that occur within incident area.		
Maintain log, including operation times, significant events, equipment needed or purchased, and names of personnel involved events observed or reported.		
Interface with all Section Chiefs, the Emergency Operations Center Director, and the Emergency Operations Executive.		
Notes on Conditions Observed: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

FILENAME: Checklist Safety Officer.vsd