

## Modes of Operation

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### A. Emergency Management Modes

Emergency operations are managed in one of three modes, depending on the magnitude of the incident/event.

#### 1. Decentralized Coordination and Direction

This management mode (Level I response) is similar to day-to-day operations and is used for emergency activities in which normal management procedures and local resources are adequate. Campus emergency function coordinators provide necessary support. The campus Emergency Operations Center (EOC) is not activated and inter-unit coordination is accomplished via established telephone and radio communications.

As desired and established, Incident Command System (ICS) procedures can or will be used for on-scene activities. On-scene managers and responders usually report through established twenty-four-hour dispatch facilities.

#### 2. Centralized Coordination—Decentralized Direction

This mode of operation (Level II response) is used for emergency responses that require several campus units or agencies from off-campus. In these situations, key management personnel from involved campus units meet in a central location to provide coordination. Establishing the management organization for an emergency at the earliest possible time is vitally important. Therefore, the process of establishing the management organization begins with the first person who arrives at the EOC. The first person arriving assumes management responsibilities until relieved by an appropriate authority based on organizational responsibility.

The coordinating group meets at the campus EOC or an alternate location and establishes management organization in accordance with the Incident Command System (ICS) and SEMS (Standardized

Emergency Management System). Their activities can include, but are not necessarily limited to:

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

Incident commanders and on-site emergency services continue to report through established twenty-four-hour dispatch facilities. Information is provided to the EOC by dispatch facilities.

3. Centralized Coordination and Direction

This mode of operation (Level III) is utilized when a major emergency or disaster renders the campus unable to function effectively in either of the other modes. In this situation, the campus EOC and Department Operation Centers (DOCs) are activated and all coordination and direction activities (including public safety dispatch) are accomplished from the EOC.

**B. Emergency Management Periods**

Emergency management generally includes three periods of activity:

1. Pre-Emergency Period

The Campus Emergency Management Staff maintain communications systems and the EOC in operable condition. Plans, procedures and resource data are kept up to date. If an emergency situation is likely, the Emergency Management Organization takes necessary actions to increase readiness.

2. Emergency Period

If a threatening situation develops, the Emergency Operations Executive is notified immediately. The elements of the Emergency Management Organization are activated as required at the direction of the Emergency Operations Executive. Incident management is established to direct field units. Operations are coordinated in a centralized or decentralized mode depending on the magnitude of the emergency situation. Actions are directed to save lives and protect property, and if the situation warrants, the University President or a designee will declare a Campus Emergency to include emergency conditions; i.e., curfew, evacuation, etc., in accordance with California Administrative Code, Title 5, Section 41302/42402.

If an emergency occurs without warning, the initial response is managed in a decentralized mode by on-duty personnel. Centralized management, if required, is established as rapidly as conditions permit. Assistance is requested through mutual aid channels as needed. A Campus Emergency may be declared. Neighboring jurisdictions are notified and, if deemed essential, are requested to proclaim a Local Emergency.

3. Post-Emergency Period (Recovery)

As soon as practical following a major emergency, normal management of campus operations is restored. Disaster assistance for affected persons is coordinated through Disaster Assistance Centers (DACs) in the local area. If major damage has occurred, a recovery group is formed to coordinate planning and decision-making for recovery and reconstruction efforts.

The University President or designee will cancel the declared Campus Emergency after post-emergency activities have concluded.