San Diego State University
Imperial Valley Campus

Emergency Preparedness Plan

2007-8

Adopted:

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
Message from the President

To: All members of the SDSU Community

I am pleased to present the revised and updated San Diego State University Emergency Plan, which outlines SDSU's emergency response and recovery organization and procedures. This document's principles and strategies apply to a broad range of potential emergency or disaster situations.

Please review this important information immediately and ensure that you and your staff understand your respective roles and responsibilities. In addition, please review SDSU's emergency preparedness web site. All members of the SDSU community should plan ahead so that they know what they must do before, during, and after an emergency to protect their own safety and the mission of the university.

Thank you for your continuing support.

Stephen L. Weber,
President
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Preface

This guidebook serves as an addendum to the policies and procedures established by San Diego State University’s Emergency Plan and includes general information about emergencies and disasters for the Imperial Valley Campus, both Calexico and Brawley, of San Diego State University (SDSU-IV). It includes recommendations for the prevention and preparedness for emergencies as well as specific procedures to follow when certain emergencies occur.

All personnel should know and follow procedures described in this manual. Those who have been assigned to the Emergency Operations Team – Imperial Valley (EOT-IV) should also understand the overall organization and their specific duties in this system.

Response emergency personnel from either the cities of Calexico or Brawley or personnel from Imperial County agencies such as the Office for Emergency Services (OES) or the Red Cross may make changes to these emergency procedures as needed.

If you have suggestions, recommendations, or requests for changes in this plan, please submit them in writing to the Associate Dean, SDSU-IV. These will be reviewed by the Safety Planning Committee (SPC) and, if recommended and approved by the appropriate authorities at San Diego State University, will be incorporated into the plan.

While the nature of emergencies can bring about a variety of situations and circumstances that are unforeseen, it is the intent of this guidebook to address as many of the basic structures and procedures as feasible to cope with most emergencies or disasters.

This manual conforms to Executive Order 921 of the Office of the Chancellor of the California State University (CSU).
Part 1: Introduction to the Emergency Operations Plan

Per Executive Order 921, the Chancellor of the California State University (CSU) delegates responsibility to each CSU president to establish an emergency program on their campus and to carry out appropriate activities in support of emergency preparedness. The university President establishes the basic policies that govern the emergency management response, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The university President delegates responsibility to the Vice President for Business and Financial Affairs, who is designated as the Emergency Operations Executive/Incident Commander (EOE/IC) or his/her designee. The Emergency Operations Plan (the Plan), and the command of the Emergency Operations Center (EOC) are under the executive management of the Vice President for Business and Financial Affairs, who delegates functional responsibility to the operations, planning, logistics and finance coordinators to carry out their responsibilities in the EOC.

The Plan is established as a supplement to the administrative policies, procedures and practices followed during normal university operations. When implemented, it serves as the San Diego State University emergency operations plan, setting forth the authorities and policies for activation, personnel emergency assignments and operational procedures.

A. Plan Goals and Objectives

The major goals of the Plan are the preservation of life, the protection of property and continuity of academic and business operations.

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene incident management;
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
- Requesting and allocating resources and other related support,
- Establishing priorities, and adjudicating conflicting demands for support;
- Coordinating inter-jurisdictional mutual aid;
- Activating and using communication systems,
- Preparing and disseminating emergency public information;
- Disseminating community warnings and alerts;
- Managing the movement and reception of persons in the event an evacuation is ordered;
- Collecting, evaluating and disseminating damage information and other essential data;
- Responding to requests for resources and other support,
- Restoring essential services.
B. Plan Format

The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency.

The format is also intended to be "response ready." Users are to utilize the checklists contained in this document when participating in drills, exercises, or in actual events. The completed forms are then kept on file, as official records of the emergency response.

Users are encouraged to supplement the Plan with additional materials in order to have complete information for an emergency.

C. Plan Maintenance and Update

The SDSU Emergency Plan is designed for efficient update and additions. It is assigned to the Emergency Planning Team (EPT) for ongoing updates and maintenance. The EPT reviews the plan monthly and suggests revisions when necessary. Revisions are implemented by the Captain, Public Safety on an as-needed basis. In addition, the Emergency Planning Coordinator will conduct a thorough annual review of the following items:

- SDSU Emergency Response Assignments
- Personnel Directory

These sections are to be updated and distributed every year, or more often when there are significant changes.

This plan is a management plan and it supports and is integrated with site operations. The sections of the plan addressing site procedures can be easily updated with minor modifications when there are changes to the SDSU organization, systems and/or new functional positions are added. It does not need to be updated each time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation of the plan, whether simulated drill or actual response. Individual checklists are then to be revised as needed. If additional pages are added, they will only affect the "Part" they are in. The Parts are separate sections and can easily be updated and reprinted as changes occur. Additionally, individual users are encouraged to add supplemental materials to their checklists to create complete "response ready" documents.

The checklists are designed to be used as worksheets. New and revised checklists can be reprinted after each activation.
D. Level of Emergency Determines Response

The university's partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, the university has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

- **Level 1**
  A minor to moderate incident wherein campus resources are adequate and available.

- **Level 2**
  A moderate to severe emergency wherein campus resources may not be adequate and mutual aid may be required on a larger basis. An EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.

- **Level 3**
  A major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required. The university president will proclaim a STATE OF EMERGENCY.

The Plan provides for a full emergency response by the university for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a Level One disaster occurring on campus would require minimal activation of the plan, where more serious situations would require increased activation.
For section duties, including: a. operations; b. planning; c. logistics; and d. finance, refer to [http://bfa.sdsu.edu/emergencyplan/icorgchart.htm](http://bfa.sdsu.edu/emergencyplan/icorgchart.htm).
Part 3: The Emergency Response Organization Assignments and Responsibilities/Checklists

SEMS requires that all public agencies use five designated functions to serve as the basis for organizing emergency planning and response. The five functions are:

A. **Management/Command**
   The Management Command Section is headed by the Emergency Operations Executive/Incident Commander (Vice President for Business and Financial Affairs) who provides the executive management of the emergency organization. This position directs, sets policy and provides support to the four other ICS functions. The Emergency Operations Executive/Incident Commander is supported by the Public Information Officer (PIO), the Agency Officer and the Safety Officer. At the Imperial Valley Campus, this will be the responsibility of the Associate Dean.

B. **Operations**
   The Operations Section is the responsibility of the Operations Coordinator who directs the efforts of various operational branches: Law Enforcement, Communication, Search & Rescue, Medical, Health & Safety and Building and Utility. At the Imperial Valley Campus, this will be the responsibility of the Associate Dean.

C. **Planning**
   The Planning Section is the responsibility of the Planning Coordinator. The Planning Section supports the Operations Section with confirmation of information, action plans and status reports. The Planning Coordinator is assisted by the Situation Status, Structural Damage Assessment / Inspections and Infrastructure Damage Assessment / Inspections Units. At the Imperial Valley Campus, this will be the responsibility of the Associate Dean.
D. **Logistics**

The Logistics Section is the responsibility of the Logistics Coordinator. The Logistics Section supports the Operations Section with resources. The Logistics Coordinator is assisted by the Procurement, Transportation, Food Services, Facilities and Human Resources Officers. At the Imperial Valley Campus, this will be the responsibility of the Director of Financial and Business Services.

E. **Finance**

The Finance Section is the responsibility of the Finance Coordinator. The Finance Section works closely with other sections to effectively establish the proper documentation for cost recovery. The Finance Coordinator is assisted by the Accounting and OES/FEMA Documentation Units. At the Imperial Valley Campus, this will be the responsibility of the Director of Financial and Business Services.
Part 4: EMERGENCY OPERATIONS CENTER (EOC)

A. EOC Location

In accordance with standard emergency management system planning, San Diego State University has established the SDSU Emergency Operations Center (EOC) in the Library Building of the Calexico Campus and Room 120A of the Brawley Campus. The Nogales conference room located in the Administration Building of the Calexico Campus and Room 106 of the Brawley Campus have been designated as alternate EOC sites. As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

B. EOC Activation

When an emergency occurs, the President will determine if the EOC is to be activated and, if activated, which positions will be staffed for the emergency response. Persons who are assigned as EOC staff should respond in person or call the Associate Dean at 760-768-5520 to confirm the EOC is activated. The Imperial County Office of Emergency Services (OES) should be notified whenever the EOC is activated, to facilitate coordination and the process for requesting resources.

Table 1, the EOC Master Log, is maintained to provide a record of all major events, decisions and messages. Copies are to be forwarded to the Situation Status and/or the Emergency Operations Executive / Incident Commander (Vice President for Business and Financial Affairs) (At the Imperial Valley Campus, the information is forwarded to the Director of Financial and Business Services).
### Table 1: EOC Master Log

Record all major events / decisions / messages.
Forward copies of this log to Situation Status and / or the EOC Manager.

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Event / Decision / Message</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Date: __________  Time: __________  Page ___ of ___  Event: __________

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**Dial 8-9-1-1 for any emergency in Calexico and 9-1-1 in Brawley.**
Table 2, the EOC Activation Checklist, provides a checklist for use in the setup and activation of the EOC. It is to be used by the first person to arrive and forwarded to the Emergency Operations Executive / Incident Commander (Vice President for Business and Financial Affairs) (At the Imperial Valley Campus, the information is forwarded to the Director of Financial and Business Services). Not all steps will be necessary in a partial activation.

2: EOC Activation Checklist

Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Manager when completed.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>EVENT:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EOC ACTIVATION:</th>
<th>EMERGENCY POWER:</th>
<th>TELEPHONES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL: □</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>PARTIAL: □</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

SET UP AND TEST ALL COMMUNICATIONS:

- □ RADIO
- □ CELLULAR
- □ FAX
- □ TELEPHONES
- □ COUNTY LIFE RADIO

POST EOC SIGNS

- □ EOC DOORS
- □ ELSEWHERE AS NEEDED

SET UP TABLE AT DOOR WITH:

- □ SIGN-IN SHEET
- □ FAX MACHINE
- □ TELEPHONE

SET UP SITUATION STATUS:

- □ CAMPUS MAPS
- □ MESSAGE BOARD
- □ POSTING BOARD
- □ EOC EVENT LOG
- □ OTHER DISPLAYS

OPEN DOORS FOR VENTILATION IF NEEDED

REMOVE CHAIRS AND ADD TABLES, AS NECESSARY

NOTIFY NEARBY STAFF WHO WILL BE AFFECTED

CONTACT:

GIVE YOUR NAME, TELEPHONE NUMBER, AND FAX NUMBER

NOTES:
C. EOC Positions and Space Assignment

This plan is designed to be flexible. The size, staffing and equipping of the EOC will depend on the magnitude and complexity of the emergency. The President will determine which positions are needed and notify the appropriate staff (Refer to Table 3, SDSU Emergency Response Assignments, for staff assignments). All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Staff should be prepared to bring their own radios, cellular telephones and other items necessary to carry out emergency assignments.

3. SDSU Emergency Response Assignments, for Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>President - Emergency Policy Executive</td>
<td>University President Stephen L. Weber</td>
<td>Provost Nancy Marlin</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Emergency Operations Executive / Incident Commander</td>
<td>Vice President, Business and Financial Affairs Sally F. Roush</td>
<td>Associate Vice President Financial Operations Ellene J. Gibbs</td>
<td>President</td>
</tr>
<tr>
<td>Provost</td>
<td>Provost Nancy Marlin</td>
<td>Associate Vice President Academic Affairs Ethan Singer</td>
<td>President</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Vice President, Student Affairs James Kitchen</td>
<td>Assistant to the VP, Student Affairs Rosa Moreno</td>
<td>President</td>
</tr>
<tr>
<td>University Advancement</td>
<td>Vice President, University Advancement Theresa Mendoza</td>
<td>Assistant Vice President, Marketing / Communications Jack Beresford</td>
<td>President</td>
</tr>
<tr>
<td>Assistant to the President for Executive Affairs</td>
<td>Lena Rodriguez</td>
<td></td>
<td>President</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Assistant Vice President Marketing / Communications Jack Beresford</td>
<td>Director, Media Relations Jason Foster</td>
<td>VP BFA</td>
</tr>
<tr>
<td>Agency Officer</td>
<td>Assistant Vice President, BFA Linda Stewart</td>
<td>Assistant to the VP, BFA Nancy Lopez</td>
<td>VP BFA</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Occupational Safety Manager, Environmental</td>
<td>Environmental Specialist Alvin Shoemaker</td>
<td>VP BFA</td>
</tr>
</tbody>
</table>

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Safety</td>
<td>Kristen Ross</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td><strong>Primary Staff Assigned</strong></td>
<td><strong>Alternate</strong></td>
<td><strong>Reports To</strong></td>
</tr>
<tr>
<td><strong>Operations Coordinator</strong></td>
<td>Chief, Public Safety John Browning</td>
<td>Lieutenant, Public Safety Eddie Gilbert</td>
<td>VP BFA</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Lieutenant, Public Safety Eddie Gilbert</td>
<td>Sergeant, Public Safety</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Interim Admin Director, Student Health Services Tom Wilson</td>
<td>Medical Director Student Health Services Dr. Gregg Lichtenstein</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>Director, Environmental Health and Safety Terry Gee</td>
<td>Radiation Safety Officer Mitchell Lanahan</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td>Search &amp; Rescue</td>
<td>Associate Director, Physical Plant Joe Patterson</td>
<td>Manager, Building Trades John Rodriguez</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td>Communications</td>
<td>Dispatcher on Duty, Public Safety</td>
<td>Dispatcher on Duty, Public Safety</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td>Building &amp; Utilities</td>
<td>Manager, Electrical Services Al Martin</td>
<td>Chief Engineer Glenn Vorraro</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td><strong>Primary Staff Assigned</strong></td>
<td><strong>Alternate</strong></td>
<td><strong>Reports To</strong></td>
</tr>
<tr>
<td><strong>Planning Coordinator</strong></td>
<td>Associate Vice President, Enterprise Operations Scott Burns</td>
<td>Associate Director, Physical Plant Joe Patterson</td>
<td>VP BFA</td>
</tr>
<tr>
<td>Situation Status</td>
<td>Assistant to the VP, BFA Nancy Lopez</td>
<td>Assistant Vice President, BFA Linda Stewart</td>
<td>Planning Coordinator</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>University Architect W. Anthony Fulton</td>
<td>Project Architect Laurie Cooper</td>
<td>Planning Coordinator</td>
</tr>
<tr>
<td>IT /</td>
<td>Director, CCS</td>
<td>Network Operations</td>
<td>Planning</td>
</tr>
</tbody>
</table>

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics Coordinator</td>
<td>Associate Vice President, Human Resources &amp; Risk Management</td>
<td>Director, Business Services Lawrence Peralez</td>
<td>VP BFA</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Associate Director, Human Resources Christine Delgado</td>
<td>Manager, HRIS and Benefits Jennifer Venter</td>
<td>Logistics Coordinator</td>
</tr>
<tr>
<td>Food Services</td>
<td>Director, Facilities Services -- Aztec Shops Margaret Casey</td>
<td>Director, Purchasing / Distribution -- Aztec Shops Martha Speck</td>
<td>Logistics Coordinator</td>
</tr>
<tr>
<td>Facility Officer</td>
<td>Director, Office of Housing Administration Patricia Francisco</td>
<td>Facilities Coordinator, Office of Housing Administration Jessica McDonald</td>
<td>Logistics Coordinator</td>
</tr>
<tr>
<td>Transportation</td>
<td>Director of Auxiliary Services, Public Safety Debbie Richeson</td>
<td>Auxiliary Services Coordinator, Public Safety Ray Solano</td>
<td>Logistics Coordinator</td>
</tr>
<tr>
<td>Finance Coordinator</td>
<td>University Controller Lorretta Leavitt</td>
<td>Manager, Accounting Services Dana McCoy</td>
<td>VP BFA</td>
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<tr>
<td>Accounting</td>
<td>Manager, Accounting Services Dana McCoy</td>
<td>University Controller Lorretta Leavitt</td>
<td>Finance Coordinator</td>
</tr>
<tr>
<td>Insurance and FEMA</td>
<td>Business Analyst Deborah Sandy</td>
<td>Manager, Accounting Services Dana McCoy</td>
<td>Finance Coordinator</td>
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<tr>
<td>Documentation</td>
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<tr>
<td>Supply &amp; Procurement</td>
<td>Director, Business Services Lawrence Peralez</td>
<td>Manager, Contract and Procurement Management Cathy Garcia</td>
<td>Finance Coordinator</td>
</tr>
</tbody>
</table>
D. EOC Access

Access to the EOC is only for authorized SDSU personnel. All others must obtain approval for admission from the President. All personnel working in the EOC are to sign in and out on the EOC Roster, which will be located on a table at the door.

**EOC ROSTER**

<table>
<thead>
<tr>
<th>Date/Time In</th>
<th>Name</th>
<th>EOC Position</th>
<th>Date/Time Out</th>
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Dial 8-9-1-1 for any emergency and Calexico or Brawley Police will respond.

E. EOC After Action Reports

1. **Requirements and Regulations**
   The completion of an After Action Report is part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After Action Report within 120 days after each declared disaster. Section 2450 (a) of the SEMS Regulations states that, "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)." Additionally, SDSU will utilize the After Action format for documenting training drills and exercises.

2. **Functions of After Action Reports**
   An After Action Report serves the following important functions:
   - Source for documentation of response or drill activities.
   - Identification of problems/successes during emergency or training operations.
   - Analysis of the effectiveness of SEMS/ICS components.
   - Describes and defines a plan of action for implementing improvements.

3. **Responsibility for After Action Reports**
   The university official in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the SEMS/ICS organization may also be required to complete reports respective to their assignment. The university official will distribute the report as needed.

4. **Contents of After Action Reports**

   A. **AFTER ACTION REPORT OUTLINE**
      i. Introduction and Background
      ii. Type/location of Event / Drill / Exercise
      iii. Description of Event / Drill / Exercise
      iv. Chronological Summary of Event / Drill / Exercise
      v. Response at SEMS Levels (as appropriate):
         Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal
response.

vi. Interacting Systems, Agencies, and Programs:
Include mutual aid systems (law enforcement, fire/rescue,
medical, etc.); cooperating entities (utilities, American Red
Cross, university departments, etc.); telecommunications
and media interactions.

vii. Improvements, Conclusions, Recommendations:
As applicable, include a description of actions taken,
assignments, associated costs or budget, timetable for
completion or correction, and follow-up responsibility.

viii. Training Needs

ix. Recovery Activities (as applicable)

x. References: Maps, charts, training materials, etc.

B. AFTER ACTION REPORT SUPPORTING DOCUMENTS

Many types of documentation might be included. Some
recommended types include the following:

- Action plans written during operational activities or
  training exercises.
- SEMS/ICS/EOC forms
- Unit activity logs and journals
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documents used during an emergency or
  training exercise.

Part 5: Glossary

• **Action Plan**
A plan prepared in an emergency operations center (EOC), unified
command center, or field command post, containing the emergency
response objectives of a specific Standardized Emergency Management
System (SEMS) level reflecting overall priorities and supporting activities
for a designated period. The plan is shared with supporting agencies.

• **American Red Cross**
A federally charted volunteer agency that provides disaster relief to
individuals and families. Major responsibilities include providing lodging,
food, clothing, and registration and inquiry service.
• **Care and Shelter**
  A function that provides food, clothing, and housing needs for people on a mass care basis.

• **Checklist**
  A list of actions taken by an element of the emergency organization in response to a particular event or situation.

• **Contamination**
  Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

• **Contingency Plan**
  A sub or supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

• **Decontamination/Contamination Control**
  - **Radioactive Materials**: The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand.
  - **Other Hazardous Materials**: Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment such as creating a dyke.

• **Disaster Service Worker**
  Any person registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

• **Emergency (Federal definition -- see also Local Emergency and State of Emergency)**
  Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

• **Emergency Management**
  The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

• **Emergency Operations**
  Those actions taken during the emergency period to protect life and
property, care for the people affected, and temporarily restore essential community services.

- **Emergency Operations Center (EOC)**
  A centralized location from which emergency operations can be directed and coordinated. The primary EOC is located in Student Services East, 1410. The alternate EOC is located in Physical Plant administration office.

- **Emergency Plans**
  Documents that describe principles, policies and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

- **Field Command Post**
  An on-scene operations (police, fire, medical) location for assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the Emergency Operations Center (EOC).

- **Field Treatment Site**
  Site designated by emergency officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

- **Hazardous Material**
  A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

- **Hazardous Material Incident**
  Any release of a material (during its manufacture, use, storage, or transportation) that is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

- **Incident Command System (ICS)**
  The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure,
with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

- **Local Emergency (State definition)**
  The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

- **Major Disaster (Federal) -- see also Emergency**
  Any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

- **Media**
  All means of providing information and instructions to the public, including radio, television, and newspapers.

- **Mitigation**
  Pre-event planning and other actions, which lessen the effects of potential disasters.

- **Mutual Aid**
  A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

- **National Warning System**
  The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

- **Office of Emergency Services (OES)**
  Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

- **Operational Area**
  An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

- **Plan**
  As used by OES, an emergency management document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.
• **Public Information Officer**
  An official responsible for releasing information to the public through the news media.

• **Robert T. Stafford Disaster Relief and Emergency Assistance Act P.L. 93-288 as amended**
  Gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies or disasters.

• **Safety Coordinator**
  Safety Coordinators are trained in emergency response and play a vital role in the campus safety structure and in building evacuations. A Department Safety Coordinator is appointed by each campus department. (They, in turn, may assign one or more floor monitors for each floor their department occupies.) In addition, a Building Safety Coordinator is appointed for certain campus buildings. In an emergency situation on campus, the Safety Coordinators in your area assist in:
  - Evacuating the building.
  - Guiding building residents to a designated emergency assembly area.
  - Contacting department supervisors to account for employees.

  Know the Safety Coordinators in your building, along with your assigned assembly area. If these are unknown, contact the office of the Associate Dean (760) 768-5520.

• **Search**
  Systematic investigation of an area or premises to locate persons trapped, injured, immobilized or missing.

• **SEMS**
  The Standardized Emergency Management System (SEMS) is the group of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, regions and the state management level.

• **Standard Operating Procedures**
  A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.
• **State Emergency Plan**
The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

• **State of Emergency**
According to Section 8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril or the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infection or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a 'state of war emergency,' which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

• **State of War Emergency**
According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

• **Volunteers**
Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.
Appendix 1: Standardized Emergency Management System (SEMS)

A. INTRODUCTION AND HISTORY

1. Introduction
The Standardized Emergency Management System (SEMS) is the group of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, regions and the state management level.

2. History
As a result of the events occurring during the 1991 East Bay Hills (Oakland) fire, State Senator Petris introduced SB 1841. This statute directs the Governor's Office of Emergency Services (OES), in coordination with all state agencies having designated response roles in the state emergency plan and local emergency management agencies, to establish SEMS, ICS, the Multi-Agency Coordination System (MACS), the Master Mutual Aid Agreement system, and the operational area concept.

B. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) was developed by the fire fighting agencies of California for the purpose of streamlining and integrating response to major fires. ICS provides standardized procedures and terminology, a unified command structure, a manageable span-of-control, and an action planning process that identifies response strategies and tactical actions. Other disciplines, such as law enforcement and medical services, have adopted the ICS and emergency planning concepts as well as local jurisdictions throughout the state.
C. SEMS ESSENTIAL FEATURES

SEMS contains several essential features that have been adapted from ICS. They are:

- **Essential Management**
  Functions: At the field response level, the five primary ICS functions of command, operations, planning and intelligence, logistics and finance are used. At the local government, operational area, regional, and state levels, the term "management" is used instead of command and the titles of the other functions remain the same.

- **Management by Objectives**
  As applied to SEMS, management by objectives means that each SEMS level of operation establishes measurable and attainable objectives to be accomplished for each established operational time period. Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days, as determined by the situation.

- **Action Planning**
  There are two variations of action planning under SEMS:
  1. Incident Action Plans, written or verbal action plans at the field response level, which reflect the overall strategy and specific tactical action and support information for the next specified operational period?
  2. Emergency Operations Center (EOC) Action Plans are developed at the local, operational area, regional, and state levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required. Action plans provide a basis for measuring achievement of objectives and overall performance, in addition to providing direction.

- **Modular Organization**
  Modular organization provides for only those elements of the organization required to meet the current objectives to be activated and provide that all organizational elements can be arranged in various ways under SEMS essential functions (Management, Operations, Planning and Intelligence, Resources and Logistics, and Finance and Administration). Each activated element must have a person in charge. A supervisor may be in charge of more than one element.

- **Organizational Unity**
  Every individual within the organization has a designated supervisor and hierarchy of command or management under the concept of organizational unity. Also, all organizational elements within each activated level are linked together to form a single overall organization within acceptable span-of-control limits.
• **Span of Control**
  Maintenance of an acceptable span-of-control is the responsibility of every supervisor. The optimum span-of-control is one to five, meaning one supervisor with supervisory authority over five subordinates. The recommended span-of-control at all levels is one to three through one to seven. A larger span-of-control can be acceptable if the supervised positions are all performing a similar function.

• **Personnel Accountability**
  The intent of personnel accountability is to ensure that there are proper safeguards in place so that all personnel are accounted for at any time. This is accomplished through organizational unity and hierarchy of management using check-in forms, position logs and other status keeping systems.

• **Common Terminology**
  Common terms are used for all organizational elements, position titles, facility designations and resources, ensuring consistency and standardization within and between all SEMS levels. It enables multi-agency, multi-jurisdiction organizations and resources to work together rapidly and effectively.

• **Resource Management**
  In SEMS, there are functional activities related to managing resources at all levels. Resource management describes the ways in which field resources are managed and how status is maintained. The management activity varies from level to level, from directing to controlling, to coordination, to inventorying and the procedures vary accordingly.

• **Integrated Communications**
  At the field level, integrated communications are used in any emergency. Throughout Command Centers and among SEMS levels, communications systems must be compatible and planning and information flow must occur in an effective manner. Integrated communications refers to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information.

**D. SEMS ORGANIZATIONAL LEVELS**

SEMS consists of five organizational or response levels, which are activated as needed to respond to an emergency. They are the Field Response Level, the Local Government Level, the Operational Area, the Regional Level and the State Level:

• **Field Response Level**
  The Field Response Level consists of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat.

• **Local Government Level**
  The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are
required to use SEMS when their Emergency Operations Centers are activated or when there has been a proclamation of Local Emergency.

- **Operational Area**
  The Operational Area is an intermediate level of SEMS, which consists of a county and all political subdivisions within the county, including special districts. The Operational Area staff manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the communication link between the Local Government Level and the Regional Level.

- **Regional Level**
  The SEMS regions are also known as mutual aid regions. There are six regions and their purpose is to provide for more effective application and coordination of mutual aid and other emergency related activities. At the Regional Level, information and resources are managed and coordinated among Operational Areas within the Region and between the Operational Areas and the State Level. In addition, coordination of state agency support for emergency response activities within the Region occurs at this level. The State Office of Emergency Services regional office at Los Alamitos serves as the Regional Level for Southern California.

- **State Level**
  At the State Level (State Operations Center in Sacramento), state resources are assigned in response to the needs of other levels and mutual aid is coordinated among the mutual aid regions and between the Regional Level and the State Level. The coordination and communication link between the state and federal disaster response systems also occurs at this level.

The Emergency Operations Plan outlines San Diego State University (SDSU) emergency responsibilities and is consistent with the following laws and authorities. The California Emergency Services Act (California Government Code, Section 8850 et seq.) provides the basic authority for conducting emergency operations following a proclamation of emergency by the Governor and/or appropriate local authorities. The provisions of the Act are supplemented by emergency regulations at the local level. Local and campus emergency plans are considered to be extensions of the California Emergency Plan.

The California Emergency Plan is published in accordance with the Act. It describes overall Statewide authorities and responsibilities and outlines the functions and operations of government at all levels.

1. SAN DIEGO STATE UNIVERSITY

The university's emergency management authority, policies, responsibilities and assignments are established in the Plan. The Plan provides for the emergency authority of the president to take actions and make emergency expenditures of university funds in response to emergency conditions.

The Plan is consistent with all SDSU policies and procedures and does not supersede or replace the current procedures for safety, hazardous materials response, or other procedures already in place.

The SDSU emergency management response system and Plan are in accordance with the standardized State response system and the SEMS guidelines. As a Public Nonprofit organization within the State of California, SDSU is eligible for federal disaster assistance, but is not eligible for state disaster funding. However, the Governor's Office of Emergency Services (State OES) administers the federal disaster assistance program for the Federal Emergency Management Agency (FEMA) in California and the high degree of accord between the SDSU emergency system and the standardized statewide system, will benefit the disaster assistance application process.

Campus Emergency

A State of Emergency may be declared by the President under this Plan and his/her inherent authority to regulate campus buildings and grounds and maintain order on campus (see California Administrative Code, Title 5, Sections 41302 and 43402). Such a declaration 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 on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this Plan necessary.

Implementation of the campus Plan puts into effect the campus' role in the California Emergency Plan and is the first step in coordinating disaster assistance
with local jurisdictions and giving and receiving mutual aid under that Plan, if necessary.

The university participates in the exchange of intelligence and information with the local, state, and federal emergency agencies and participates in and receives assistance under the federal disaster assistance program.

SDSU is subject to the following state laws regarding evacuation planning for university-owned buildings and facilities:

- California Code of Regulations, which requires an Emergency Action Plan (evacuation plans for buildings).
- California Education Code, Parts 40 and 59, Chapter C-4.1, Section 66210; which requires "Emergency Evacuation Plans for all forms of student housing owned and operated by a university."

Executive Order 921 delegates to each CSU campus president the authority and responsibility for the implementation of a campus emergency plan. Each campus president shall ensure that management activities are carried out in support of this plan.

References

1. The authority to govern the California State University and to maintain its buildings and grounds has been given to the Board of Trustees by the Legislature (California Education Code, Sections 66600, 66606, and 89031). In turn, the campus President has been delegated the authority to regulate the buildings and grounds of his or her individual campus (see California Administrative Code, Title 5, Sections 41302 and 42402).

2. Title 5, California Administrative Code, Section 42404, states: "The President of each campus is responsible for the educational effectiveness, academic excellence, and general welfare of the campus over which he presides."

3. Title 5, California Administrative Code, Section 41302, states: "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultations with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities."

2. LOCAL (CITY AND COUNTY)

A. Cities of Calexico and Brawley

The Cities of Calexico and Brawley will provide support and assistance as available to San Diego State University – Imperial Valley.

Local Emergency
Local Emergency may be proclaimed by the local governing body or a duly authorized local official, as specified by local ordinance. Proclamations normally will be made when there is an actual or threatened disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city.

The proclamation of a Local Emergency provides legal authority to:

Request that the Governor proclaim a State of Emergency (if necessary).

Promulgate orders and regulations necessary to provide for the protection of life and property.

Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, plans, and/or agreements.

Request that State agencies provide mutual aid.

Require the emergency services of any local official or employee.

Requisition necessary personnel and material of any department or agency.

Conduct emergency operations without facing liabilities for performance or failure of performance.

The City of Calexico emergency authorities are contained in Calexico Ordinance No. 011230, Public Emergency Procedures, Section 51.0101-0111, Chapter 5, Article 5, Calexico Code. The City emergency program is administered by the City Office of Disaster Preparedness, a section of the Fire Department.

The City of Brawley emergency authorities are contained in Brawley Ordinance No. 011230, Public Emergency Procedures, Section 51.0101-0111, Chapter 5, Article 5, Brawley Code. The City emergency program is administered by the City Office of Disaster Preparedness, a section of the Fire Department.

**B. County of Imperial Operational Area**

The Imperial County Operational Area consists of the County, 18 cities and all special districts, including school districts. There is a formal Joint Powers relationship between the County and the 18 incorporated municipalities in the County. The Operational Area staff coordinates among all of the public agencies within the County's boundaries and the State Office of Emergency Services (OES). The Operational Area is staffed by the County Office of Emergency Services (OES), which is located at the County Emergency Operations Center (EOC) in Heber. During a disaster response, OES will activate the County EOC and coordinate resources at the Operational Area level and collect status reports and other information from organizations and facilities that have sustained damage. OES staff will coordinate and forward the information to State OES, where it will be included in the justification for requesting federal assistance.
The County of Imperial acts under the emergency authority established by County Ordinance, and under the authority provided to counties, cities, and special districts under the State of California Emergency Services Act (California Government Code 8550 et seq.) and Petris (SEMS) SB 1841 Chapter 1069 — Amendments to the Government Code, Article 7, California Emergency Services Act.

3. STATE OF CALIFORNIA

The State's disaster authority is established in the California Emergency Services Act. Included in the law are the policies, regulations, and basic procedures for the following:

- California Emergency Plan
- Standardized Emergency Management System (SEMS)
- SEMS Guidelines, March 1995

During disasters that require activation at the state level, State OES will (1) coordinate with FEMA for federal resources and disaster assistance funding and (2) work with the Operational Areas within its own established regions, to receive reports, receive requests for resources, and coordinate recovery efforts. San Diego County is part of Region VI, with its business office located in Los Alamitos. The County Operational Area will coordinate between Region VI and the local governments and organizations.

The Governor must declare a State of Emergency in order to activate the state emergency response and to pave the way for a presidential declaration of disaster.

**State of Emergency**

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

There exist conditions of disaster or extreme peril to the safety of persons and property within the State; and

it has been requested by local authorities, or local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

Mutual aid shall be rendered in accordance with approved ordinances, plans, and/or agreements, including the campus Plan and its agreements with local jurisdictions.

The Governor shall have the right to exercise within the designated area all police power vested by the Constitution and the laws of the State of California.
The Governor may suspend the provisions of any regulatory statute; or any statute prescribing the procedure for conducting state business; or the orders, rules, or regulations of any state agency, including campus procedures.

The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.

The Governor may promulgate, issue, and enforce orders and regulations as s/he deems necessary.

**References**

2. California Natural Disaster Assistance Act, California Government Code, Sections 8680-8692.
3. Flood Fighting, California Water Code, Section 128.

**4. FEDERAL GOVERNMENT**

The federal-level authority for emergency management is the Federal Emergency Management Agency (FEMA). FEMA headquarters is in Washington, DC and the agency is organized into 10 regions throughout the country. California is in Region IX, with its headquarters in San Francisco. During a disaster in California, (after declaring the state a disaster area) the Governor petitions the President of the United States to make a presidential declaration, so that federal resources can be made available. A presidential declaration activates the Federal Emergency Response Plan and allows the state to access federal resources for emergency response.

Under a presidential declaration, SDSU may be eligible to receive assistance from federal agencies. Such assistance is at the discretion of and coordinated by FEMA. However, SDSU does not coordinate directly with FEMA during emergency response operations. All coordination is handled by State OES, through its regions, to the local Operational Areas. Figure 1 shows the lines of coordination for SDSU during a disaster in which both the Governor and President have made disaster declarations.

The Robert Stafford Act (originally Public Law 93-288, now amended) provides the federal authority and program for federal congressional appropriation of public funds for disaster assistance. This program provides for a reimbursement of approximately 75% of eligible expenses for approved categories of public facility (including Public Nonprofits) protection and/or repair and restoration of damaged facilities. The County Operational Area and the State of California will notify interested organizations when the federal programs are activated and will assist with the application process. Further information regarding the application process for federal disaster assistance funds is in Appendix 10, OES/FEMA Documentation Procedures.

**References**

The Stafford Act also includes a provision for hazard mitigation projects. These are projects funded for improvements to qualified facilities that were not damaged, but are considered at risk for future events. The information regarding program availability is provided by State OES and FEMA to eligible agencies within a few weeks after a disaster.
5. THE CALIFORNIA MUTUAL AID SYSTEM

- Introduction
  - The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support are
provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

- The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California’s incorporated cities and all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

- To facilitate the coordination and flow of mutual aid, the state has been divided into six Office of Emergency Services (OES) Mutual Aid Regions (see map, Planning Basis Section). Through this mutual aid system, the state OES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

- To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire Coordinators and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (OES) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., medical, care and shelter, rescue).

- The purpose of mutual aid is to ensure that after an agency has committed or is about to exhaust all available resources, other public agencies may be called upon to provide assistance. Cities, counties, and the State of California joined together in the Master Mutual Aid Agreement in 1950, which provides for mutual assistance agreements between and among cities, counties, and state and local agencies and districts. Law enforcement and fire services use their mutual aid systems frequently, sometimes on a daily basis.

- **Responsibilities of Operational Levels**
  - **Campus**
    
    The campus is responsible for:
1. Developing and maintaining current emergency plans that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, which includes provisions for applying campus resources to meet the emergency requirements of the campus or its neighbors and coordinating such plans with those of neighboring jurisdictions. Periodic training and testing of plans is required.

2. Identifying staging areas to provide rally points for incoming mutual aid.

3. Responding to requests for mutual aid.

4. Dispatching situation reports through established channels as the emergency situation develops and as changes in the emergency situation dictate.

5. Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.

6. Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.

7. Carrying out emergency regulations issued by the Governor.

- Local Jurisdictions
  Local jurisdictions are responsible for:

  1. Developing and maintaining current emergency plans that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement and are designed to apply local resources in meeting the emergency requirements of the immediate community or its neighbors and in coordinating such plans with those of neighboring jurisdictions to ensure mutual compatibility.

  2. Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.

  3. Responding to requests for mutual aid.

  4. Dispatching situation reports to the appropriate Operational Area Coordinator and/or OES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.

  5. Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.

  6. Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.

  7. Carrying out emergency regulations issued by the Governor.
- **Operational Area**
  Coordinators at the Operational Area are responsible for:
  2. Maintaining liaison with the appropriate OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
  3. Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
  4. Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate OES Mutual Aid Region coordinator.
  5. Dispatching reports to the appropriate OES Mutual Aid Region coordinator as the emergency situation develops and as changes in the emergency situation dictate.
  6. Receiving and employing resources provided by other counties and by state, federal, and private agencies.
  7. Carrying out emergency regulations issued by the Governor.

- **OES Mutual Aid Region**
  Coordinators at the OES Mutual Aid Region level are responsible for:
  1. Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the region.
  2. Providing planning guidance and assistance to local jurisdictions.
  3. Responding to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
  4. Receiving, evaluating, and disseminating information on emergency operations.
  5. Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

- **State Office of Emergency Services**
  1. Performs executive functions assigned by the Governor.
  2. Coordinates the extraordinary emergency activities of all state agencies.
  3. Receives, evaluates, and disseminates information on emergency operations.
  4. Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
  5. Receives, processes, evaluates, and acts on requests for mutual aid.
  6. Coordinates the application of state mutual aid resources and services.
7. Receives, processes, and transmits requests for federal assistance.
8. Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
9. Maintains liaison with appropriate state, federal, and private agencies.
10. Coordinates emergency operations with bordering states.

- **Other State Agencies**
  Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

**Mutual Aid Policies and Procedures**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
  1. Subject to state or federal control.
  2. Subject to military control.
  3. Located outside the requesting jurisdiction.
  4. Allocated on a priority basis.

- Due to the incompatibility of radio communications equipment between most agencies local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

- Requests for and coordination of mutual aid support normally will be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:
  1. Number of personnel needed.
  2. Type and amount of equipment.
  3. Reporting time and location.
  4. Authority to whom they are to report.
  5. Access routes.
  6. Estimated duration of operations.

**Mutual Aid References**

Mutual aid assistance may be provided under one or more of the following:

- [California Fire and Rescue Emergency Plan](#).
- [California Law Enforcement Mutual Aid Plan](#).
- Local Mutual Aid Agreement.
- Federal Disaster Relief Act of 1974.
Appendix 3: Emergency Communications and Notification

A. SDSU EMERGENCY COMMUNICATIONS

The Associate Dean at the Imperial Valley Campus (Calexico and Brawley) has the primary responsibility to promptly notify the campus community when warranted by an emergency situation.

Notification of the campus community will normally be accomplished through the Dean’s Office. It will involve a warning that an emergency exists and the issuance of appropriate instructions.

The Dean’s Office is the primary point on campus for receipt of warnings from local and state officials.

In an emergency such as earthquake, flood, or power outage, people may experience confusion and anxiety about what has happened or is happening. SDSU emergency communications procedures include the following:

- In an emergency, the university is committed to providing official emergency information as quickly as the situation allows.
- In the first few minutes after an emergency, official information will likely be unavailable and phone service may be interrupted.
- The best source of information will be the Dean’s Office in the Administration Building at the Calexico Campus. The EOC Public Information Officer (Dean Stephen Roeder) will provide accurate and current information for dissemination to faculty, staff, students, and the public.
- In the event of an emergency, the university will communicate information via the following, as possible:
  - Phone trees
  - Imperial Valley Campus Home Page: [http://www.ivcampus.sdsu.edu/](http://www.ivcampus.sdsu.edu/)
  - Email Communications
  - KECY Channel 9; KYMA Channel 11
  - KPBS 97.7; KXO 12:30AM
  - Departmental Phone Trees
  - Emergency Information Line: 1-760-768-5500
  - BFA Website
  - Heber Avenue message board
  - Campus telephone voicemail system

B. PHONE TREES

- When phone systems are operational, an effective way of providing emergency information to a large number of people is through the use of phone trees. The university needs your help and requests that each department, division, and college develop and use a phone tree to
communicate information in an emergency. Administrators, managers, and supervisors should use the phone tree to notify their staff or faculty as necessary.

- A simple organizational chart format works well. Divide the department, division, or college into small groups (preferably no more than 10) with one person designated as the primary caller for the group. Designate an alternate primary caller as well. Primary callers should keep their phone tree available at all times in case they happen to be off campus at the time of the emergency.
- Phone tree information should include work phone, home phone, cellular phone, and pager numbers.
- Depending on the nature of the incident, if the phone system is operational, and when safe, the primary caller will activate his/her phone tree. The primary caller should ensure only confirmed information is relayed to people on their list. The primary caller should update the people on their list as new information is obtained.
- Phone trees should be provided to the responsible persons in each department, division, or college as well as the Public Safety Emergency Management coordinator.
- Phone trees will be checked and updated each January and July and redistributed.
- Phone trees will be kept confidential.
Appendix 4: Emergency Plan Activation

When an emergency situation arises, the Emergency Operations Executive/Incident Commander (EOE/IC) should activate the Plan. S/he will retain control of the Emergency Operations until relieved by a higher-ranking member of the Department of Public Safety or the Emergency Operations Director. University personnel and equipment will be utilized to provide priority protection for:

- Life safety
- Preservation of property
- Restoration of academic and business operations

The manner in which university personnel and equipment will be used will be determined by the Plan under the direction of the EOE/IC.

The EOE/IC will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions: Operations, Planning, Logistics, and Finance.

The president or acting president of the university will be responsible for notifying the EOE/IC to deactivate the emergency operations response when s/he deems it appropriate.

• Activation During Business Hours
When an emergency situation such as those envisioned by the Plan occurs during university business hours, the following should take place:

**If Telephone Services ARE Operational:**

The Associate Dean at the Imperial Valley Campus will:

- Immediately call the chief, captain, or operations lieutenant and advise of the emergency situation.
- Then notify the EOE/IC and advise of the emergency situation.
- Then notify EOC representatives, and advise them where to report.

**If Telephone Services ARE NOT Operational:**

- As they become aware of a major emergency situation at San Diego State University, EOC representatives and members of the Executive Policy Group will immediately report to the EOC.

• Activation During Non-working Hours
There is a significant chance that an emergency situation such as those envisioned by the Plan may occur before or after regular university business hours, or on a holiday or weekend when the university is closed.
While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and staff until officials can be notified. Until that time, however, the individuals assuming the most responsibility will members of the Public Safety Department. Officers will follow guidelines and checklists in the Plan, while simultaneously notifying members of the EOC and Executive Policy Group of the situation.

The EOC Representatives and Executive Policy Group should report to the EOC.

Dial 8-9-1-1 for any emergency in Calexico or 9-1-1 in Brawley.

Appendix 5: Emergency Planning Team (EPT)

The objective of the emergency management organization is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training is a vital element of the campus Emergency Operations Plan (the Plan). This section describes the purpose and composition of the Emergency Planning Team (EPT), as well as the planning and training roles and responsibilities of its members.

1. PURPOSE

The EPT are enthusiastic and committed individuals with resources, knowledge and relationships to plan for and manage an emergency situation. Members will represent all facets of the university. They should have decision-making authority within their positions and be available for immediate response. The EPT's purpose is to:

- review and update the Plan for response to major emergencies in accordance with the State Emergency Management System (SEMS) and the Incident Command System (ICS);
- provide support to the Emergency Operations Center staff when necessary;
- communicate and disseminate emergency planning information to the university community;
- provide training to appropriate university personnel, e.g., conduct evacuation drills and tabletop exercises, test mutual aid agreements;
- inventory and budget for facilities, equipment, and supplies required for emergency response/preparedness;
- act as a liaison with local emergency planning entities; e.g., American Red Cross, Imperial county and city operations, regional universities and colleges (Imperial Valley Community College) and regional hospitals;
- Coordinate with SDSU Crisis Intervention Team when appropriate.
2. COMPOSITION

Under the direction of the Vice President for Business and Financial Affairs, the EPT is responsible for coordinating the emergency planning process. The group is made up of representatives from:

**Business and Financial Affairs**
- Public Safety
- Environmental Health and Safety
- Physical Plant
- Office of the Vice President
- Business Services
- Office of Housing Administration

**Student Affairs**
- Student Health Services
- Counseling and Psychological Services
- Disabled Student Services
- Residential Life Office

**Academic Affairs**
- Imperial Valley Campus (IVC)
- Library
- Office of the Provost

**Auxiliaries**
- Associated Students
- Aztec Shops
- SDSU Research Foundation

**Others as designated.**

3. ROLES AND RESPONSIBILITIES

A. The EPT representative from Public Safety shall:

- Call periodic meetings of the EPT to revise and update the Plan to ensure that all representatives understand their roles and responsibilities.
- Distribute and update copies of the Plan to all appropriate San Diego State University personnel.

B. Each member of the EPT shall have the following planning responsibilities:
- Attend EPT meetings.
- Designate primary and alternate emergency representatives.
- Assist in the development and revision of the Plan.
- Provide telephone trees for their area of responsibility.
- Develop a specific, concise plan covering the responsibilities assigned to the EOC.
- Notify the director of Public Safety of current addresses and telephone numbers of all EOC representatives and one alternate at least annually.
- Develop and implement training programs to assure that all staff members of the EOC understand the Plan and their assignment.
- Brief EPT members on emergency operational plan periodically to ensure that the Plan is complete and workable.

4. TRAINING

A. Emergency Simulation Exercises

An essential element of the training program, emergency simulation exercises allow personnel to become thoroughly familiar with the procedures, facilities, and systems that will actually be used in emergency situations. These exercises are carried out in several forms:

- **Orientation Seminars** are used to introduce or refresh participants to plans and procedures. They may involve lectures, panel discussions, media presentations, talk-through or reviews of past cases for lessons learned. Such exercises can involve all levels of personnel, particularly support service groups.

- **Tabletop Exercises** provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussions and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

- **Functional Exercises** are utilized to simulate actual emergencies. They will involve the complete emergency management staff and are designed not only to exercise procedures but also to test the readiness of personnel, communications, and facilities. Such exercises will be conducted at the EOC level and as field exercises.

- **Full-scale Exercises** are the most complex type of activities and the ultimate goal of the training program. This is a full performance exercise that adds a field component, which interacts with the EOC through simulated messages. These exercises test the deployment of resources and operations field personnel.

B. SDSU Training Program

The following training is recommended for staff with emergency assignments in this Plan. This matrix does not include specialized training for special teams or response functions such as Medical, Inspection, Damage Assessment, etc.
<table>
<thead>
<tr>
<th>Training Program</th>
<th>Topics</th>
<th>Who Should Attend</th>
<th>Presented by</th>
<th>How often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Orientation</td>
<td>A general training program including an overview of:</td>
<td></td>
<td>Human Resources</td>
<td>Annually and every new hire</td>
</tr>
<tr>
<td></td>
<td>• Drop, cover &amp; hold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assisting the physically challenged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• What to do for someone trapped or injured</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Roll call procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Employee emergency guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All SDSU employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Team Orientation</td>
<td>An overview of:</td>
<td></td>
<td>Public Safety</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Emergency Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emergency Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• EOC Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assignments and Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Checklists and Forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All staff with EOC assignments and employees trained in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Building safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Light search &amp; rescue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Environmental health &amp; safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tabletop Exercises</td>
<td>A non time-sensitive, facilitated, discussion-based training. It usually includes an initial scenario and allows participants to verbally review plan policies and procedures.</td>
<td>All staff with EOC assignments and employees trained in:</td>
<td>EPT</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Building safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Light search &amp; rescue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Environmental health &amp; safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOC Exercise</td>
<td>An Emergency Operations Center activation practice. It should include</td>
<td>All staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Practice</td>
<td>An actual practice of an evacuation, to include reporting to assembly areas and a Roll Call.</td>
<td>Who Should Participate: All building occupants, including visitors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presented by: EPT</td>
<td>How often: Annually</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendix 6: Emergency Equipment/Supplies Inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Environmental Health and Safety (EH&S)

- Location: Physical Plant in Calexico and Room 120A in Brawley
- Status: under review
- Comments: extra supplies from regular personal protective equipment inventory
## INVENTORY

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>allegro banana oil</td>
<td>0</td>
</tr>
<tr>
<td>cartridges AC / OV / HEPA</td>
<td>0</td>
</tr>
<tr>
<td>cellular phones (each program staff member)</td>
<td>1</td>
</tr>
<tr>
<td>emergency radios - Motorola from Physical Plant</td>
<td>1</td>
</tr>
<tr>
<td>formaldehyde monitor</td>
<td>0</td>
</tr>
<tr>
<td>level &quot;A&quot; containment suits</td>
<td>0</td>
</tr>
<tr>
<td>masks, half-face (large)</td>
<td>0</td>
</tr>
<tr>
<td>masks, half-face (medium)</td>
<td>0</td>
</tr>
<tr>
<td>masks, half-face (small)</td>
<td>0</td>
</tr>
<tr>
<td>mercury vapor analyzer</td>
<td>0</td>
</tr>
<tr>
<td>miran organic vapor analyzer</td>
<td>0</td>
</tr>
<tr>
<td>particle counter (air quality)</td>
<td>0</td>
</tr>
<tr>
<td>P.I.D. volatile organic detector</td>
<td>0</td>
</tr>
<tr>
<td>respirator, full-face organic vapor silicone</td>
<td>0</td>
</tr>
<tr>
<td>self-contained breathing apparatus</td>
<td>0</td>
</tr>
<tr>
<td>portable gas monitors</td>
<td>0</td>
</tr>
<tr>
<td>wipes, refresher / cleaning - Allegro</td>
<td>0</td>
</tr>
<tr>
<td>Generators 4000 watts</td>
<td>2</td>
</tr>
</tbody>
</table>

### 2. Waste Management Facility

- **Location:** Physical Plant, Calexico
- **Status:** under review
- **Comments:** N/A

## INVENTORY

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absorbent pads (for spills) 9&quot; x 15&quot;</td>
<td>0</td>
</tr>
<tr>
<td>Absorbent pillows</td>
<td>0</td>
</tr>
<tr>
<td>Granular absorbent</td>
<td>0</td>
</tr>
<tr>
<td>clay</td>
<td>0</td>
</tr>
<tr>
<td>vermiculite (packing)</td>
<td>0</td>
</tr>
<tr>
<td>Oil pads</td>
<td>0</td>
</tr>
<tr>
<td>Socks</td>
<td>0</td>
</tr>
<tr>
<td>Plastic bags - 6 mil thickness</td>
<td>4 boxes</td>
</tr>
<tr>
<td>Sodium bicarbonate (neutralizer)</td>
<td>0</td>
</tr>
<tr>
<td>Explosion proof hand lanterns (with 6-volt batteries)</td>
<td>0</td>
</tr>
<tr>
<td>Convertible flashlight/head gear</td>
<td>0</td>
</tr>
</tbody>
</table>
Day-glo orange vests 2
Ball peen hammers, small 1
Ball peen hammers, medium 1
Ball peen hammers, large 1
Sledge hammer, 3 lb. 0
Sledge hammer, 4 lb. 1.4 lb.
Sledge hammer, 16 lb. 0
Claw hammer 2
Pipe wrench 3
Crow bar 1
Bolt cutter 2
Pinch point bar 2
Shovel Pick axe 2 shovels 1 pick 1 axe

Delineators and pylons 0
55-gallon steel drums 0
55-gallon poly drums 0
55-gallon drum liners 0
5-gallon buckets with lids 0

3. Office of Housing Administration / Residential Education Office

- Location: Physical Plant staff and safety coordinators
- Status: under review
- Comments: none

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generators: 650 watt, 5.4 amps.</td>
<td>Zura, basement storeroom</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 650 watt, 5.4 amps.</td>
<td>Tenochca, main shop</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 650 watt, 5.4 amps.</td>
<td>Villa Alvarado, shop storeroom</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 650 watt, 5.4 amps.</td>
<td>Zura, carpenter shop</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 650 watt, 5.4 amps.</td>
<td>Maya, elect. room</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 2200 watt, 16.7 amps.</td>
<td>Chapultepec, basement</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 2200 watt, 16.7 amps.</td>
<td>Villa Alvarado, main storeroom</td>
<td>0</td>
</tr>
<tr>
<td>Generators: 2200 watt, 16.7 amps.</td>
<td>Zura, basement storeroom</td>
<td>0</td>
</tr>
</tbody>
</table>
Generator: 55000 watts, 41.7 amp  | OHA | 0 
---|---|---
Blankets | Cuicacalli, basement | 0 
Bed Pads | Zura | 0 
Towels | Cuicacalli, basement | 0 
Radios | RHC | 0 
Radios | Maint. Person | 10 
Plastic Trash Bags | Zura, carpenter shop | 0 
Radios | Admin & Custodial | 0 
Flood Lights | Chapultepec, basement | 0 
Flood Lights | Villa Alvarado, main shop storeroom | 0 
Flood Lights | Zura, basement storeroom | 0 
Batteries | Maintenance Shops | Unknown 
Batteries | Zura, linen room | Unknown 
Batteries | OHA, storeroom | Unknown 
Flashlights | Zura, linen room | 3 
Flashlights | Zura, maintenance storeroom | 0 
Flashlights | OHA, storeroom | 0 
Extension Cords | Zura, maintenance shop | 300 FT. 
Extension Cords | Zura, maintenance shop | 0 
Extension Cords | Olmeca, maintenance shop | 0 
Extension Cords | Tenochca, maintenance shop | 0 
Extension Cords | CA, maintenance shop | 0 
Extension Cords | Cuicacalli, maintenance shop | 0 
Extension Cords | OHA, storeroom | 0 
Disaster Response Kits | OHA, first fl. storage room | 0 
Disaster Response Kits | Maya, first fl. storage room | 0 
Disaster Response Kits | Chapultepec, first fl. storage room | 0 
Disaster Response Kits | Cuicalli, key room | 0 
Disaster Response Kits | Villa Alvarado, community center closet | 0 
First Aid Kits | Resident hall front desk and maintenance shop; and OHA workroom | 0 
Cellular phones | OHA / REQ | 8

4. Student Health Services

- **Location:** Physical Plant, Calexico Campus
- **Status:**
- **Comments:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-foot restraint strap wrap 30'</td>
<td>0</td>
</tr>
</tbody>
</table>

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange vest / stripe / medical</td>
<td>0</td>
</tr>
<tr>
<td>60mm airway, Berman for child</td>
<td>0</td>
</tr>
<tr>
<td>30mm airway, Berman sm. child</td>
<td>0</td>
</tr>
<tr>
<td>Air splint kit economy</td>
<td>0</td>
</tr>
<tr>
<td>Microshield w/pair of gloves (for CPR)</td>
<td>0</td>
</tr>
<tr>
<td>Bag valve mask - disp. (Ambu)</td>
<td>0</td>
</tr>
<tr>
<td>Splint, wire ladder 12/pkg</td>
<td>0</td>
</tr>
<tr>
<td>C-Collar disp. med/box of 10</td>
<td>0</td>
</tr>
<tr>
<td>C-Collar disp. lg/box of 10</td>
<td>0</td>
</tr>
<tr>
<td>Multi trauma dressing</td>
<td>0</td>
</tr>
<tr>
<td>Backboards</td>
<td>0</td>
</tr>
<tr>
<td>Extension cords (100-foot)</td>
<td>0</td>
</tr>
<tr>
<td>Extension cords (25-foot)</td>
<td>0</td>
</tr>
<tr>
<td>Extension cord (9-foot)</td>
<td>0</td>
</tr>
<tr>
<td>Hard hats</td>
<td>4</td>
</tr>
<tr>
<td>Safety goggles</td>
<td>3</td>
</tr>
<tr>
<td>Leather gloves</td>
<td>4</td>
</tr>
<tr>
<td>Sledge hammer (16 lb.)</td>
<td>0</td>
</tr>
<tr>
<td>Sledge hammer (3 lb.)</td>
<td>0</td>
</tr>
<tr>
<td>60&quot; digging bars</td>
<td>1</td>
</tr>
<tr>
<td>36&quot; pry bars</td>
<td>1</td>
</tr>
<tr>
<td>Crow bar</td>
<td>1</td>
</tr>
<tr>
<td>Pick</td>
<td>1</td>
</tr>
<tr>
<td>Shovels</td>
<td>2</td>
</tr>
<tr>
<td>Rope (500-foot nylon)</td>
<td>100 FT.</td>
</tr>
</tbody>
</table>

5. Evacuation Chairs

- Locations: N/A at the Imperial Valley Campus
- Status:
- Comments: evacuation chairs allow injured or immobile persons to be transported downstairs. (Locations last updated in March 2006).

6. Mini-mobile Emergency Equipment Storage Containers

- Location: N/A at Imperial Valley Campus
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>first aid kit</td>
<td>0</td>
</tr>
<tr>
<td>large canvas gloves</td>
<td>0</td>
</tr>
<tr>
<td>rubber mallets</td>
<td>0</td>
</tr>
<tr>
<td>standard hammer</td>
<td>0</td>
</tr>
<tr>
<td>head beams</td>
<td>0</td>
</tr>
<tr>
<td>6 volt flashlight</td>
<td>0</td>
</tr>
<tr>
<td>small flashlights</td>
<td>0</td>
</tr>
<tr>
<td>span lights</td>
<td>0</td>
</tr>
<tr>
<td>12&quot; pliers</td>
<td>0</td>
</tr>
<tr>
<td>standard flashlights</td>
<td>0</td>
</tr>
<tr>
<td>D-cell batteries</td>
<td>0</td>
</tr>
<tr>
<td>saws</td>
<td>0</td>
</tr>
<tr>
<td>ropes</td>
<td>0</td>
</tr>
<tr>
<td>water hose</td>
<td>0</td>
</tr>
<tr>
<td>utility pads</td>
<td>0</td>
</tr>
<tr>
<td>rubber boots</td>
<td>0</td>
</tr>
<tr>
<td>safety caps</td>
<td>0</td>
</tr>
<tr>
<td>yellow rope</td>
<td>0</td>
</tr>
<tr>
<td>industrial work gloves</td>
<td>0</td>
</tr>
<tr>
<td>dust masks</td>
<td>0</td>
</tr>
<tr>
<td>mono goggles</td>
<td>0</td>
</tr>
<tr>
<td>staple guns w/ staples</td>
<td>0</td>
</tr>
<tr>
<td>small bolt cutters</td>
<td>0</td>
</tr>
<tr>
<td>crowbars</td>
<td>0</td>
</tr>
<tr>
<td>shovels</td>
<td>0</td>
</tr>
<tr>
<td>medic board</td>
<td>0</td>
</tr>
<tr>
<td>medium bolt cutter</td>
<td>0</td>
</tr>
<tr>
<td>sledgehammers</td>
<td>0</td>
</tr>
<tr>
<td>bent chisel, 14 lb.</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendix 7:

SDSU Evacuation Procedures

Emergency Phone Numbers

SDSU Emergency Operations Information Hotline:

1-866-794-8832 or (760) 768-5520
(For current operational status of the university.)

For Campus Emergencies: Fire - Police - Medical, Dial 8-9-1-1 in Calexico and 9-1-1 in Brawley.

When you dial 8-9-1-1(Calexico) or 9-1-1 (Brawley) to report an emergency, give the following information:

- Exact nature of the emergency (describe as clearly and accurately as possible)
- Exact address or building, floor, and area or department
- Telephone number from which you are calling
- Your full name
- Do not hang up, as additional information may be needed

Note: Emergency / Duress Phones provide immediate access to Public Safety; no need to dial 9-1-1.

If phones do not work following an earthquake or other emergency, send a person to the administration building.

Campus Emergency Response Departments

Public Safety
8-911 Calexico Campus
911 – Brawley Campus

Physical Plant
ext. 6-5500 (9:30 a.m.- 4:00 p.m.)
332-4312 (Calexico security - after hours) or 332-3933 (Brawley Campus custodian)
For custodial services and utility problems

Environmental Health & Safety
8-911 (Calexico) and 911 (Brawley)
For chemical and biochemical spills, radiation exposure and toxic fumes
Emergency Communications

Where to Check for Information & Updates During an Emergency:

In the event of an emergency or natural disaster, information concerning the status of San Diego State University will be available to students, faculty, staff, parents and community members. In addition to this Web site, information will be available through the following sources:

- Emergency Operations Information Hotline: **866-794-8832.** Recorded information concerning the university's status during an emergency. For the Imperial Valley Campus, recorded information will be available at 760-768-5500.

- San Diego County Emergency Homepage
  Information on how to deal with fires, storms, earthquakes, floods, bioterrorism. Site includes breaking news briefs on current conditions and news releases, as well as links to local law enforcement, healthcare, utilities and other relevant sites.

- During a major emergency, such as wildfires or an earthquake, KECY TV Channel 9; KYMA TV Channel 11 and KPBS Radio 97.7; KXO Radio 12:30AM will announce campus status reports along with community information.

- Other forms of emergency campus communication include phone trees, Police, Physical Plant portable radios and the campus telephone voicemail system.

Emergency Procedures


Emergency Procedures Booklets are available in print form from Public Safety (ext. 41991) and Environmental Health & Safety (ext. 46778). Printed booklets are posted throughout campus and in each classroom. You are encouraged to review their contents each semester.
Emergency Phone Numbers

SDSU Emergency Operations
Information Hotline:

1-760-768-5500 Imperial Valley Campus

1-866-794-8832 (For current operational status of the overall university.)

For Campus Emergencies: Fire - Police - Medical, Dial 8-9-1-1 Calexico Campus and 9-1-1 – Brawley Campus

When you dial 8-9-1-1 or 9-1-1 to report an emergency, give the following information:

- Exact nature of the emergency (describe as clearly and accurately as possible)
- Exact address or building, floor, and area or department
- Telephone number from which you are calling
- Your full name
- Do not hang up, as additional information may be needed

Note: Emergency / Duress Phones provide immediate access to Public Safety in San Diego; no need to dial 9-1-1. Please stress that you are calling from the Calexico Campus.

If phones do not work following an earthquake or other emergency, send a person to the Administration Building Room 104L in Calexico or to the Director’s Office at the Brawley Campus in Room 112.

Campus Emergency Response Departments

Public Safety
8-911 Calexico Campus
911 – Brawley Campus

Physical Plant
ext. 6-5500 (9:30 a.m. - 4:00 p.m.)
332-4312 (Calexico security - after hours) or 332-3933 (Brawley Campus custodian)
For custodial services and utility problems

Environmental Health & Safety
8-911 (Calexico) and 911 (Brawley)
For chemical and biochemical spills, radiation exposure and toxic fumes

Reporting an Emergency

Dial 8-9-1-1  For Calexico Campus Emergencies (Fire - Police - Medical)
Dial 9-1-1  For Brawley Campus Emergencies (Fire - Police - Medical)

When you dial 8-9-1-1 or 9-1-1 to report an emergency, give the following information:

- Exact nature of the emergency (describe as clearly and accurately as possible).
- Exact address or building, floor, and area or department.
- Telephone number from which you are calling.
- Your full name.
- Do not hang up, as additional information may be needed.
If phones do not work following an earthquake or other emergency, send a person to the Administration Building, Room 104L in Calexico or to the Director’s Office at the Brawley Campus in Room 112.

**Emergency / Duress Phones** provide immediate access to Public Safety in San Diego; no need to call 9-1-1. Please report your location as the Calexico Campus.

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### How to Prepare

#### What Can I Do To Be Better Prepared?

Become familiar with the contents of this Web site and bookmark it for easy reference. The Pacific Bell telephone directory also contains vital emergency information.

Participate in campus evacuation drills. Know the [Safety Coordinators](#) for your area/department.

Know your building’s floor plan. Know where the stairs and fire extinguishers are located. Know the locations of alternate exits from your area.

If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Be prepared for a 72-hour stay on campus in case of a serious emergency. Keep on hand such personal items as:

- Medications (must be properly safeguarded)
- Flashlight and batteries
- Books, pack of cards, etc.
- Some food items such as nutrition bars
- Water in bottles or other containers
- Sweater, change of clothes, comfortable shoes

Take advantage of training programs such as:

- Fire and earthquake preparedness training, offered by [Environmental Health and Safety](#)
• Automatic External Defibrillator (AED) training, offered by Public Safety.
• Cardiopulmonary Resuscitation (CPR) and First Aid training, offered by:
  o Calexico Fire Department
  o Brawley Fire Department
  o American Red Cross
  o American Heart Association
• R.A.D. self-defense classes, offered by Public Safety in San Diego. (Contact Captain Steve Williams <stwillia@mail.sdsu.edu> or ext. 41987.)
• Workplace violence presentations, offered by Public Safety in San Diego. (Contact Captain Steve Williams <stwillia@mail.sdsu.edu> or ext. 41987.)

Prepare yourself and your family at home so they will know what to do, where to go and how to cope in an emergency situation:

• How to put together a disaster supplies kit / personal workplace disaster supplies kit.
• Your personal disaster plan: 4 steps to safety. (These links go to the Red Cross).
• Earthquake preparedness.
• Fire preparedness.
• Flood preparedness.
• Wildfire preparedness.

Assault / Workplace Violence

Physical Threat or Assault / Workplace Violence

The possibility of violence on campus is an unfortunate reality. If you are witness to violent acts or behavior, immediately move away from the incident, then dial 8-9-1-1 (from the Calexico Campus) to summon the police. Dialing 9-1-1 from a Brawley Campus phone connects you directly to the Sheriff’s Department in Brawley.

If you hear about an incident on campus, please stay away from that area and wait for news from the dean’s office.

Workplace Violence
If one or more of the following situations or activities is present in your workplace, then consider your workplace to be at potential risk of violence:

- Working alone at night and during early morning hours.
- Exchange of money.
- Availability of valued items such as money and jewelry.
- Availability of prescription drugs.
- Working with patients, clients, customers or students known or suspected to have a history of violence.
- Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior.
- Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

Every campus office or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact Public Safety in San Diego for additional information and training. For information, contact Captain Steve Williams <stwillia@mail.sdsu.edu> or ext. 41987.

**Bomb Threat**

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all such calls must be taken seriously. If you receive a threat of any kind, immediately call 8-9-1-1 (from the Calexico Campus) and call 9-1-1 (from the Brawley Campus). If possible, get a coworker to do this while you continue talking with the caller:

- Permit the caller to say as much as possible without interruption. Then,
  - Ask a lot of questions:
    - Where is the bomb?
    - When is the bomb going to go off?
    - What kind of bomb is it?
• What does the bomb look like? Permit the caller to say as much as possible without interruption.

  o Use the Bomb Threat Report below. Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc.

  o Public Safety will advise you if evacuation is necessary. Follow instructions given by Public Safety.

If there has been a threat, and you see a package or foreign object, DO NOT TOUCH IT.
Immediately call 8-9-1-1 (from Calexico) or 9-1-1 (from Brawley) to report any unusual objects or items.

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, report immediately to 8-9-1-1 (from Calexico) or 9-1-1 (from Brawley).

Bomb Threat Report

<table>
<thead>
<tr>
<th>Questions to Ask:</th>
<th>Caller's Voice:</th>
<th>Threat Language</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Calm</td>
<td>Well-spoken (educated)</td>
</tr>
<tr>
<td></td>
<td>Angry</td>
<td>Foul language</td>
</tr>
<tr>
<td></td>
<td>Excited</td>
<td>Irrational / incoherent</td>
</tr>
<tr>
<td></td>
<td>Slow</td>
<td>Taped message</td>
</tr>
<tr>
<td></td>
<td>Fast</td>
<td>Message read by threat-maker</td>
</tr>
<tr>
<td></td>
<td>Soft</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Loud</td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td>Laughter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crying</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distinct</td>
<td></td>
</tr>
</tbody>
</table>

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2000
<table>
<thead>
<tr>
<th>What is your address?</th>
<th>Nasal</th>
<th>Background Sounds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your name?</td>
<td>Stutter</td>
<td>• Street noises</td>
</tr>
<tr>
<td></td>
<td>Lisp</td>
<td>• Animal noises</td>
</tr>
<tr>
<td></td>
<td>Familiar</td>
<td>• Clear</td>
</tr>
<tr>
<td></td>
<td>Lisp</td>
<td>• Voices</td>
</tr>
<tr>
<td></td>
<td>Raspy / Ragged</td>
<td>• Music</td>
</tr>
<tr>
<td></td>
<td>Clearing throat</td>
<td>• House noises</td>
</tr>
<tr>
<td></td>
<td>Deep breathing</td>
<td>• Motor</td>
</tr>
<tr>
<td></td>
<td>Cracked voice</td>
<td>• Office machinery</td>
</tr>
<tr>
<td></td>
<td>Disguised</td>
<td>• Factory machinery</td>
</tr>
<tr>
<td></td>
<td>Accent</td>
<td>• Static</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>• PA system</td>
</tr>
<tr>
<td></td>
<td>Remarks</td>
<td>• Local</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Long distance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Booth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remarks</td>
</tr>
</tbody>
</table>

Exact Wording of the Threat

(write this down):

Take Note:

- Sex of caller
- Age
- Accent / ethnicity
- Length of call
- Number at which call was received
- Name of person who answered phone
- Date of call
- Time of call

If the voice is familiar, who did it sound like?

Bomb Threat Links

ATF Bomb Threat Pamphlet

Chemical / Radiation Spills
Chemical Spills, Toxic Fumes, Radioactive Spills/Contact

- **Immediate Emergency**: Call 8-9-1-1, (from Calexico) or 9-1-1 (from Brawley)
- **Non-Emergency**: Call 1-800-698-6942
- **Radiation Safety**: Call 1-800-698-6942

## Chemical and Solvent Spills

- If spill involves personal injury, remove clothing; flush with warm tap water for 15 minutes. Call 8-9-1-1 (from Calexico) or 9-1-1 (from Brawley).
- If immediate hazard exists or medical assistance is required, Call 8-9-1-1 (from Calexico) or 9-1-1 (from Brawley).
- For small spills/ those not involving immediate danger to life or property:
  - Confine the spill.
  - Evacuate and secure the immediate area; limit access to authorized personnel.
  - Notify area supervisor.

Any spill that could POTENTIALLY cause injury to a person or property must be reported to Environmental Health and Safety.

## Toxic Fumes

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area and immediately.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
Evacuate immediately and notify Public Safety. Do not re-enter the area until advised to do so by emergency personnel.

Radioactive Spills/Contact

For spills of radioactive material:

- Confine the spill, if possible.
- Inform others in the area that a spill has occurred.
- Call Radiation Safety (1-800-698-6942).

Skin contact with radioactive material:

- Wash the area in the nearest sink using tepid water and mild soap.
- Call Radiation Safety (1-800-698-6942).

Ingestion or inhalation of radioactive material:

- If the radioactive material is also toxic or hazardous in nature, seek prompt medical attention.
- If the material is only radioactive and is chemically and biologically inert, call Radiation Safety (1-800-698-6942).
Guidelines for preventing earthquake loss, saving lives and protecting your research and course materials.

See also Earthquake section of Emergency Procedures booklet and Earthquake Response section of SDSU Emergency Plan.

Before an Earthquake:

- Brace or rearrange office furniture to minimize falling hazards. Bolt bookcases and filing cabinets to the wall. Do not put heavy items or full boxes on tall furniture.
- Securely anchor your computer, monitor and printer to the desk or workstation.
- Back up your computer(s) frequently to server, disk, CD, tape, etc. (Store these at a separate location.)
- In laboratories, secure as much equipment as possible. Keep an up-to-date chemical inventory in your laboratory and with Environmental Health and Safety.
- Familiarize yourself with your building’s emergency procedures, and ask your Safety Coordinator for help in making preparations.
- Know your building’s exits (each building in which you teach or work).
- Keep an emergency kit in the trunk of your car.
- Share this information with your students.

During and After an Earthquake:

In classrooms and labs, you are responsible for your own students. When an earthquake starts:

- If you are with students, shout "Earthquake! Take Cover!" Tell students to drop between the rows of classroom seats or under tables. If possible, take cover under a desk or table, and hold on.
- If you are in a hallway, drop to the floor and cover your head and neck.
- Stay covered until the shaking has clearly stopped.
- Restore calm among your students. Keep them together.
- Evacuate everyone to the appropriate Assembly Point.
- Wait at your assigned assembly point for help and further instructions. Report to authorities any missing or trapped persons or hazardous conditions.
- Do not use campus phones. If possible, listen to the radio. During a
major emergency, such as wildfires or an earthquake, KECY TV Channel 9; KYMA TV Channel 11 and KPBS Radio 97.7; KXO Radio 12:30AM will announce campus status reports along with community information.

**Tips for Reducing Earthquake Hazards**

**In Offices:**

- Brace and bolt furniture over 4 feet tall to prevent toppling.
- If bracing is not feasible, move tall furniture away from exits.
- Do not use tall bookcases or cabinets as room dividers.
- Do not stack bookcases or file cabinets.
- Keep books on shelves with restraint bars or cords.
- Back up your office computer daily or weekly. If you work at home, back up that computer daily or weekly.
- Keep irreplaceable books or items off campus. Store copies of course notes and research off campus.

**In Labs:**

- Install restraint bars on chemical shelving.
- Install positive latching devices on cabinet doors.
- Close sliding doors when not in use.
- Restrain gas cylinders to the wall or lab bench with chains 1/3 and 2/3 of the way up the gas cylinder.
- Anchor electronic equipment with specialized fasteners.
- Secure stills with straps and install refrigerator clasp locks.
- Anchor animal containers. If they are on shelves, bolt the shelves to the wall.
- Segregate acids, bases and solvents from one another.
- Provide secondary containment for chemicals.
- Do not keep any potentially hazardous materials on mobile carts.

**What happens during a major earthquake?**

- Things may fall and break: ceiling tiles, bookcases, file cabinets, and other furniture that has not been anchored to walls or floors.
- The motion may be severe; if you are standing you may be thrown to the ground.
• Many services may stop working: lights, telephones, elevators, heat and air conditioning.
• Some exterior windows may break, causing shattered glass and strong drafts.
• Possible fires from broken natural gas lines, electrical short circuits or other causes.
• The shaking may last only a minute or two, but there may be a number of aftershocks (over several days / weeks / months).

**During the earthquake:**

• If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines, roadways.
• If you are inside a building, stay inside. Do not evacuate or go outside; falling debris could cause injury.
  o Take cover beneath a desk or table or shelter in a doorway.
  o **DUCK, COVER, & HOLD** until the shaking stops! PROTECT YOUR HEAD AND NECK.
  o Keep away from overhead fixtures, windows, filing cabinets, bookcases, and other objects that could fall on you.
  o Assist any **disabled** persons in the area and find a safe place for them.

**After the earthquake:**

• Check for injuries, give or seek **first aid.** DO NOT MOVE INJURED PERSONS UNLESS NECESSARY.
• Alert emergency responders (Police, Fire, Medical) to situations requiring their attention.
• Assist any **disabled** persons in the area and find a safe place for them.
• Turn on a battery-powered radio, if you have one, to learn about what has happened (During a major emergency, KECY TV Channel 9; KYMA TV Channel 11 and KPBS Radio 97.7; KXO Radio 12:30AM will announce campus status reports along with community information.
• Replace telephone handsets that have been shaken off. Do not try to use telephones except to report fires or medical emergencies.
• Check doors for heat before opening.

• Use handrails in stairwells; stay to the right.

• Walk — DO NOT RUN. Do not push or crowd.

• Keep noise to a minimum so that you can hear emergency instructions.

• Move to your assembly point by safest route available, unless otherwise instructed.

• Wait for and follow instructions from your Building Safety Coordinator. Be prepared for aftershocks, and be prepared to evacuate to lower floors, if necessary.

• If away from your workplace at the time of the quake, do not return to your workplace unless so instructed by emergency personnel.

What happens to the university during this time?

• Plans have been made for all essential university functions to continue on a temporary basis.

• Personnel and facilities are designated to carry on operations on a limited basis.

• Alternate office facilities will be established, if necessary. SDSU will restore normal operations as soon as possible.

Earthquake Links

A Child's View of Earthquake Facts and Feelings

American Red Cross-San Diego/Imperial Counties Chapter
Disaster preparedness information as it pertains to our local community.

National Earthquake Information Center
Why earthquakes happen; current earthquake activity and maps; how quake magnitude and intensity is measured; and other faqs.

OES (California Office of Emergency Services) Earthquake Page
Earthquake preparedness guidelines for home, work (in English and Spanish).

Southern California Earthquake Data Center
Information on recent earthquakes; educational materials.

Southern California Seismic Network (SCSN)
A cooperative project of the U.S. Geological Survey Pasadena office and the Caltech Seismological Laboratory, SCSN is one of the largest and most automated seismic networks in the world.
Evacuation

I. Evacuation: General

Signage inside all building exits provides evacuation assembly point locations (where to assemble if you must evacuate the building).

PREPARE: Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING EVACUATION: If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.

- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- Walk — DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities (see below).
- Move to your evacuation assembly point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your Building Safety Coordinator who will keep track of employees and others
from your area.

- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

II. Evacuation of Disabled Persons

A. Non-Ambulatory Persons:
Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Always consult with the person in the chair regarding how best to assist them.

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

B. Visually Impaired Persons:
Most visually impaired persons will be familiar with their immediate work area. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" — offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person/ios to where you are and ask if further assistance is needed.
C. Hearing Impaired Persons:
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route. (“Fire. Go out rear door to the right and down, NOW!”)
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

III. "Shelter in Place"

*During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to “shelter in place” rather than evacuate the building.*

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most university buildings' ventilation systems are controlled centrally by Physical Plant.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, [http://www.sdsu.edu](http://www.sdsu.edu), and/or monitor radio or television for further details. (During a major emergency, such as wildfires or an earthquake, KECY TV Channel 9; KYMA TV Channel 11 and KPBS Radio 97.7; KXO Radio 12:30AM will announce campus status reports along with community information.
- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.
Explosion

In the event of explosion in a building, university employees should take the following actions:

- Immediately take cover under tables, desks, or other such objects providing protection against flying glass and debris.
- Evacuate the immediate area of the explosion.
- Contact Calexico PD at 8-9-1-1 or the Sheriff’s Office in Brawley at 9-1-1.
- If necessary, activate the building fire alarm system.
- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. Do not use elevators.
- Once outside, move at least 150 feet away from the building. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from Public Safety or other emergency personnel. Do not re-enter the building until instructed to do so.
Prepare in Advance:

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door — in heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Fire on your floor:

- Immediately call 8-9-1-1 (from Calexico) and 9-1-1 (from Brawley) and report location of fire.
- Activate fire alarm; alert others; move everyone away from area of fire.
- Use fire extinguisher on small (wastebasket-size) fires ONLY if it is safe to do so.

**Fire Extinguisher Instructions:** PASS

- **PULL** safety pin from handle.
- **AIM** (nozzle, cone, horn) at base of fire.
- **SQUEEZE** the trigger handle.
- **SWEEP** from side to side (watch for re-flash).

- For larger fires, GET OUT; close doors to confine fire as much as possible.
- If clothing catches fire, **STOP, DROP, ROLL**.
- Follow directions of emergency personnel, if present.

When a fire alarm is activated on your floor:

- Proceed to the nearest exit.
- Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present.
- Use stairway for exit; do not use elevator. Close stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- Do not return to area until instructed to do so by emergency personnel.
If trapped in a room:

- Place cloth material around/under door to prevent smoke from entering.
- Retreat. Close as many doors as possible between you and the fire.
- Be prepared to signal from window but DO NOT BREAK GLASS unless absolutely necessary (outside smoke may be drawn in).

If caught in smoke:

Drop to hands and knees and crawl or crouch low with head 30 to 36” above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using blouse or shirt as filter.

If forced to advance through flames:

Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.

Fire Links

American Red Cross, San Diego/Imperial County
Fire safety information.

Are You Ready for a Fire?
Making your home fire-safe; planning an escape route; and more (PDF format).

Burn Institute
Dedicated to reducing burn injuries and deaths in San Diego, Imperial, San Bernardino and Riverside counties. The Burn Institute is a non-profit health agency dedicated to reducing burn injuries and deaths through fire and burn prevention education, burn survivor support programs and the funding of burn...
Medical Emergencies

In the event of a serious illness or injury on campus, immediately call 8-9-1-1 (from Calexico) and 9-1-1 (from Brawley).

- If you notice any jewelry with an inscription of medical information, bring it to the dispatcher’s attention.
- Give appropriate first aid until Public Safety personnel arrive.
- Have someone escort personnel to the scene.
- Do not move the victim until emergency personnel arrive.

First Aid Tips

I. Bleeding

- Call 8-9-1-1 (from Calexico) and 9-1-1 (from Brawley).
- Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand.
- Maintain steady pressure for 5 to 15 minutes.
- If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

II. Burns, Chemical and Thermal
• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Immerse burned area in cool water.
• Cover burn with dry bandage.
• Keep victim quiet and comfortable until emergency personnel arrive.

III. Choking
• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Do nothing if the victim is moving air by coughing or gasping.
• If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up.

IV. Fainting and Shock
• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Have victim lie or sit down and rest (place victim on side if unconscious).
• Keep victim comfortable, not hot or cold.
• Ask or look for emergency medical I.D.
• Treat other injuries as necessary until emergency personnel arrive.

V. Fractures and Sprains
• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Keep victim quiet and comfortable.
• Keep injured area immobile until emergency personnel arrive.

VI. Poisoning and Overdose
• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• If choking, lower head.
• Determine what substance is involved and how taken.
• Give large volumes of water with or without emetic.
• Induce vomiting by stimulating throat with fingers.
• Call local Poison Control Center at 1-800-222-1222 (24 hours).
• Stay with victim and assist as necessary until emergency personnel arrive.

VII. Seizure

• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Protect victim from self-injury.
• Watch for vomiting.
• Keep victim comfortable until emergency personnel arrive.

VIII. Shock

• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.

IX. Unconscious/ Unresponsive

• Call 8-9-1-1 from Calexico) and 9-1-1 (from Brawley).
• Check for breathing. If victim is not breathing, initiate Rescue Breathing:
  o Gently tilt head back to open the airway; watch chest and listen for air from mouth.
  o If not breathing, pinch the nose and give 2 slow, full breaths. Watch the chest rise and fall during each breath.
  o Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive.
• Check for a pulse by gently pressing the side of the victim's throat.
  o If no pulse, and if an AED is available, open AED and apply.
  o Administer CPR as required. If you don't know CPR, continue with Rescue Breathing.

(Note: Cardiopulmonary resuscitation (CPR) courses are offered by the San Diego State University – Imperial Valley Emergency Plan December 20, 2007)
Department of Environmental Health and Safety. CPR classes are also offered by the San Diego chapter of the American Red Cross; see link below.)

Links

American Red Cross, San Diego / Imperial Counties
The American Red Cross is the recognized premier provider of First Aid, CPR, Aquatics, Water Safety, HIV/AIDS education, mission-related care giving, and other health and safety education programs.

Burn Institute
Dedicated to reducing burn injuries and deaths in San Diego, Imperial, San Bernardino and Riverside counties. The Burn Institute is a non-profit health agency dedicated to reducing burn injuries and deaths through fire and burn prevention education, burn survivor support programs and the funding of burn care research and treatment.

California Poison Control System (CPCS)
A statewide network of trained experts who provide the public and health professionals with toll-free hotline information (1-800-876-4766) and advice about treating poisonings 24 hours a day, every day, free of charge. Interpreting services are available in over 100 languages making CPCS accessible to all California residents.

CPCS - San Diego Division
Home page for the California Poison Control System, San Diego Division at UCSD (formerly the San Diego Regional Poison Center).

CPCS Answer Book
Commonly-asked questions about poisonings and prevention from the UC San Francisco School of Pharmacy and UC Davis Medical Group.

Power Outage

• Notify Physical Plant at ext. 65516 or ext. 65570 during regular business hours (between 7 a.m. and 4:30 p.m.) After hours, notify security at (760)
332-4312 (Calexico) or (760) 332-3933 (Brawley).

- If evacuation of the building is required, use flashlights or light sticks to evacuate to assembly point. Assist any disabled persons and exit by stairway.

- Laboratory personnel should secure experiments/activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify Environmental Health and Safety or (after hours) Public Safety.

- When mechanical ventilation is interrupted, close fume hood sash; close all containers and put away chemicals. In some areas, respirators may be required until the situation is stabilized. Use natural ventilation, if available.

- Unplug all electrical equipment, televisions, computers, and audio-visuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.

- Contact Public Safety for information regarding scope and expected duration of outage.

If people are trapped in an elevator:

- There are currently no elevators on the Imperial Valley Campus

A. PREPARING FOR AN EVACUATION

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
• Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.

• If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
B. DURING AN EVACUATION

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK — do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

Heber Avenue; Sherman Avenue; and 7th Avenue of the Calexico Campus.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your building safety coordinator.

Safety Coordinators: 2007-8

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San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
• Keep roadways and walkways clear for emergency vehicles.
• If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
• Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building.
• For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, building safety coordinators will move through the building and order the occupants to evacuate.
• Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
• Building safety coordinators are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are DPS employees, members of the fire department or SDSU volunteers wearing orange armbands. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.
• Building safety coordinators are responsible to work with departmental chairs and directors to identify any SDSU employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
• Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

C. EVACUATION OF DISABLED PERSONS

A. Persons Using Crutches/Canes or Walkers
In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

B. Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an emergency evacuation chair.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

C. Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have
reached safety, orient the person as to where you are and ask if any further assistance is needed.

D. Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

1. Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
2. Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

D. "SHELTER-IN-PLACE" PROCEDURES

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to "shelter in place" rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, [http://www.sdsu.edu](http://www.sdsu.edu), and/or monitor radio or television for further details. (During a major emergency, such as wildfires or an earthquake, KECY TV Channel 9; KYMA TV Channel 11 and KPBS Radio 97.7; KXO Radio 12:30AM will announce campus status reports along with community information.
- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.
E. ASSEMBLY POINTS

Assembly Points

Map Locations

The following are assembly point designations by building, department, and campus location. Click on the links to view map locations.

Calexico Campus

7th Avenue Exit

- Physical Plant
- Aztec Shops
- Library
- Student Affairs
- CLAT Classrooms

Heber Avenue

- Administration Building
- Art Gallery
- Rodney Auditorium
- Associated Student Council Building

Sherman Street

- Faculty East Building
- Faculty West Building
- North Building
- C Building

Brawley Campus

Parking Lot

- All Classrooms

F. VEHICLE EVACUATION PLAN

One goal of the Department of Public Safety in the event of a campus closure/evacuation is to direct vehicles off campus in a safe and controlled manner. The following traffic management plan will be implemented, although it should be noted that several variables may come into play that could alter the specific application of the plan. Pre-eminent among these factors are:

- the nature of the emergency
- the immediate impact upon SDSU of the emergency
• the timing of the emergency
• the staffing available to the Department to implement the plan.

Staffing is contingent upon the number of Police, Parking, and Community Service Officers currently working and available to assist. Of course, their ability to respond in a timely fashion will be totally dependent upon the nature and extent of the emergency.

This plan begins with the "worst-case" scenario: the necessity to immediately evacuate the campus. The plan may be modified to establish additional points of traffic control dependent upon available time and staff. Initially, Department of Public Safety staff, would be the primary controllers and would be assigned to the following intersections:

• Heber Avenue and Sherman Street
• Sherman and Blair Avenue

The most congested areas on campus during mass egress are Heber Avenue and Sherman Street. The goal of the controllers will be to keep traffic moving in a manner that will favor traffic on these streets.

• All vehicles heading out of the parking lot in Calexico will be sent east on Sherman Street.
• Vehicles heading northbound on Heber Avenue would be sent in two directions: east to 7th Street or west to 6th street.
• All vehicles heading southbound on Heber Avenue will be directed west to Washington Street.

Calexico, Brawley or Imperial County officials will set up barriers to direct traffic as necessary.

These personnel will then be deployed into the structures to direct traffic to the exits with the least congestion and close all necessary exits to maintain the traffic plan.
Appendix 8: SDSU Characteristics and Environment

Founded in 1897, San Diego State University is the oldest and largest higher education institution in the San Diego region. The campus also offers classes at our Imperial Valley Campus. SDSU operates the Mount Laguna Observatory and manages four biological field stations totaling more than 9,000 acres.

A. Location / Geographic Characteristics

- The SDSU campus consists of 283 acres, comprising approximately 3.065 million gross square feet of building interior within San Diego County. The campus is in the eastern section of the City of San Diego. The Imperial Valley Campus has two sites, one in Calexico and one in Brawley. The Calexico site (760 Heber Avenue, Calexico, CA) is situated on 8 acres, surrounded to the west by Heber Avenue, to the north by Sherman Avenue, to the east by Blair Avenue and to the south by 7th Street. The Brawley site is located on 200 acres at 560 E. Highway 78, Brawley, CA.

- A [map of the campus](#) and a [list of campus facilities](#) are provided here.

C. Map of the Campus sites

- [IV Campus Classroom Map](#)
- [IV Campus-Brawley Classroom Map](#)

D. Campus Facilities

**Calexico**

- Library
- Aztec Shops
- Rodney Auditorium
- Associated Student Council
- Art Gallery
- Student Affairs
- Administration
- Faculty West
- Faculty East
- C Building
- CLAT buildings
- Physical Plant
- Foundation Building on Heber Avenue

**Brawley**

- Multi-functional building
Student housing complexes:

- Foundation Building at 333 6th East Street, Calexico, CA (International Student Housing).

- The Calexico campus is bounded entirely by the City of Calexico and is located within the jurisdiction of the Calexico Police Department. The Brawley campus is bounded entirely by the City of Brawley and is located within the jurisdiction of the Brawley Sheriff’s Department.

B. Population Characteristics

- The International Student Building can house up to 11 residents.

- During peak hours — Monday through Thursday, from 4:00 p.m. to 10:00 p.m. — it’s estimated that the population on the Calexico campus reaches approximately 500 and approximately 240 at the Brawley Campus.

- The number of faculty and staff during the same period includes 15 faculty (Calexico), up to 6 faculty in Brawley and approximately 30 employees in Calexico and 2 in Brawley.

- The disabled population is approximately 5 students, faculty and staff.

C. Parking and Transportation

1. There are presently 128 parking spaces on the Calexico campus and another 155 parking spaces at the Brawley Campus.
Appendix 9: Threat Assessment and Planned Response

This section provides a description of hazards to San Diego State University, their estimated probability, and the planned response for each potential threat. The purpose is to describe the area at risk and the anticipated nature of the situation that could result should the event threaten or occur.

Any single incident or a combination of events could require evacuation and/or sheltering of the population (transient and residential). Geographic characteristics, population at risk to each hazard, and potential hazard consideration on which the plan is based are contained in Appendix 8 (SDSU – IV Characteristics & Environment).

Potential Threats to San Diego State University

San Diego State University is at potential risk for a number of threats. The following threat assessments identify and summarize the potential hazards that could impact the university and outline SDSU's planned response to each:

- Threat Assessment 1: Civil Disorder
- Threat Assessment 2: Earthquake
- Threat Assessment 3: Fire
- Threat Assessment 4: Flood
- Threat Assessment 5: Hazardous Materials Incident
- Threat Assessment 6: Utility Failure (Electrical, Water or Gas)
- Threat Assessment 7: Terrorism
- Threat Assessment 8: Aircraft Incident

Threat Assessment & Planned Response 1 - Civil Disorder

**Threat Assessment:** A riot or civil disturbance that threatens the safety of persons or destruction of property will immediately require a law enforcement mutual aid response because of the current staffing available in the University Police Department.

**Planned Response:** The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until
resources arrive to more effectively manage the emergency. 

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**Threat Assessment & Planned Response 2- Earthquake**

**Threat Assessment:** SDSU is within the probable area of strong ground motion and is likely at some point to experience a major earthquake involving possible landslides, ground rupture and damage to bridges, overpasses and/or trolley line, which may affect transportation and communication routes. Imperial County is located on a very active fault line and there have been numerous earthquakes of note over the past century.

**Planned Response:** The following summarizes the major operations in response to an earthquake. When a major earthquake occurs, the campus notification system will be initiated by the university Chief of Police or a designee. Full or partial activation of the SDSU Emergency Operations Center (EOC) will depend upon damage to the university and potential hazards. When the EOC is activated, a direct line to the county- or city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Imperial County Emergency Operations Centers.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

Threat Assessment & Planned Response 3 - Fire

**Threat Assessment:** Moderate vegetation (adjacent canyons) and structure fires are a significant hazard and concern for the campus. The main campus is bounded by natural vegetation on the north, east and west sides. The southern side of campus is residential and the northern side is a major highway. An uncontrolled vegetation fire could quickly spread to perimeter and even main campus buildings.

**Planned Response:** The campus relies on the Calexico & Brawley Fire Departments for primary fire services. In the event that a fire is reported on campus or in the immediate surrounding area, a Police officer will be dispatched to the scene to confirm the report. If fire is confirmed, University Police Dispatch will initiate SDFD call-out. The police officer on the scene will establish an Incident Command Post and begin the process of managing the incident until relieved by SDFD command. If the fire is an imminent threat to life or structure, the EOC may be activated in a Level II emergency mode. [back to top]

Threat Assessment & Planned Response 4 - Flood

**Threat Assessment:** Flooding in the university area will typically be the result of torrential rains. Water damage will probably be confined to basement and ground floor areas and for short periods of time. However, flooding of parking areas and public streets may isolate areas of the university for longer periods of time. Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas will be necessary to minimize danger to persons, damage to property or loss of equipment. One of the greatest hazards will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

**Planned Response:** The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant to determine the necessary action to be taken. When required, all faculty, staff and students except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, freeway and street conditions will be ascertained and announced by campus and local radio stations. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades or Public Safety personnel to prevent injury to persons, pilferage and interference with emergency operations.
Injured or ill persons will be treated at the Student Health Center or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sand bags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in various areas of the university. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the university for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore university generators at the earliest practicable time. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas, the switchboard area and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

**Threat Assessment & Planned Response 5 - Hazardous Materials Incident**

**Threat Assessment:** Imperial County has a plan in place to deal with hazardous materials in emergencies. The county has industrial complexes normally associated with a high incidence of hazardous materials emergencies. When a hazardous material emergency occurs, multiple HazMat resources will be drawn upon.

Hazardous materials are also found on campus but generally in small quantities. An accidental release of such materials would pose a threat to individuals only in the immediate vicinity. Such a release could occur because of fire, explosion, earthquake, aircraft accident or flood. Petroleum fuel used for campus vehicles and heating are the only large quantities of a hazardous material on or transported through the campus.

**Planned Response: Off-Campus Incident**

A major hazardous materials release in close proximity to the university could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any...
openings, as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at SDSU will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from the university campus into the routing designated by the county / city.

The SDSU EOC Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county / city EOC.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to other persons in need. If additional transportation resources are needed, they will be requested through the county / city EOC. The SDSU EOC Commander will confirm campus evacuation with the county / city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of SDSU will be established. The area will be checked to ensure that everyone is evacuated.

**Planned Response: On-Campus Incident**

An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. Public Safety personnel will establish an appropriate perimeter around the incident. Emergency personnel will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the nearest health center facility or transported to a hospital.

**Threat Assessment & Planned Response 6 - Utility Failure (Electrical, Water or Gas)**

**Threat Assessment:** Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Electrical utility failure can have a significant impact on valuable research projects and the conduct of class schedules. If the utility failure is water, the effect on the campus could become very significant in a short period of time. A water failure could present a health problem that would require activation of the EOC and coordination with County Public Health. Disruption of natural gas utilities could have significant impacts on campus functions. Utility failures can shut down electricity around campus, water in the bathrooms and food services. Any and all
these could result in suspending classes and campus closure.

**Planned Response:** In the event of an electrical utility failure, the EOC will be activated to an appropriate level to restore electricity. Backup generators located around campus would temporarily provide power. If the electrical failure will influence class scheduling, the university EOC may activate to manage the emergency. In the event of a water utility failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without water. If it is determined that the campus will be without water for 12 hours or more, the university EOC may activate. An immediate action plan will include notifications to the campus community and surrounding communities to minimize health hazards until water utilities are restored. In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, the University Police Department and San Diego Fire Department will be dispatched to manage the threat. An EOC activation will manage the process of restoring gas utilities to their normal state. [back to top]

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**Threat Assessment & Planned Response 7 - Terrorism**

**Threat Assessment:** Terrorism continues to present a threat at the federal, state and local levels. San Diego, with its large military presence, is a potential target. However, terrorists do not distinguish between official and civilian targets, so the potential danger to San Diego State University has increased. Terrorism could potentially result not only in a disruption and/or temporary suspension of classes but could also affect services, infrastructure and life at San Diego State University.

**Planned Response:** The campus relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of classes, suspension of services and temporary restriction of access to campus or facilities. Additionally, all faculty staff and students and may be asked to show an ID to get into buildings, living residences or access points and may be required to carry ID at all times. In the event of a terrorist incident, campus officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures. [back to top]

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**Threat Assessment & Planned Response 8 - Aircraft Incident**

**Threat Assessment:** San Diego State University – Imperial Valley Campus, Calexico is located in the proximity of the Calexico airport. While SDSU does lie within the flight paths of some aircraft, this is not a primary path of air transit and
therefore does not present an overall high level of danger to the university. Still, an aircraft crash could occur on campus without notice. The extent of the incident would dictate the level of response.

**Planned Response:** If the crash site involves major injuries or death on campus, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established.
Call List – Reporting Emergencies

Calexico and Brawley Campuses
For most emergencies on campus, you’ll need to dial 8-911 (Calexico) and 911 (Brawley). The following is a list of potential emergencies requiring immediate response:

1. Fire
2. Civil disturbance
3. Crime or violent incident
4. Life-threatening Medical Emergency such as:
   a. Severe chest pains
   b. Respiratory distress or cessation of breathing
   c. Shock
   d. Severe burns
   e. Uncontrolled bleeding
   f. Unconsciousness
   g. Choking
   h. Poisoning
   i. Overdose
   j. Suspected fracture of back, neck, or spine
   k. Seizures
   l. Trauma
5. Any other serious medical emergency
6. Psychological crisis
7. Hazardous material release IF it has the potential to injure someone or cause a fire

********************************************************

In the event of other incidents, call as appropriate: see below.

<table>
<thead>
<tr>
<th>Incident</th>
<th>6:00 AM-5:00 PM</th>
<th>5:00 PM – 11:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student or faculty issue</td>
<td>Call Olga Amaral at 768-5520 Or 996-6692; or call Irma Martinez at 768-5515</td>
<td>Call Security guard at 332-3933 or Dean Roeder at 768-5581 or 357-9152</td>
</tr>
<tr>
<td>2. Any other major incident with potential for adverse effects on the campus community</td>
<td>Call Olga Amaral at 768-5616 Or 996-6692; or Dean Roeder at 768-5581</td>
<td>Call Olga Amaral at 768-5616 Or 996-6692; or Dean Roeder at 357-9152</td>
</tr>
<tr>
<td>3. Maintenance or operations failures</td>
<td>Call Danny Cardona at 768-5570.</td>
<td>Call Irma Martinez at 768-5515 or 357-6602</td>
</tr>
</tbody>
</table>
## Telephone Numbers

Notification in an emergency: the person on duty will delegate an assistant to notify the senior staff members of any campus emergence, using the call list below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office Number</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Dean</td>
<td>Dr. Stephen Roeder</td>
<td>768-5520 or 768-5581</td>
<td>357-9152</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Dr. Olga Amaral</td>
<td>996-6692</td>
<td></td>
</tr>
<tr>
<td>Associate Dean for Student Services</td>
<td>Miguel Rahiotis</td>
<td>768-5598</td>
<td></td>
</tr>
<tr>
<td>Director, Business Services</td>
<td>Irma Martinez</td>
<td>768-5515</td>
<td></td>
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<tr>
<td>Director, Development</td>
<td>John Renison</td>
<td>768-5569</td>
<td></td>
</tr>
<tr>
<td>Technology Coordinator</td>
<td>Javier Fajardo</td>
<td>768-5608</td>
<td></td>
</tr>
<tr>
<td>Division Chair, Education</td>
<td>Dr. Gregorio Ponce</td>
<td>768-5659</td>
<td></td>
</tr>
<tr>
<td>Division Chair, Professional Services</td>
<td>Dr. Mike Sabath</td>
<td>768-5615</td>
<td></td>
</tr>
<tr>
<td>Division Chair, Arts &amp; Letters</td>
<td>Dr. Carlos Herrera</td>
<td>768-5644</td>
<td></td>
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<tr>
<td>Director, Library</td>
<td>Bill Payne</td>
<td>768-5626</td>
<td></td>
</tr>
</tbody>
</table>
## Telephone Tree

**Annual Revision Date: July 1, 20_____**

Each division or building area should set up a “telephone tree” in which some employees are assigned to call others (who will also call others) so that in an emergency all employees can be quickly notified at home or at work. This form is for each Division Chair, Director or Supervisor to fill out with a list of the employees that must be contacted. Keep it up to date and with the plan in case you need to contact those you supervise. Also submit a copy to the Associate Dean’s office once per year.

Administrator ___________________________

<table>
<thead>
<tr>
<th>Employee</th>
<th>Will call this employee (do not list more than 7)</th>
<th>Campus Phone</th>
<th>Other Phone</th>
<th>Contacted? Yes or No</th>
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</table>
## Emergency Response Log (Sample)

Name & Title:  John Doe, Director of Maintenance/Operations

### Department

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/07</td>
<td>10:00 AM</td>
<td>Report to work, start excavation at Library</td>
</tr>
<tr>
<td></td>
<td>11:00 AM</td>
<td>Ordered 30 shovels Friedman Brothers</td>
</tr>
<tr>
<td></td>
<td>11:30 AM</td>
<td>Received rental back hoe, Big 4 Rents</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>Received OK from County Building Inspector, John Smith, to open Administration Building</td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>Imperial County Public Works inspect plumbing at Cafeteria – ok</td>
</tr>
<tr>
<td></td>
<td>3:30 PM</td>
<td>Continue excavation</td>
</tr>
<tr>
<td></td>
<td>5:00 PM</td>
<td>Return rental back hoe</td>
</tr>
<tr>
<td></td>
<td>6:00 PM</td>
<td>Go home</td>
</tr>
</tbody>
</table>
Evacuation Plan – Calexico: Sherman Street and Blair Street

San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
Media Relations

SDSU-IV has two basic media guidelines to observe in crises situations:

1. Only authorized spokespersons (Campus Dean or designee) will meet and talk with the media. Refer all calls from the media directly to the Dean’s Office at 768-5520.
2. The authorized persons will give only factual information; no speculation is to be offered.

Instructions for administrators, division chairs or other supervisory personnel:

1. Report emergencies to the Dean of the Campus at 768-5520 or 768-5581 or designee. Do not speak to people from outside the campus, especially to the media, on behalf of the university.
2. Give the Dean of the Campus or designee complete details, including:
   a. information about the incident, what it is specifically;
   b. how it began
   c. who is involved;
   d. what is happening now; and
   e. what help has been sought
Planning & Training

Participation in practice response exercises conducted by federal, state, local or campus officials will prepare the staff and public to cope with conditions they may encounter in emergencies and disasters. These exercises will also help campus officials to identify deficiencies in planning.

There is a critical need for thorough planning and frequent evaluation of disaster plans and policies and for staff training programs that will prepare all campus personnel to carry out their legal and moral responsibilities in the time of an emergency or disaster.

Campus administrators must prepare for all possible emergency situations. They must identify the potential hazards that exist not only in the campus buildings and facilities, but in the general surrounding geographic area as well. Experience from past emergencies can provide a partial inventory of situations that may require emergency action.

The immediate responsibility of the university in the event of any disaster – natural or man-made – is to provide for the maximum protection of students, staff and campus facilities.

Campus-wide drills should be held regularly. On the next page, a form for documenting drills is provided.
## Campus Drills - Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Campus/site</th>
<th>Purpose</th>
<th>Conducted by</th>
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<tbody>
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San Diego State University – Imperial Valley
Emergency Plan
December 20, 2007
# Campus Safety Training Sessions – Log

Date: _________________________  Campus/Site: _________________________

Purpose: ______________________  Conducted by: _________________________

## In Attendance

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Initials</th>
<th>Position/Division</th>
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<tbody>
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</tbody>
</table>
## Campus Safety Training Sessions/Drills – Log

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Name (Please Print)</th>
<th>Training</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23-4, 2007</td>
<td>Xochitl Castillo</td>
<td>SEMS &amp; ICS Position Training</td>
<td>Imperial Irrigation District</td>
</tr>
</tbody>
</table>