

## **1.3 PHASES OF EMERGENCY MANAGEMENT**

Four primary phases of emergency management are outlined below, relating to campus mitigation, preparedness, response and recovery activities occurring before, during, and after an emergency or disaster has occurred.

### **MITIGATION**

Activities that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency are examples of mitigation.

Specific hazard mitigation plans are prepared following a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster. Mitigation planning also includes a review of ways to eliminate or reduce the impact of future disasters. Once a disaster has occurred, the University may be involved in complying with the hazard mitigation requirements of Section 406 of the Federal Disaster Relief Act of 1974.

### **PREPAREDNESS**

#### **NORMAL OPERATIONS**

This Plan is considered to be in effect at all times to provide authorization to accomplish essential emergency preparedness activities. The preparedness phase involves activities undertaken in advance of an emergency in accordance with the Emergency Services Act and the State Emergency Plan. These activities will provide operational capabilities and improve effective response to disasters. Actions such as:

- Developing and revising disaster plans and hazard analyses.
- Writing mutual aid operational plans.
- Training response personnel.
- Improving public information and communications systems.
- Conducting exercises to validate the planning process

are all examples of the planning activities conducted under this phase.

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures and checklists for the support of the EOC. Elements of these procedures include:

- Provision to support, maintain, staff, direct and control University resources during the time of a major disaster.
- Specific emergency actions that will be assumed by staff and designated successors during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.

- Current department personnel notification/recall rosters procedures and the means to implement. This should include a communication system to implement call-out rosters for personnel assigned to the EOC, support functions and field response team.
- Establishment of a system for communication to the EOC, Public Safety dispatch and Physical Plant dispatch/work order control center, and to manage organizational resources, response field personnel and maintain contact with the EOC during emergencies.
- Developing mutual aid and other support agreements with appropriate local and state agencies, vendors, and “sister” departments within the CSU system.
- Reporting of damage assessment information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations following disasters.
- Training of assigned response staff and campus volunteers to augment the performing of emergency functions.

## **INCREASED READINESS**

Cal State Fullerton will take appropriate action to increase readiness as a crisis begins to develop. Actions taken during the buildup of a crisis situation are designed to increase the university’s ability to respond effectively to a disaster. Departments should consider increasing their readiness for an emergency upon the issuance of a credible, long-term prediction or advisory that could impact the County or State, or a rapidly deteriorating international situation that could lead to a possible attack upon the United States. Actions to be accomplished during this phase include but are not limited to:

- Inspections of critical facilities.
- Reviewing and updating emergency plans and Standard Operating Procedures.
- Briefing President’s Advisory Board
- Updating resource lists
- Mobilizing resources.
- Testing warning and communications systems.
- Disseminating accurate, timely, emergency public information.
- Recruiting of additional staff and Disaster Service Workers.

## **RESPONSE**

### **PRE-IMPACT**

When the Cal State Fullerton emergency management organization recognizes the likelihood of a pending disaster, actions will be taken to save lives and protect property first. The response phase is activated to coordinate emergency response activities.

The level of response necessary will be determined to meet the pending emergency. If the situation warrants, or upon notification from the County of Orange’s Emergency Management Organization, a full emergency will be declared.

Actions:

- Disseminating warning, emergency public information, and other advice and action instructions to the public.
- Surveying and evaluating the emergency situation.
- Marshaling, allocating, and positioning personnel and equipment.
- Mobilizing necessary resources.
- Activating the EOC using established guidelines.
- Evacuating the campus community if necessary.

### **IMMEDIATE IMPACT**

During this phase, emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by Cal State Fullerton emergency responders and may include CSU System mutual aid, local government and Operational Area responders.

Actions:

- Activating Incident Command Posts and the EOC.
- Issuing emergency instructions to the campus community.

### **IMMEDIATE EMERGENCY**

If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a Cal State Fullerton emergency is declared, the City of Fullerton will be notified and may be requested to proclaim a local emergency.

Actions:

- Conducting evacuation and/or rescue operations as required.
- Issuing emergency instructions to the campus community.

### **SUSTAINED EMERGENCY**

As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident.

Actions:

- Providing for the care and treatment of casualties.
- Collecting, identifying, and disposing of the dead.
- Providing for the mass care (food, lodging, etc.) needs of displaced persons.

## **RESPONSE LEVELS**

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Part 2.

### **Level I Response Mode - Decentralized Coordination**

This management mode is operative under normal conditions in which emergency situations are responded to by the usual management procedures and local resources are adequate. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished by telephone.

### **Level II Response Mode- Centralized Coordination**

This mode of operation is used for emergency responses that require several functional units within the Plan to be activated. In these situations, key EOC personnel will meet in a central location to provide emergency coordination. Their activities include but are not limited to:

- Establishing a situation assessment function.
- Establishing a public information function.
- Determining resource requirements and coordinating resource requests.
- Establishing and coordinating the logistical systems necessary to support emergency services.

### **Level III Response Mode-Highest Interagency Coordination and Discretion**

This mode of operation will be utilized following a major disaster that would render it impossible for Cal State Fullerton to effectively respond or function at either Level I or II. In this situation, the EOC will be activated and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.

## **RECOVERY**

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital life-support systems to operation, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

As soon as practical following a major emergency, normal management of the Cal State Fullerton operations will be restored. Disaster assistance for affected persons will be coordinated through joint State and Federal Disaster Assistance Centers in the local area. If major damage has occurred, the recovery aspects of this Plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts.

Actions:

- Implementing health and safety measures.
- Protecting, controlling, and allocating vital resources.
- Restoring or activating essential facilities and systems.
- Enforcing police powers in controlling the locations.
- Establishing access controls, erecting traffic barricades, etc.