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## LETTER OF PROMULGATION

I am pleased to announce the revision of California State University, Fullerton's Emergency Operations Plan. This Plan addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It conforms to the tenets of the California State Emergency Plan and the Standardized Emergency Management System.

The purpose of this Plan is to provide the framework for coordination and full mobilization of university and external resources. It clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the campus or the region. As part of this strategy, this plan:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities,
- Identifies the scope of potential hazards that form the basis for planning,
- Establishes the emergency management organizational structure that will manage the response,
- Identifies those Divisions, departments or units of California State University, Fullerton tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan,
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated, and
- Outlines the process of disseminating emergency information and instructions to the campus population.

It is my expectation that divisions or department identified as being tasked with the development and maintenance of standard operating procedures and checklists for contingency operations, actively participate in the planning process with the Emergency Preparedness Coordinator to ensure that their assigned responsibilities actively support implementation of this Plan.

Personnel assigned specific emergency responsibilities must have a working knowledge of functions and actions described herein. The enclosed emergency action checklists will provide guidance for each function to be performed.

Division and departments not tasked with campus-wide emergency responsibilities must also conduct emergency planning to ensure that they can resume normal operation as soon as possible after an emergency event. The emergency coordinator is a resource in this effort.

This Plan is a dynamic document. An annual assessment process, accompanied by rigorous testing and review will ensure that this Plan does not become another "manual on the shelf."

Approved by:

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Milton A. Gordon, President  
Date:

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**RECORD OF CHANGES**

#	Date	Description
1	March 24, 2003	Revision of Part One
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4		
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## DISTRIBUTION LIST - HARD COPY

<b><u>Department/Office</u></b>	<b><u>Location</u></b>
1. Chancellor's Office	CO-LB
2. President's Office	LH-901
3. University Counsel to the President	LH-801
4. Director of Internal Audit	LH-801
5. Executive Vice President	LH-810
6. Associate V.P. of Public Affairs	CP-600
7. Director, Athletics	P-160
8. Chief Financial Officer, Business and Financial Affairs	LH-801
9. Director, Business and Revenue Management	LH-212
10. Procurement Officer	LH-209
11. Chief Information Technology Officer	LH-801C
12. Vice President for Administration	LH-802
13. Associate V.P. of Administration	LH-802
14. Risk Manager	LH-802
15. Director, University Police	T-1200
16. Director, Environmental Health and Instructional Safety	T-1400
17. Radiation Safety Office	T-1400
18. Director, Parking and Transportation Services	T-1400
19. Associate V.P. for Facilities Management	LH-806
20. Director, Physical Plant	T-100
21. Director, Design and Construction	T-300
22. Manager, Central Plant	MH-108
23. Manager, Work Control	T-100
24. Executive Director, Human Resources	CP-760
25. Vice President for Academic Affairs	MH-133
26. Director, El Toro Campus	ETC-239
27. Dean, University Extended Education	CP-620

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28. Dean, School of the Arts	VA-199
29. Dean, School of Business Admin. & Economics	LH-700
30. Dean, School of Engineering and Computer Science	CS-502B
31. Chair, Academic Senate	MH-143
32. Dean, School of Communications	EC-48
33. Dean, School of Human Dev. and Community Serv.	EC-324
34. Dean, School of Humanities and Social Sciences	MH-115
35. Dean, School of Natural Science and Mathematics	MH-166
36. Director, Desert Studies	MH-387
37. University Librarian	LS-262
38. Vice President for Student Affairs	LH-810
39. Director, Counseling and Psychological Services	LH-205
40. Dean of Students	TSU-235
41. Director, Disabled Student Services	UH-101
42. Director of Housing and Residential Life	CYP-101
43. Director, Student Health & Counseling Center	SHC-109
44. Vice President for University Advancement	CP-850
45. Associated Students Executive Director	TSU-221
46. Executive Director, Foundation	CP-120
47. Director, Titan Shops	Commons
48. Director, Food and Vending	TSU-121
49. City of Fullerton Emergency Management	City Hall

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## **FOREWARD**

This Emergency Operations Plan specifically addresses the emergency management organization for Cal State Fullerton and is modeled after the State of California Emergency Plan.

This Plan becomes effective for Cal State Fullerton when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The major goals of the Plan are to provide direction and guidance in the preservation of life, the protection of property, and the continuity of Cal State Fullerton operations. Secondary objectives include:

- Prescribing authority, responsibility, and operations within the emergency management organization to assure effective management of critical resources.
- Coordinating emergency operations with other emergency response agencies.
- Developing mutual aid and other support agreements with appropriate local and state agencies.

There are three parts to the Cal State Fullerton Emergency Plan. **Part One** is the Basic Plan, describing the Cal State Fullerton Emergency Management Organization, the concept of emergency operations, the phases of emergency management and standard administrative practices. The basic plan is intended to be general in its application and to provide for flexibility during response and recovery.

**Part Two** consists of an oversight of our emergency organization for both response and recovery operations, including outside public agencies, other CSU campuses, and any other organizations that may have support responsibilities. Part Two also includes the hazards the campus faces in the local area.

**Part Three** is a listing of plans and documents that are identified as references to this plan. Included are all applicable laws, regulations, orders, plans, training material, resource manuals, and agreements that support this plan. They provide additional detailed information for the conduct of emergency operations and the performance of emergency duties.

This emergency plan is not meant to stand-alone. It is intended to be used in conjunction with plans and associated standard operating procedures already in place on campus, within surrounding local jurisdictions, The County of Orange, local CSU campuses and the Chancellor's Office, the State of California and the Federal Government. Other specific contingency plans also support this plan.

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### **PART ONE**

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### **PART TWO**

**Under Revision**

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**Under Revision**

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## **PROFILE OF CSU FULLERTON**

### **Location and Population Characteristics**

The 233-acre Fullerton campus, which includes College Park, is located within the City of Fullerton in North Central Orange County. See map of jurisdiction on **page xi**.

The campus consists of several one-story complexes and twenty-two multi-story buildings, three of which are classified as high-rise. The oldest of these structures dates to the late 1950's. The oldest permanent building (McCarthy Hall) was completed in 1963.

The campus has 800 students residing in residential housing on campus, located on the North Eastern side of the university. A children's center located on the western side of campus will ultimately serve 250 children.

The total number of students enrolled varies each semester but averages 30,000. The student population peaks to approximately 12,500 during the morning hours of Monday through Thursday. Approximately 500 disabled students attend the university. The total number of full-time faculty and staff on campus is approximately 2200.

### **Special Events**

On any given day at any given time, the campus may have groups of various sizes gathered at the following locations:

- Recital Hall, Little Theater, and Arena Theater in the Performing Arts Building
- Portola Pavilion in Titan Student Union
- Registration at Langsdorf and University Halls
- Quad
- Sports Complex, which includes a 10,000 seat capacity football/soccer stadium and a 2,000 seat baseball stadium. The north softball stadium has 500 permanent and 800 temporary seats and the south softball stadium has 300 permanent seats. Portable seating is used for both the track and tennis.
- Titan Gymnasium has a seating capacity of 4100.
- Parking Structure #1 (Lot D) with 2500 parking spaces

### **Access/Egress Routes and Parking**

The campus map on page **xi** shows the roads and parking lots within the University as well as the three boundary routes: Yorba Linda Boulevard to the north, Nutwood Avenue to the south, and State College Boulevard to the west. SR-57 (Orange) Freeway bounds the University to the east. It may be accessed by Yorba Linda Blvd. and Nutwood Ave. State College Blvd. provides access and egress at the intersection of the SR-91 (Riverside) Freeway to the south.

The campus, including College Park, has approximately 9136 parking spaces, including one four-level parking structure (capacity of 191) located near Student Housing. The parking lot

capacity operates at one hundred percent capacity from 0800 to 1400 hours, Monday through Thursday. It is estimated that about eighty to eighty-five percent of the campus community use automobiles to commute to campus. Fifteen percent of the campus population uses either carpools, public transportation, bicycles, or walks. Off-site parking with shuttle service to the campus is also available at the Spectrum Athletic Club with 236 spaces.

## **Railroads**

Two rail lines of the Santa Fe Railroad are located in close proximity to the campus. An east-west route lies one mile south of campus and the southern route is located two miles to the southwest (see map on page xii). Santa Fe Railroad does carry hazardous materials to the east placing the University in an evacuation zone should any airborne contaminants be carried by prevailing southwesterly winds.

## **Airports**

Fullerton Airport is located 5.5 miles to the west of the University. Pilots use the campus as a landmark from which to begin their decent and to report to air traffic control. Currently, only light aircraft use this facility.

## **Pipelines**

Chevron Oil Company maintains a six-inch crude oil pipeline that traverses the campus east to west. However, the pipeline has been capped and is out of service.

## **Campus information**

A public information radio station (AM 1620) is located in the Student Health Center. It has the capacity to broadcast using emergency power within a 2-mile radius of campus. Only Public Affairs and the Emergency Operations Center will have access to update the information provided by the station broadcasts.

Local weather information, such as temperature, humidity, wind speed and direction, and rain measurements may be obtained by contacting the Dept. of Geological Sciences in MH 263, extension 3882.

## **Commercial Information Sources**

Radio stations that provide news and information to the campus are:

KFWB 980 AM            KNX 10.70 AM            KPCC 89.3 FM  
KKJZ 88.1 FM<sup>††</sup>

<sup>††</sup> Radio Station located at Cal-State Long Beach -- Special arrangement can be made for CSUF broadcasts.

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Television stations that provide news and information to the campus are:

KCBS channel 2	KNBC channel 4	KTLA channel 5	KABC channel 7
KCAL channel 9	KTTV channel 11	KCOP channel 13	KDOC channel 56

Non-commercial television is KOCE, channel 50, located in Huntington Beach and KCET, channel 28 located in Los Angeles. Cable television access for communicating emergency information will be coordinated through the City of Fullerton.

## **SPECIAL CONDITIONS**

### **Animal Resources**

The University houses a large variety of animals such as rats, mice, rabbits, geckos, frogs, turtles, and snakes. Of most concern are nine rattlesnakes, a python, a boa constrictor, and a snapping turtle. These animals are housed in McCarthy Hall, Science Laboratory Center, and Humanities. The Department of Biological Sciences is responsible for updating the inventory and forwarding updates to Public Safety as changes in population occur. Part Two of this Plan contains operating response procedures and current population data.

### **Toxic Compounds**

Toxic compounds (bio-hazards) are found in both McCarthy Hall and the Science Laboratory Center. The contents of each lab within the Science Laboratory Center are listed on a Hazard Communication sign posted on each hallway door.

### **Hazardous Material Locations**

The Hazardous Material Disclosure manual for hazardous materials and the Hazardous Material Contingency Plan for response to a spill are found in Environmental Health & Instructional Safety. McCarthy Hall and Science Laboratory Center house the majority of the hazardous materials on campus. Information on radioactive material may be gathered by contacting the Radiation Safety Officer in T-1400 at extension 2507.

The Hazardous Material Waste Facility located next to the Greenhouses just west of McCarthy Hall does contain flammables, flammable liquid, hazardous waste, poisons, etc. The amount on scene varies depending on the 90-day accumulation schedule. Information on this facility is kept in Environmental Health and Instructional Safety (T-1400).

# Area Map

## Fullerton, CA



