

1.1 THE BASIC PLAN

INTRODUCTION

FUNCTION

This Plan defines the emergency management system that will be used for all emergencies either occurring on or affecting the campus or any off-site center. It describes the Cal State Fullerton emergency management organization and is supported by other contingency plans and operating procedures. A matrix of emergency planning, related to various threats, is included in Part Two.

The University President is responsible for the final review and approval of this Plan. The President has delegated primary authority and responsibility to the Vice President for Administration, who functions when required as the Emergency Operations Executive, to execute this Plan in an emergency situation.

The Vice President for Administration is further responsible for assuring the development, implementation, and required training necessary to effectively staff the Emergency Operations Center. During an emergency, prepared staff whose leadership, staffing, and functions have been predetermined and rehearsed will activate the EOC.

RELATIONSHIP TO SEMS

This Plan establishes the policies, concepts, and general protocols required to implement the Standardized Emergency Management System (SEMS). California's Emergency Services Act (Government Code 8607[d]) requires the use of SEMS during emergency response by state agencies. The Cal State Fullerton emergency management organization will use SEMS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. Integrating all emergency management activities, throughout all phases of an emergency and across all functions, increases accountability, provides continuity of resource application, establishes a clear chain of command and coordination, and identifies responsibilities for critical task performance.

PURPOSE, SCOPE AND ASSUMPTIONS

PURPOSE

This Plan establishes an emergency management system for the main campus in Fullerton, CA and all campus off-site centers.

This Plan is designed to be compatible with both SEMS and the Incident Command System (ICS). Part Two of this Plan includes a set of Functional Unit Annexes that describe specific response and recovery responsibilities in relation to specific kinds of emergencies such as a major earthquake, flood, or hazardous materials incident. Responsibility for discharging the

duties associated with these functions is outlined in the Matrix of Responsibility, which is located in Part 2-Annex A (Managing Emergency Operations), along with the flow chart of the Emergency Management Organization in ICS format.

This Plan includes:

- A description of the University's emergency operations team;
- A description of mutual aid use during non-declared and declared emergencies to ensure effective coordination of needed resources;
- General policies to guide emergency management activities;
- Guidance on inter-agency coordination to deliver assistance;
- Specific responsibilities of the various levels of the University's emergency management organization;
- Inter-agency & inter-governmental shared responsibilities and support capabilities; &
- Supporting plans and procedures.

SCOPE

This Plan applies to all elements of the campus' emergency management organization during all phases of emergency management.

Off campus centers are responsible for ensuring their preparedness in coordination with this Plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations.

The primary audience of this Plan is intended to be the University's emergency management organization, the CSU Chancellor's Office and local CSU campus emergency responders supporting this Plan.

This Plan is also a reference for emergency management professionals from surrounding local jurisdictions, the County of Orange, and the State of California, along with volunteer agencies and interested members of the public.

This plan is intended as an operational document for emergency management at Cal State Fullerton.

ASSUMPTIONS

The following assumptions apply to this Plan:

- Emergency management activities are accomplished using SEMS;
- Emergency activation and response is best coordinated at the lowest level required;
- The Cal State Fullerton Emergency Management Organization will maintain operational control and responsibility for emergency management activities within our area of responsibility, unless otherwise superseded by statute or agreement;
- Mutual aid is requested when needed and provided as available;

- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage; and
- Supporting plans and procedures are updated and maintained by the responsible campus department.