SJSU SAN JOSÉ STATE UNIVERSITY

# EMERGENCY OPERATIONS PLAN FUNCTIONAL ANNEXES

September 2025

For More Information, Please Contact
University Police Department,
Administrative Division
408-924-2222

## SECTION XII: ANNEXES

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Appendix:

Emergency Operations Center Roster

## FUNCTIONAL ANNEX (1): EOC MANAGEMENT STRUCTURE AND CHECKLIST GUIDES

The five SEMS functions; Management, Operations, Planning, Logistics, and Finance/Administration are the basis for structuring of San José State University EOC organization.

*Management* is responsible for overall emergency policy and coordination based on the information provided from the field via the Operations section. Management has a staff that includes a Safety Officer, Liaison, and Public Information Officer.

*Operations is r*esponsible for coordinating all field operations in support of the emergency response through implementation of the University's EOC Action Plan

*Planning/Intelligence* is responsible for collecting, processing, and disseminating information; assisting in developing the EOC Action Plan and After-Action Report, maintaining documentation and other functions.

*Logistics is r*esponsible for supporting operations, providing facilities, services, personnel, equipment, and materials.

*Finance/Administration is r*esponsible for financial activities and other administrative aspects of the EOC.

# Generic Checklists

## Generic Activation Phase Checklist:

☐ Check-in upon arrival at the EOC

☐ Report to the EOC Director, Section Coordinator, Branch Director, or another assigned supervisor.

☐ Set up your workstation and review your position responsibilities.

☐ Establish and maintain a position in Unity Log ICS 214 that chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Meet with EOC Director, Section Coordinator, Branch Director, or another assigned supervisor; obtain a preliminary situation briefing,

## Generic Demobilization Phase Checklist:

☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

☐ Leave a forwarding phone number where you can be reached.

☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.

☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the EOC Director, Section Coordinator, Branch Director, or other assigned supervisor, as appropriate prior to your departure.

☐ Be prepared to provide input to the after-action report.

☐ Clean up your work area before you leave.

## Functional Annex (2): Responder/Staff Communication

**Notification Procedure for Activating EOC Team:**

UPD Dispatch will notify the appropriate staff by sending a message to the EOC Group using Alert SJSU. Alternatively, the EOC team can be notified via telephone. The Emergency Services Manager will maintain an up to date EOC team telephone roster.

## Functional Annex (3): Public Information Alert and Warning

This function deals with the dissemination to the appropriate campus officials and the faculty, student, and staff in a timely forecast of all hazards requiring emergency response actions. This warning information is vital and will be made available in order to ensure that emergency responders and the campus take appropriate protective actions to avoid death, injury, and/or damage to property. This is general information on how warnings will be given in cooperation with other departments on campus.

**Organization and Assignment of Responsibilities**
This section describes the warning responsibilities that are assigned. The Emergency Operation Center (EOC) will have the ability to initiate the warning systems. The following types of tasking may be assigned:

- Implement call down rosters to alert EOC staff and essential personnel on campus and/or provide situation updates.
- Implements contingency plans to provide warnings if the established warning system fails to work.
- PIO ensures pertinent warning information is provided to the media for distribution to the public.
- Designates SJSU departments, personnel, equipment, and facilities that can augment the campus warning capabilities.
- Stay engaged with the Santa Clara County Operational Area EOC
- Issues cancellation of warning notice or otherwise ensures emergency responders and the campus are aware of the fact that the emergency situation is terminated.

**Logistical Support**

San José State Police Department (UPD) operates a centralized communications center housing dispatch functions. The communication center also maintains current information for key University personnel. With regards to Emergency Services, UPD dispatch is at all times aware of the identity of the current Emergency Operation Staff and how to contact each individual. UPD dispatch is a key element in the early notification of an Emergency Operation Center Response.

(408) 924-2222 UPD Dispatch
Anyone may call University Police Department (UPD) Dispatch to report an emergency or non-emergency incident.

9-1-1
From any landline phone on campus, 9-1-1 will go directly to University Police Department (UPD) Dispatch. This does not include cell phones. 9-1-1 calls via cell phone are routed to the City of San José Police Dispatcher who will forward the call to UPD.

Police Radios
Dispatch will typically receive the first field calls for help, either through police patrols or persons on campus. Campus phones connect to UPD via 9-1-1.

Dispatch will notify the appropriate response agencies.

If the incident warrants, the Dispatcher will alert the Watch Commander, Patrol Commander, Operations Bureau Commander and Chief of Police.

The Watch Commander will brief the Patrol Commander. The Patrol Commander will confer with Operations Bureau Commander who will when warranted notify the Chief of Police.

**UPD Chief of Police**
The Chief will assess the incident and determine whether to:

- Issue a campus alert and warning via Alert SJSU if not already issued.
- Activate the EOC.

In either case, the Chief will brief the EOC Management Section Director and make appropriate recommendations.

The Chief will also make an initial determination as to which, if any, Emergency Operations Center (EOC) sections need to be activated, and direct the Emergency Operations Center Coordinator to initiate those calls.

**Emergency Operations Center (EOC) Director**
Confer with the UPD Chief of Police on the nature and extent of the incident to determine and approve an:

- Emergency Operations Center (EOC) activation
  Where possible and timely, approve issuance of an Alert SJSU broadcast alert.
- EOC Director will update the President/Cabinet Designee as soon as possible.
- EOC Director will follow the EOC activation protocol.

**Emergency Operations Center (EOC) Coordinator**
Upon EOC Activation, the Coordinator shall open the EOC and stand ready to assist EOC Management Section Director, as well as assist with EOC staff and liaison activation notifications.

**Available Communications Systems:**

Alert SJSU Emergency Mass Notification System

Part of the University's goal is to provide a safe atmosphere for the campus community, which includes students, faculty staff and guests. In order to provide timely notifications to the campus community during an emergency, San José State University has created a notification system known as Alert SJSU.

The purpose of this system is to quickly disseminate emergency notices informing the campus community of critical incidents and the appropriate action needed in order to maintain their personal safety.

SJSU has implemented an opt-out messaging service for students. Faculty and staff members must opt in. The service is free. Subscribers provide their choice of personal contact information in order to receive alert

and warning messages from SJSU. Delivery methods include voice, text and email the campus community is advised to subscribe to all three (3) notification methods.

San José State University has designated the University Police Department as the entity responsible for the initial activation of the emergency mass notification system. Members of the University Police Department and other designated SJSU staff on the main campus and Moss Landing Marine Labs received training and have been given authority to access the system. Alert SJSU is designated to be used in cases of emergencies that threaten the health and safety of the campus community.

Upon being notified, designated individuals who are listed in priority order of responsibility, shall activate the system. After hours, the University Police Department Dispatch will attempt to contact personnel in the order listed and whoever is contacted first is responsible for activating the system.

The following list establishes the order in which designated personnel are responsible for activating Alert SJSU.

1) Watch Commander
2) Chief of Police
3) Clery Compliance Official
4) Operations Bureau Commander
5) Communications Dispatcher
6) Administrative Bureau Commander
7) Investigations Unit Sergeant
8) Emergency Services Manager
9) Senior Director of Media Relations
10) Sr. AVP for University Marketing and Communications

Blue Light Phones
SJSU currently has 23 blue-light poles on the exterior of the main campus and 220 wall mounted blue-light phones in campus buildings. A one-push button connects any caller to UPD Dispatch.

Operational Area Coordinator
The Operational Area (Op Area) consists of the special districts and cities within the County of Santa Clara. In accordance with SEMS regulations, the County of Santa Clara Office of Emergency Services (Santa Clara County OEM) is designated as Op Area Coordinator for Santa Clara County.

Role of Op Area Coordinator
In an emergency, Santa Clara County OEM can be contacted by any of the special districts and/or cities within Santa Clara County and requested to activate. Their role as Op Area Coordinator is to coordinate among local "political subdivisions" and act as a single-point-of-contact for state and federal agencies. If two or more jurisdictions are affected, the Op Area activates automatically. The level of activation is dependent upon scope of the event, from an on-call County OEM Coordinator to full activation of the Emergency Operations Center (EOC). The Op Area will act as the point of contact for assistance requests to the Coastal Region and statewide Governor's office of Emergency Services for California.

CalEOC
Run by the State Office of Emergency Services, CalEOC is the State's online system for reporting incident status and resource requests throughout the state. Based on the WebEOC software CalEOC has replaced the State's RIMS reporting system.

GETS (Government Emergency Telecommunications Service) Cards
The CSU Chancellor's Office surveys all CS Universities for GETS card cancellations and additions annually. The cards access Government emergency telephone lines and are for emergency use only. They are assigned to key emergency management personnel at SJSU. Each individual is tasked with the responsibility of carrying the card on their person, and initiating a regular test (per instructions included with each card).

County Interoperability System (BAYMACS)
This system is activated through the Santa Clara County Sheriff's Office Operations Desk at the request of the UPD Commander. It allows responding police agencies to communicate with each other on a common radio frequency.

Mobile Changeable Message Signs
UPD Parking Services is responsible for programming digital message display signs, and for placement of signs at SJSU parking garage entrances.
www. sjsu.edu
The SJSU Office of the Public Affairs is responsible for gathering data from the Emergency Operations Center Management or Incident Commander, and ongoing updates of emergency information on the SJSU web site. The emergency web page replaces the normal page.

(408) 924-SJSU (7578) Emergency Update Information
In case of a major university-wide emergency, recorded information will be provided and regularly updated at this number.

KSJS, 90.5 FM Campus Radio Station
KSJS FM (90.5 FM) will announce campus status reports at the beginning of each hour. More frequent broadcasts will be added if necessary.

Media Communications
It is the intention of San José State University to speak with a single, effective "voice" when communicating with members of the University community, the news media and the public. Therefore, all news media inquiries regarding major incidents will be referred to the Public Information Officer (PIO -- the Director of Media Relations and his/her/they staff).

The SJSU Office of University Advancement will send campus closure information and other emergency updates to major newspapers, radio stations and television stations. This information will be broadcast by the individual stations.

Social Media

The importance of social networking outlets has grown stronger with the rapid development of technology. In a crisis situation, students are constantly looking for the newest and most up to date information. Social networks allow San José State University nearly instant delivery of such information. The development of a social network prior to a crisis can mitigate risks and promote a rapid student response in an emergency.

I. Twitter
   A. Twitter is a real-time information network that will achieve a more personal connection with students.
   B. If an incident does not require the use of Alert SJSU, students still desire the update, and information may be "tweeted".
   C. Twitter allows users to band together and create a strong alliance for a certain cause, in this case, emergency preparedness and response before, during and after an event.

II. Facebook
   A. Creates a personal profile, adds other users as friends, and exchanges messages, including automatic notifications profiles are updated.
   B. Personal notes can also be written and shared on Facebook. When sharing an item, users can attach the item to their Wall for all to see, or can "tag" individual people that they think would be most interested in seeing the item.
   C. "Tagging" provides the potential for a greater outreach of notification, even to nonsubscribers.

III. Instagram
   A. A social networking app which allows users to share pictures, videos, and supporting text with followers. The app allows for the creation of personal profiles but can also be connected to existing social networking profiles such as Facebook and Twitter.

**Sources of Local Emergency Information**

Emergency Alert System — Local radio and television stations will provide information in the event of a major emergency. In some instances, the Emergency Alert System may be activated. Specific emergency information will be broadcast by:

- KSJO-FM 92.3
- KQED-FM 88.5
- KCBS-AM 740

NOAA Weather Radio (NWR) – A nationwide network of radio stations broadcasting continuous weather information direct from a nearby NWR. It provides National Weather Service warnings, watches, forecasts and other hazard information 24-hours a day.
Working with the Federal Communications Commission's (FCC) Emergency Alert System, NWR is an "all-hazards" radio network, making a single source for comprehensive weather and emergency information. NWR also broadcasts warning and post-event information for all types of hazards—both natural (such as earthquakes and volcano activity) and environmental (such as chemical releases or oil spills).

Nationwide NWR Frequencies:
162.400 MHz 162.425 MHz 162.450 MHz 162.475 MHz 152.525 MHz 162.550 MHz

Emergency Digital Information Service (EDIS) – EDIS is a service of the Governor's Office of Emergency Services (OES) in partnership with private, local, state and federal organizations and agencies. EDIS is like a combination of a website, a newswire and a 24-hour broadcast service. EDIS is designed to be disaster-resistant. EDIS carries a wide range of emergency and public safety bulletins. Weather alerts, earthquake data, and tsunami warnings are available over EDIS, as are urgent alerts and prevention information from state and local agencies. A sophisticated satellite distribution network constantly updates "mirror" EDIS servers in selected newsrooms and network facilities around the state. Even when public networks are clogged after a disaster, EDIS information will be available statewide. EDIS can be accessed over the internet (http://edis.oes.caa.gov/), by satellite data cast, packet radio broadcast and by email.

Runners
Campus runners may be assigned at any level to carry written messages to appropriate recipients.

Additional Resources
The campus print shop is capable of quickly producing emergency information flyers.
The campus television studio can produce film messages for media release and conduct video documentation of campus damage.

## Functional Annex (4): Mass Care

This function deals with the actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. These actions include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their housing because of a disaster or disaster threat situation. This function lies in the planning section of the EOC.

**Organization and Assignment of Responsibilities**
This annex describes the mass care responsibilities. This responsibility will be assigned to a campus department and/or outside resources. Upon EOC activation, the Mass Care Coordinator, as designated by the planning section of the EOC, will report to the EOC when notified of an emergency condition. He/she/they will take the following actions:

- Issue an order to open mass care facilities, as needed on and off campus when appropriate.
- Assess the situation and make recommendations to the EOC Director on the number and locations of mass care facilities to be opened.
- Review the list of available mass care facilities on and off campus.
- Notify persons and organizations identified in the mass care resource list about possible need for services and facilities.
- Selects mass care facilities for activation in accordance with:
    1. Hazard/vulnerability analysis considerations
    2. Locations in relation to evacuation routes
    3. Services available in facilities
    4. Input from the Emergency Services Manager.
- When directed, coordinate the necessary actions to ensure mass care facilities are opened and staffed, as needed
- Notify mass care facility managers to do one of the following, when appropriate:
    1. Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.
    2. Take the necessary action to open the facility they are responsible for managing
- Coordinate with the Resource Manager for supplies needed (including bulk emergency relief items) and ensure each mass care facility receives its supplies.
- Coordinate with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
- Ensure each mass care facility has a highly visible identity marker and sign that identifies its location.
- Ensure appropriate mass care information (number of occupants, meals served, etc.) is made available to the information processing section in the EOC.
- Collect information from Mass Care Facility Managers to support the campus efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.)
- Upon termination of emergency, submit a mass care expenditure statement to appropriate authorities for reimbursement

Campus officials will be ready to provide different types of support in response to the unique nature of the situation. During the emergency phase, these facilities may be used to provide evacuees physical protection

from the effects (e.g., water and wind associated with storms, earthquake aftershocks, radiological contamination, etc.) of a disaster.

## Functional Annex (5): Health and Medical

This function deals with the activities associated with the provision of health and medical services in emergencies and disasters. It focuses on the campus's capability to provide medical care, treatment, and support to victims during the response and post-disaster phases.

**Organization and Assignment of Responsibilities**
This annex describes the Health and Medical responsibilities. It provides a general assessment and overview of the campus's existing health and medical capabilities. In the event of an emergency, the Director of the Student Wellness Center will provide a more detailed plan. Upon EOC activation, the Planning Section Coordinator will designate a Health and Medical Care Coordinator who will report to the EOC. The Medical Care Coordinator will take the following actions:

- Rapidly assess health and medical needs.
- Coordinate with the activated health and medical organizations to assess their needs, helps them obtain resources, and ensure that necessary services are provided.
- Ensure that emergency medical teams responding to a disaster site establish a medical command post.
- Maintain a patient/casualty tracking system.
- Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- Provide information through the PIO to the news media on the number of injuries, deaths, etc.
- Ensure appropriate health and medical services information is made available to the information processing section in the EOC.
- Coordinate support for the campus efforts to respond to inquiries from family members concerned about loved ones.
- Coordinate the triage, stabilization, treatment, and transport of the injured.
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.)
- Implement the Student Wellness Center disaster plan.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the Student Wellness Center for incoming patients.
- Provide and/or receive mutual aid.
- Provide information to the PIO for dissemination of public advisories as needed.
- Upon termination of the emergency, submit a care expenditure statement to the Finance Section for reimbursement.

This section focuses on the administrative management of health and medical resources. It addresses the general support requirements and identifies sources that will be relied upon to obtain personnel, equipment, and supplies, facilities, services, and other resources required to support disaster response and recovery operations.

## Functional Annex (6): Mitigation

Mitigation actions involve a reduction of exposure to, probability of or potential loss from identified hazards. Education is a key part of mitigation and involves informing the campus community of measures they can take to reduce injuries and property damage. Some examples would be the reporting of obstructed exits and working with FD&O to secure bookshelves and file cabinets to walls to prevent them from falling during earthquakes.

Education of the campus community is a key part of mitigation and includes information about what steps to take to mitigate risk at home, housing Residences, classrooms, and work spaces. In addition, Emergency Preparedness will coordinate with FD & O, Student Affairs, Academic Affairs and other departments to ensure that hazard conditions are considered in comprehensive plans, construction permits, and design approvals, etc.

Preparedness

While mitigation can make the campus safer, it does not eliminate risk and vulnerability for all hazards. Therefore, the campus must be ready to face emergency threats that have not been mitigated away. Since emergencies often evolve rapidly and become too complex for effective improvisation, the university can successfully discharge its emergency management responsibilities only by taking certain actions beforehand. This is preparedness. Preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. This investment in emergency management requires upkeep.

To ensure that the campus investment in emergency management personnel and resources can be relied upon when needed, there will be a program of tests, drills, and exercises. Consideration also will be given to reducing or eliminating the vulnerability of the campus emergency response organizations and resources to the hazards that threaten the campus. Accordingly, preparedness measures will not be improvised or handled on an ad hoc basis. There shall be Action Plans created to identify the target capabilities being tested as well as an After Action Plan to include an Improvement Plan based on the results of the exercise, drill and/or training.

Response

The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to stabilize the situation so that the campus can regroup. These response actions include notifying emergency management personnel of the crisis, warning, evacuating or sheltering the campus, keeping the campus informed, rescuing individuals and possibly providing medical treatment.

Recovery

Recovery is the effort to restore infrastructure and the social and economic life of the campus to normal, as well as making mitigation of the particular hazard a campus goal. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter) and ensuring that the campus needs of individuals and the community are met. Once some stability is achieved, the campus can begin recovery efforts for the long term, restoring economic activity and rebuilding campus facilities with attention to long-term mitigation of the hazard.

## Functional Annex (7): Recovery and Restoration

Recovery actions must be planned for and implemented early in a disaster, often while the disaster is still unfolding. The development of a recovery plan is a critical part of the disaster response period, enabling the property damage to be minimized, the economic damage limited, and the restoration of community services to be rapid.

### CONCEPT OF OPERATIONS

The Recovery Branch consists of a Branch Director and associated Unit Leaders when appropriate. Units include Housing, Refuse, Vector Control and Animal Control, and Infrastructure, if activated. The Recovery Branch reviews the damage assessment information and situation intelligence and develops a plan to assist with all aspects of campus restoration.

### POLICIES AND PROCEDURES

#### Housing

On campus housing units may become uninhabitable due to disaster damage. The Housing Unit will ensure that short-term housing is found to allow the Care and Shelter Branch to close public shelters in a timely fashion. They will also work with California State University system resources to speed repair and rebuilding of damaged campus housing. When necessary, the Housing Unit will coordinate with the Individual Assistance Officer appointed by the State to develop a Disaster Application Center (DAC) to coordinate the various types of assistance needed by the campus resident disaster victims.

#### Refuse Removal

Disaster damage frequently generates large amounts of damaged personal goods, building contents and building materials. Floods and earthquakes may also destroy infrastructure, requiring the removal of concrete, steel and other large building materials. This material must be removed from the campus quickly to facilitate physical and psychological recovery. Some material will be removed as excess refuse. Some material is hazardous and requires special handling. Other items can be recycled if properly separated. The Refuse Unit will oversee the development of appropriate plans for the removal of disaster related debris. In addition, they will work with regional and state agencies to facilitate recycling wherever possible.

#### Streets and Drains

Public infrastructure is frequently damaged during a disaster. Removal of mud and debris from streets and walkways quickly is required to restore other services, such as refuse removal and emergency response capabilities. Streetlights and underground structures are also frequent victims of disaster damage. These need to be repaired to facilitate the flow of traffic within the campus. Storm drains, sanitary sewers, water lines and conduit may have been damaged and require repair to facilitate the reopening of campus facilities. The Streets and Drains Unit will facilitate this work to support campus recovery. This work will be coordinated by FD&O

**Public Information**

The Recovery Branch will coordinate with the Public Information Officer to ensure that appropriate notices are distributed to the news media and the public regarding the recovery process. Each Unit within the Branch will contribute appropriate material and assist with the development of media releases and media briefings.

**Financial Recovery**

The Recovery Branch will carefully coordinate all information needed to obtain reimbursement of recovery related costs from higher levels of government, insurance carriers or responsible parties. They will provide the information to the Finance/Administration Section in a timely manner, and assist with the development of files and documentation to support SJSU's cost recovery efforts. The Recovery Branch will also work with other EOC sections to ensure that field forces develop appropriate documentation of their work to support reimbursement (videotape of repair and restoration work, photos, safekeeping of drawings, and similar activities.)

## RECOVERY PLANNING SOP

### DEFINITIONS

1. **Recovery Planning** is the projection of current situation intelligence into post disaster actions, activities, and organizational changes.

2. **Immediate Recovery** includes actions required to mitigate the effects of the disaster on the campus, and restore campus life to an acceptable level.

3. **Long-term Recovery** includes actions required to restore the campus to pre-disaster status, including the recovery of funds spent for campus disaster response.

### OBJECTIVES

1. The objective of Recovery Planning is to anticipate the immediate needs of the campus, determine actions and activities necessary to mitigate the effects of the disaster, and to organize the appropriate responses so that they may be implemented at the earliest possible time during or after the disaster. In the Emergency Operations Center (EOC), the Recovery Branch will analyze disaster/situation intelligence as it is being collected with an eye to post-disaster actions to contain and remedy damage as quickly as possible. Recovery Branch actions will include consideration of synergistic relationships among disaster events (e.g. the earthquake, hazardous materials events, and air and water quality protection issues; or dam failure, flooding and water and sewer system usability). While Situation Analysis Branch members focus on the response, the Recovery Branch will look beyond the disaster event to its broader implications for the university, and take action steps to normalize activities and restore the quality of campus life and the delivery of educational services.

2. The objective of Immediate Recovery is to restore essential services and infrastructure to a functional level, thereby reducing the effects of the disaster on the campus. Coordination among public agencies, special districts, utilities and private contractors is an essential element of Immediate Recovery planning. Close coordination with Care and Shelter and social services agencies is critical for the physical and psychological care of campus community members, including the establishment of temporary housing and critical incident stress debriefing opportunities.

   A "One-stop" Disaster Assistance Center (DAC), where utilities, post office, and public assistance programs can be accessed at one location will assist campus residents with obtaining outside assistance. Federal programs will most likely be accessed by telephone registration, so mobile pay telephones should be considered for location at the DAC. Issues requiring priority setting should be articulated and referred to the EOC Director and/or Policy Group. Establishment of a streamlined system for inspection leading to re-occupancy of residential buildings on campus is essential. Advice should be provided to the Logistics Branch regarding the needs for streamlined procurement and contracting processes for priority campus restoration activities. Information should be collected on the activities of the CSU system related to repair, restoration and financial recovery.

3. The objective of Long-term Recovery is to restore the campus to its pre-disaster condition with as little disruption to students, faculty and staff as possible, and with maximum cost-recovery to the university. Activities include coordinating with agencies regarding reconstruction of infrastructure, sequencing of repairs, economic impact mitigation actions (e.g., business recovery), location of long-term temporary student housing facilities, and coordination with state and federal aid programs.

## ORGANIZATION

1. The primary responsibility for gathering the information at all phases of the Recovery planning process lies with the Recovery Branch of the Planning/Intelligence Section. The Recovery Branch must compile their Recovery Branch status reports, in cooperation with utilities and surrounding jurisdictions in the affected areas.

   Recovery Branch status reports should be forwarded to the Santa Clara County Operations Area EOC Planning/Intelligence Section if they fall into one of the following categories:

   a. Exceed the ability of the campus to accomplish:

      1) May result in mutual aid from neighboring jurisdictions in the region;
      2) May result in a request for mutual aid being relayed to the County.

   b. Impact neighboring jurisdictions:

      1) May result in coordination through the City of San José EOC;
      2) May require coordination at the CSU System level.
      3) Requires State or Federal intervention/assistance.

2. It is the responsibility of the Recovery Branch to provide up-dated information to the County EOC Planning/Intelligence Section in a timely manner regarding all issues that have been referred through the County EOC.

3. It is the responsibility of the Recovery Branch to notify the County EOC Planning/Intelligence Section when an incident is closed, when the disaster has been terminated, when the SJSU EOC Recovery Branch has closed, or when any other action that impacts previous service/assistance requests has occurred.

4. The County EOC Planning/Intelligence Section will collect and aggregate data, and pass information to the State Operations Center in a timely manner, recognizing that disaster response requests will have priority for communication channels during the disaster event, until the event is declared under control.

## TASK LISTS

**Immediate Recovery:**

1. Organize debris removal:
    a. Coordinate regulatory agency permitting
    b. Contract with hauler for:
        1). Street clearance.
        2). Storm drain clearance.
        3). Public property clearance for liability purposes.

2. Re-establish utility services where possible in coordination with the providers:
    a. Test potability of water.
    b. Test operability of sanitary sewers.
    c. Work with gas, electric, phone, cable and other utilities to restore full service as rapidly as possible.
    d. Coordinate with regulatory agencies for work/activity permits including:
        1). Regional Water Board.
        2). Air Quality Management District.
        3). Public Utility Commission.

3. Activate the streamlined inspection processes plan:
    a. Maintain a separate team for the disaster.
    b. Use volunteer and contract inspectors/engineers for disaster-related work to facilitate reimbursement, and maintain a regular work schedule for Facilities staff, as far as possible.
    c. Obtain inspectors from the Office of State Architect as quickly as possible; or access contract inspectors through them.

4. Activate the streamlined procurement system for emergency response and recovery activities to provide:
    a. Emergency contract awards.
    b. Emergency purchasing through open P.O., standing contracts, sole source vendors.

5. Based on the guidance of the EOC Director, select a One-Stop Disaster Assistance Center site and prepare for activation by:
    a. Ensuring that it is safe and cleared of debris.
    b. Coordinating with utilities to ensure that support services are available at the DAC, such as:
        1) Sanitation.
        2) Phones: numbers and instruments for each position, at least.
        3) Electricity.
        4) Other utilities as needed and available.
    c. Coordinating with Facilities for furnishings such as:
        1) Tables, file cabinets and chairs for the office area.
        2) Lounge area furniture, including a playpen, changing table, coffee maker.
        3) Computers, printers, modems, FAX machines.
        4) Office supplies, computer paper.
        5) Sanitation supplies.
        6) Coffee supplies.
    d. Coordinating with campus groups or non-governmental organizations (NGOs) to provide:
        1) Hospitality in the lounge.
        2) Critical incident stress debriefing.
        3) On-site first aid capability.
    e. Notify the following agencies and obtain location, hours of operation, and staffing:
        1) State OES.
        2) FEMA.
        3) Local utility services.
        4) Post office.
        5) Banks.
        6) City/county offices such as:
            a) Housing Department.
            b) Social services/welfare.
            c) Animal control - lost/stray pets, pet boarding.
        7) Appropriate NGOs (at President's discretion).

**Long-Term Recovery:**

1. Participate in priority setting for clean-up and infrastructure reconstruction for facilities that impact the campus recovery including:
    a. State highways.
    b. County roads.
    c. Bridges - Cal Trans, Federal, State, County.
    d. Regional transportation grid evaluation:
        1) Railroad.
        2) Airport.
        3) Pipelines.

2. Analyze ability to restore adequate numbers of permanent campus housing units including:

a. Pre-sited locations for temporary residential trailers.
b. Location of potential vacant rental units near the campus (note that in a regional disaster affordable housing will be in short supply throughout the Bay Area).
c. Resettlement of campus residents to include:
1) Special financial arrangements.
a) Financial assistance beyond Federal 30 day rent.
2) Coordination with community social services such as:
a) Red Cross.
b) Salvation Army.
c) Goodwill.
d) St. Vincent de Paul.
e) CADRE.
3) Evaluate transportation needs if re-housed off campus including:
a) Public transit.
b) Van pools.

3. Develop a financial recovery plan for the campus
a. Evaluate disaster-related economic impact:
1) Create a program to assure maximum possible federal assistance.
2) Create a program to assure maximum possible disaster cost-recovery, campus-wide.
a) Coordinate with the Chancellor's Office.
b) Assess impact on individual departments and researchers, and determine what coverage is available for their losses: records, materials, intellectual property, animals.
c) Assess business interruption losses and potential coverage.
d) Assess economic impact of loss of paid days of school, external education programs, and other income producing activities.
e) Assess business losses to campus-based businesses: Spartan Catering, Campus Events Center, sporting events, AS Print Shop.
b. Develop a plan to assist/attract new students, restart grants and income producing research, maintain/ attract faculty and staff.

## Functional Annex (8): Deny Entry/Lock Down

In case of an active or imminent threat of violence, such as an active shooter or civil unrest, the University Police Department can electronically secure entry doors on all campus buildings through the S2 System. Activation Process:

- The Watch Commander or senior UPD officer on duty will notify UPD Communications to lock down specific buildings or the campus as a whole.
- The on duty dispatcher will use the S2 system to electronically lockdown the requested campus buildings.
- The dispatcher will notify the requesting officer when the lockdown process has been completed.
- The lockdown will remain in place until it is lifted by either the officer originally requesting the lockdown or by a member of UPD's command staff.

## Functional Annex (9): Hazard Specific Analysis

This annex provides a brief summary of significant hazards that may be a potential threat to San José State University. The information provided on each of these hazards focuses on the specific types of planning considerations that should be examined, analyzed, and applied, as appropriate, in the development of the hazard. The format for each has been structured to be consistent with the planning considerations outlined in the Emergency Operation Plan.

### *A. Earthquake*

Nature of the Hazard
A sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

*Ground Motion*
Vibration and shaking of the ground during an earthquake are the most far reaching effects and cause the most damage to buildings, structures, lifelines, etc.

*Ground Surface Fault Rupture*
The ground shaking is the result of a rupture of a fault beneath the surface. When the ground shaking causes a rupture of the ground surface, an opening of up to 20 feet may occur.

*Liquefaction*
The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

*Tsunamis*
Tsunamis are sea waves produced by an undersea earthquake. These sea waves caused by the earthquake can reach 80 feet and can devastate coastal cities and low-lying coastal areas.

*Secondary Hazards*
Consequences of earthquakes may include fire, HAZMAT release, or dam failure, among others.

Prevention/Mitigation
Earthquakes cannot be prevented but, through training and preparedness efforts, the risk of injury and death can be reduced in addition to reducing property damage. The UPD provides training and exercises, such as participating in the California Great ShakeOut exercise to educate the campus community on how to respond to an earthquake. In addition, the UPD website contains detailed information related to earthquake safety.

Direction and Control
For this hazard it is essential for emergency response personnel to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and property damage. Further, this data gathering effort should provide much of the information decision makers

will need to implement and prioritize response actions, activities, access control and re-entry of the impacted area, debris clearance, restoration of utilities and lifeline repairs, and the inspection/condemnation of buildings and other structures on campus.

Damage Assessment
Conduct a visual inspection of the campus called a windshield survey to determine the scope of the damage, number of casualties, status of key facilities and persons trapped in collapsed/damaged buildings.

Search and Rescue
Major consequences associated with an earthquake are the collapse of buildings and other structures resulting in trapped/injured people. These trapped/injured people need immediate assistance. In such situations, it is likely that local and State governments would be overwhelmed by the demand for emergency services. Further, most jurisdictions do not have a sufficient quantity of specialized equipment or enough trained teams available to accomplish the large-scale search and rescue operations that would be needed to respond to a catastrophic earthquake.

In order to assist State and local governments to accomplish this critical life saving activity, the Federal Government has established Federal Urban Search & Rescue (US&R) teams. These teams are available to State and local jurisdictions upon request. These teams augment State and local emergency response efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures.

Removal of trapped and injured persons from building collapses and other structural collapses will be a priority including administering first aid, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams. The need for State and/or Federal assistance to perform US&R operations will be assessed within the EOC.

Access Control and Re-Entry
Control of access to unsafe areas on campus will be maintained. Only those people directly involved in emergency response operations should be allowed to enter. A protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted will be determined by the EOC.

Debris Clearance
The identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response functions will be a high priority action. Activities may include:

- Demolition and other actions to clear obstructed roads.
- Repair or temporary reinforcement of emergency access routes.
- Construction of emergency detours and access roads.

Inspection, Condemnation Demolition
Inspection of buildings and other structures to determine whether they are safe to inhabit or use after an earthquake will be conducted by qualified facilities and development personnel. Activities may include:

Priority of Inspections

- Inspection of buildings and structures which are critical to emergency services operations and mass care activities.
- Inspection of buildings and structures that may threaten public safety.
- Identify/mark those that are unsafe and may not be occupied.
- Arrangements for the demolition of condemned structures.

Utilities and Lifeline Repairs

Restoration and repair of electrical power, natural gas, water, sewer, telephone and other communications systems will be implemented to minimize the impact on critical services.

Emergency Public Information

The flow of accurate and timely emergency information is critical to the protection of lives and property in the wake of a catastrophic earthquake. The following information and planning considerations will be delivered via the crisis communication:

- Survival tips for people on what to do during and immediately after an earthquake.
- Warnings and advice on the continuing threat of fire, unsafe areas, building collapse, aftershocks, and other hazards.

Evacuation

Immediately following an earthquake people may need to be evacuated. People should be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more of the aftershocks.

Recovery

The following recovery actions should be considered:

- Utilize Alert SJSU to notify campus of uninhabitable buildings.
- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes.
- Determine alternate sites for temporary and long-term housing of displaced student residents.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to damage.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

### *B. Hazardous Materials*

Given the technical nature of the HAZMAT threat, it is essential that the campus Environmental Health & Safety (EHS) Department and Local and State HAZMAT teams be used as the primary responders and information gathers. If the event is catastrophic, the National Response Team's NRT-1, *Hazardous Materials Emergency Planning Guide*, and the Environmental Protection Agency's (EPA) *Technical Guidance for Hazard Analysis* be used as the principal source documents for addressing HAZMAT planning needs.

Working Definition of Hazardous Materials
A hazardous material is an explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive element that when involved in an accident and released in sufficient quantities, puts some portion of the general public in immediate danger from exposure, contact, inhalation, or ingestion.

Prevention
A major component of preventing a hazardous material incident is ongoing training of staff on the appropriate storage, control, labeling and use of these materials. Additionally, the proper supervision of students using these materials is important in preventing hazardous materials accidents.

Mitigation
The University's mitigation efforts include the immediate availability of equipment and supplies for dealing with accidental spills and exposures. Also, the University maintains a chemical inventory that includes the location of chemicals and provides access to Safety Data Sheets that will outline handling instructions and emergency response procedures. In addition, Emergency Procedure Placards which are posted in all campus buildings contain safety information regarding a hazardous material release. Further, UPD personnel are equipped with Emergency Response Guidebooks containing detailed safety information.

FD&O also must be involved as they may need to shut off building systems, such as HVAC, in order to reduce the potential spread of contamination.

Direction and Control
OSHA's Hazardous Waste Operations and Emergency Response Standard (29 CFR 1910) requires that the Incident Command System be used for on-scene management of response activities. On-scene evaluation will guide response.

Response Actions
Response actions are triggered when the organization that is responsible for managing HAZMAT response operations, via ICS is notified. Response is initiated when an incident or accident report is received. The on-scene hazardous materials management structure addresses the following planning considerations:

- Identify and designate special technical experts (chemists, toxicologists, occupational health physicians, etc.).
- Notify response organizations, public officials, and appropriate local and State organizations that are directly involved in the response.
- Disseminate as much information as possible to the key stakeholders on campus.
- Determining if a Campus Alert is warranted via Alert SJSU.

If possible, identify the hazardous material involved and the severity (degree of threat to people, property, environment, etc.) of the accident before exposing response personnel to possible health hazards.

For transportation accidents information sources include placards, container labels, cargo manifests, and shipping papers. These items provide initial information that can be checked against the *North American Emergency Response Guidebook*. Shipping papers should also include an emergency contact number. Also, if the above information is not visible or available, an interview with the vehicle operator could provide the information needed.

For fixed facility accidents on campus, this information should be readily available from the responsible party. Critical actions include:

- Upon arrival at the incident site, identifying the Incident Commander (IC) and notifying the EOC of the identity of the IC and the location of the Incident Command Post (ICP).
- Isolate and contain the incident by establishing a perimeter with defined hot, warm and cold zones.
- Isolate contaminated persons.
- Ensuring response personnel have and don the appropriate protective gear (clothing and breathing apparatus).
- Ensuring response personnel approach the incident site from upwind and obtain the following information, if not already known:
    1. The time of the release.
    2. The quantity released.
    3. Characteristics of the immediately endangered area (e.g., body of water or dense residential/commercial district nearby).
    4. Color and odor of vapors (if readily noticeable), and any health effects noted
    5. Direction and height of any vapor cloud or plume (observed and computer-projected).
    6. Weather and terrain conditions.
    7. Entry of material into the environment (water, drains, soil).
    8. Action already initiated by personnel at the scene.
- Ensuring unnecessary people at the site are moved away (in a crosswind direction) and denied entry. For transportation incidents, the *North American Emergency Response Guidebook* contains recommended initial isolation zone distances for substances with poisonous vapors that are not burning and additional instructions in case of fire.
- Establishing a Protective Action Zone, if necessary. This is an area in which people can be assumed to be at risk of harmful exposure, and in need of either in-place protective shelter or evacuation.
- Containing the hazardous material. For liquids, it may be necessary to use ditches or dikes to contain the spread, so that removal may take place later. It also may be necessary to cover some materials with tarps to prevent vapors from rising

Reentry to Areas Directly Affected by the HAZMAT Release

There will be control of access to the exposed area until it is safe. Only those people directly involved in emergency response operations equipped with the appropriate level of Personal Protective Equipment (PPE) will be allowed to enter. Arrangements for ongoing site control, monitoring of the environment, and compliance with State and Federal regulations regarding disposal of the wastes will be managed by the

chemical specialist and designated department. Protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area will be established.

Decontamination and Cleanup
Relevant actions to be addressed are:

- Establish "zones" for controlling contamination; hot zone, transition zone (warm), and clean zone (cold).
- Provide for handling and disposal of contaminated soil, water, and other items that could not be adequately decontaminated.

Request for Federal Assistance
If the situation exceeds the capability of the responsible State, local or campus authorities, assistance can be obtained via the Operational Area of Santa Clara County. The request will then go to the National Response Center. In accordance with the National Response Center, upon receiving notification it notifies the appropriate Federal On-Scene Coordinator (FOSC), who monitors private and State actions, provides support and advice, and may intervene to direct operations in rare instances when the situation exceeds the capability of the responsible party or State and local government.

Assistance may include support by the National Strike Force, including strike teams for oil spill response and a Public Information Assistance Team; Radiological Emergency Response Teams; salvage teams; scientific support coordinators; and other specialized resources.

Emergency Public Information
The flow of accurate and timely emergency information is critical to the protection of lives and property immediately following a HAZMAT release.
The following planning considerations will be addressed, if appropriate:

- Informing the public of health hazards associated with the HAZMAT involved in the accident.
- Providing personal protective actions instructions, including survival tips for campus on what to do immediately after a HAZMAT release has occurred.
- Instructions for in-place protection (when to stay, where to stay, and what to do) when that option is chosen.
- Event-specific evacuation instructions and information (routes, road closures, available transportation) when that option is chosen.

Evacuation
Emergency planning to address evacuation, including provisions for a precautionary evacuation and alternative traffic routes will be established. Hazardous materials evacuation planning is little different from evacuation planning in general. The most important difference is that initial movements will be crosswind. Another difference is that some transportation incidents may involve "selective evacuation" of a small area.

The following planning considerations will be addressed:

- Maps that identify primary and alternate evacuation routes for risk zones around locations that present a significant threat to the campus.
- Provisions for moving the special needs population in a HAZMAT situation.

Evacuation may not be always necessary or advisable: **In-place protection** may be the preferred option. For some chemical hazards, using wet towels and shutting off air circulation systems may suffice; sometimes the cloud may move past more quickly than the evacuation can be affected.

Recovery
The following recovery actions should be considered:

- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if the building will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to contamination.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

### *C. Fire*

Nature of Hazard
All areas of the United States are exposed to personal injury and property damage as a result of fires caused by natural hazards. Fire may be described as a state, process, or instance of combustion in which fuel or other material is ignited and combined with oxygen, giving off light, heat, and flame. Significant seismic events such as an earthquake may also result in fires.

Prevention
University Housing provides fire safety information to all housing residents. In addition, the UPD web site contains detailed fire safety information. Further, the University maintains a campus wide Building Coordinator and Building Emergency Team program. Its' members are trained to identify and report potentially hazardous conditions such as overloaded outlets and improper usage of extension cords.

Mitigation
The campus conducts fire evacuation drills twice per year. Each campus building has a Building Coordinator and Emergency Team trained to facilitate the rapid evacuation of campus buildings and identify hazardous situations, such as blocked exits. Emergency Procedure Placards containing fire safety and

evacuation information are posted in each building. Further, The UPD web site and the University's Annual Security and Fire safety Report contain detailed fire safety information.

Direction and Control

The San José State University Police Department will direct and coordinate field-warning activities. Primary fire suppression is provided by the San José Fire Dept. For this specific hazard the role of the Operations Coordinator is to provide centralized control and coordination of emergency operations with the City of San José Fire Department. The San José State University Police Chief is the Operations Coordinator in the Emergency Operation Center. The Emergency Operations Center will be staffed in accordance with the campus Emergency Operations Plan.

Santa Clara County's fire agencies have signed a countywide mutual aid agreement to ensure that firefighting resources and personnel will be available to combat fires. If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State's Master Mutual Aid Agreement administered by the Governor's Office of Emergency Services. All fire agencies in Santa Clara County have signed the California Master Mutual Aid Agreement and participate in mutual aid operations as required.

Response Actions

The Fire Department will mobilize fire plans and equipment as appropriate. Fire Department personnel will coordinate with the campus to ensure that emergency information is up to date. The purpose of the Law Enforcement and Traffic Control function is to provide fire related traffic control, to manage evacuation operations, and to maintain law and order during evacuation operations and in evacuated areas.

Recovery

The following recovery actions should be considered:

- Utilize the University's Twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Identify alternate sites for housing resident students both temporary and long term.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to fire/water damage.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

### *D. Terrorism*

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based), active shooter and the use of chemical, biological, radiological, and nuclear weapons.

Prevention
UPD has a Terrorism Liaison Officer who receives information through the Northern California Regional Intelligence Center regarding any potential threats and emerging trends. In addition, UPD maintains communication with the local FBI office and corresponds regularly with the City of San Jose Police Intelligence Office and the Santa Clara County Sheriff's Office. Further, UPD Commanders attend a monthly meeting with the FBI and local police agencies to review current intelligence and area concerns. This exchange of information allows campus law enforcement to quickly respond to any credible threats made against the campus, its' students or staff. Finally, UPD maintains an anonymous text tip system which facilitates community reporting of suspicious activity.

Mitigation
UPD officers continually train for a response to Active Shooter/Violent intruder incidents. In addition, UPD administers an emergency alert system and has the ability to electronically lock the exterior doors of campus buildings. Further, Emergency Procedure Placards containing lockdown, evacuation and bomb threat information are posted in each building.

Response Actions
A terrorist activity emergency has its own unique characteristics and must be dealt with in accordance to its magnitude and with an appropriate level of response. During this phase, emergency officials will need to determine that an attack has occurred and respond accordingly.

Response measures would include local protocols for risk assessment and evaluation of potential explosive devices. Included in the response should be:

- Law enforcement including local authorities and FBI agents.
- Fire/EMS/HazMat.
- Establish a perimeter to isolate and contain suspicious devices.
- Evacuate persons from potential threat areas.
- Local and state health departments.

Device with potential chemical or biological filler or supplement:

- Follow FBI protocols for documentation of the crime scene.
- Contain the package following recommendations from a hazardous materials authority.

- Assure notification of the FBI through the local FBI office.
- Options include double bagging, steel cans, poly containment vessels, or utilization of hazardous materials over-pack.
- Control the material as evidence and follow the FBI plan for laboratory analysis.

Potential release of WMD material from a device:

- Control the ventilation system.
- Follow protocols for a hazardous materials incident.
- Evaluate the extent of contamination.
- Evacuation of affected areas and decontamination procedures should be selected on the basis of an incident and risk assessment.
- Provide medical attention following the recommendations from the local/regional public health medical authority.
- Control and or isolate the hazard.
- Possibly request assistance from the FBI through the local office.

The use of Alert SJSU should be considered. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure campus safety and recommended steps that can be taken to help prevent, mitigate or respond to the threat.

Recovery

The following recovery actions should be considered:

- Utilize the University's Twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Identify alternate sites for temporarily relocating housing residents if a housing facility is affected.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to a civil disorder action.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community reaction.

### *E. Active Shooter/Violent Intruder*

An active shooter/violent intruder incident involves a subject or subjects actively engaged in killing or attempting to kill people in a confined and populated area. These individuals primarily use firearms.

Prevention
This threat is being addressed through a campus wide coordinated effort to report and investigate suspicious and threatening behavior. A major component of the University's prevention efforts is the Behavioral Intervention Team (BIT) which is an interdisciplinary team composed of members from Student Affairs, Faculty Affairs, Human Resources, Counseling Services and UPD. The BIT's mission is to proactively identify, assess, and offer a coordinated institutional response to SJSU community members whose behavior indicates that they may pose a risk to themselves or the campus community. In addition, UPD maintains an open line of communication and regularly exchanges information with local law enforcement and the Northern California Regional Intelligence Center regarding potential threats to campus safety.

Protection
UPD officers are trained in active shooter response tactics and countywide response protocols. The Officers have been provided with the equipment necessary to counter an active shooter/violent intruder. Also, UPD Officers are trained in tactical medical aid.

Mitigation
UPD provides Run, Hide, Fight training to students, staff and faculty. This training details strategies for surviving an active shooter/violent intruder incident. Also, the UPD web site and the University's Annual Safety and Fire Report contain detailed information regarding actions to take in the event of an active shooter/ violent intruder event. Further, UPD administers an emergency alert system consisting of text, voice and email notifications and a speaker phone emergency broadcast system. Finally, UPD has the ability to electronically lock the exterior doors of campus buildings.

Response
- Law enforcement response.
- Mutual assistance request.
- Emergency alert to campus.
- Campus Community response per Run, Hide, Fight protocols.
- Law enforcement establishment of incident command.
- Law enforcement action to locate and stop the threat.
- Law enforcement and fire locate and treat victims.
- Establish casualty collection/triage area.
- Notify local hospitals.
- EMS evacuation of victims to local hospitals.
- Law enforcement establishes and secures crime scenes.
- Law enforcement investigation and evidence recovery.
- Establish Joint Information Center staffed by the PIO.

Recovery
- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.

- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Identify alternate sites for housing building occupants if a housing facility is affected.
- Provide regular media updates.

### *F. Civil Disorder*

Civil Disorder is a public disturbance involving acts of violence by an assembly of three or more persons resulting in injury and/or property damage. San José State University's historic role in the civil rights movement, the University's MLK library and the Smith/Carlos statue and the University's location in the middle of downtown San José, coupled with its politically active and engaged student body, result in the campus often being the center of marches and demonstrations. While the vast majority of these events are peaceful, it is important to be prepared for the possibility of violence or property destruction. UPD efforts are directed towards facilitating the safe exercising of free speech rights while protecting the safety of protestors, students, staff, faculty members and campus visitors.

Prevention
UPD receives information through the Northern California Regional Intelligence Center (NCRIC) and maintains communication with local police agencies regarding potential civil unrest. In addition, UPD commanders reach out to protest organizers and student leaders to facilitate communication, identify a liaison and assure protest organizers that their right to peaceful protest will be protected.

Mitigation
When information indicates that a protest or rally will occur on campus, notifications are made to the Santa Clara County Sheriff's Mutual Aid Coordinator, the City of San Jose Police Intelligence Unit and the City of San Jose Police Division Commander. In addition, UPD commanders work with protest organizers and liaisons to address potentially criminal behavior and unsafe conditions. Further, UPD officers are trained in crowd control measures and equipped with protective gear and less than lethal defensive devices.

Response
The following response actions will be employed:

- Identify Incident Commander, incident command post, and staging area.
- Identify and contact organizers and establish mutual communication.
- Assign a videographer.
- Coordinate with Santa Clara County Sheriff's Operations Desk for mutual aid.
- Assign officers to high visibility locations on campus.
- Assess the need for Dignitary protection.
- Discreetly monitor the event for criminal activity.
- Notify the City of San Jose Police District Commander.
- Designate PIO.
- PIO monitoring of news reports and social media to address rumors and inaccurate information.

Recovery

The following recovery actions will be considered:

- Utilize the University's social media accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to a civil disorder action.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

## *G: Public Health Emergency (Pandemic)*

**Nature of the Hazard**

A pandemic is an epidemic of infectious disease that becomes very widespread, affecting an entire region, continent, or the world. While numerous diseases have been responsible for pandemics, the most common and recent have involved various strains of influenza. These outbreaks are generally from new mutations of the virus for which the human population has no immunity. Because of the speed with which these diseases spread, and the extended time required to design medications to fight them, pandemics pose a significant threat.

To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

| Inter-pandemic Period | General Definition |
|---|---|
| Phase 1 | ● No new influenza virus subtypes detected in humans.<br>● May or may not be present in animals.<br>● If present in animals, the risk of human infection is considered to be low. |
| Phase 2 | ● No new influenza virus subtypes detected in humans.<br>● A circulating animal virus subtype may be detected in animals.<br>● There may be a substantial risk of human disease. |
| Pandemic Alert Period | General Definition |
| Phase 3 | ● Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact. |

| | |
|---|---|
| Phase 4 | ● Small cluster(s) of cases with limited human-to- human transmission are documented, but spread is highly localized.<br>● Viruses are not well adapted to humans. |
| Inter-pandemic Period | General Definition |
| Phase 5 | ● Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible.<br>● The risk of pandemic is now substantial. |
| Pandemic Period | General Definition |
| Phase 6 | ● Increased and sustained transmission is documented in the general population. |
| Post-Pandemic Period | General Definition |
| Phase 7 | ● Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc. |

**General Organization**

The general organization of the University's emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a pandemic event.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University's EOC is the focal point for the coordination for the University response and recovery from an emergency.
- SJSU EOC will direct all resource requests that can be met by County, State or Federal agencies to the Santa Clara County Operational Area EOC.
- The Santa Clara County Public Health Department is the lead agency for pandemic response. The University through the Student Health Center/Health and Wellness Services and EOC supports the public health department response efforts.

**Response Objectives**

In the event of a pandemic event, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health, and safety.
- Determine the size, scope, and effect of the pandemic event on the campus community.
- Identify at-risk populations, notify them, and provide assistance.
- Rapid detection of the outbreak or introduction of the illness into the University.

- Determination of vectors and routes of transmission including assessing the efficiency of transmission.
- Provide necessary care, shelter, and medical services to the campus community.
- Control and containment of the pandemic when possible, and use of mitigation strategies when containment is not possible.
- Rapid dissemination of key safety information, appropriate personal protective equipment, and necessary medical precautions.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

**Organization and Responsibilities**

**Organization**

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

**Responsibilities**

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a public health emergency. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State level without delay.

**Emergency Operations Center Responsibilities**

EOC is responsible for establishing, coordinating, and managing all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Implementation of the Emergency Management, EOC, and Business Continuity Plans to ensure staffing and to maintain public safety.
- Determine the scope of the incident; develop an assessment map and other documents to maintain a common operating picture.
- Analyze situation information from sources such as University Personnel, FD&O, and Environmental Health & Safety to develop and maintain an up-to-date situation report and to determine the effect on the campus students, staff, and faculty.
- To minimize the impact on students and employees should any university operations be reduced or suspended, it should resume those operations as quickly as possible.
- The EOC will coordinate with the President's Office on potential campus closure due to the pandemic event.

- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate planning for and implementation of disease containment strategies and authorities with response partners and the campus community.

**PIO Responsibilities**

The PIO is responsible for the dissemination of all public information related to the pandemic event response and recovery to the campus community.

Pro-active communication in a public health emergency allows the public to adopt protective behaviors, facilitates heightened disease surveillance, reduces confusion and allows for better use of resources, all of which are necessary for an effective response.

- Develop a communication plan to inform students, parents, employees and other groups of our actions.
- Coordinate public information and rumor control efforts throughout the emergency with the Campus Health Center/Wellness Services and the SCCPHD
- Information should be communicated to at-risk and implicated audiences in a timely, accessible and proactive manner.
- When dealing with the media regarding a public health emergency, no one speaks to the media except the University PIO in coordination with the Student Health Center/Health and Wellness Services and the SCCPHD.
- A Joint Information System/Joint Information Center may be activated to support the regional or county public information needs.
- The University PIO will supply a representative to the Joint Information Center.

**Student Health Center / Health and Wellness Services Responsibilities**

In coordination with the Santa Clara County Public Health Department, the Student Health Center/Health and Wellness Services is the lead University department for a pandemic event response.

In this role, they coordinate activities including public health surveillance, epidemiologic investigation, laboratory coordination, mass prophylaxis/vaccination, public, public health information, and education activities, and guidance on infection control practices, including isolation and quarantine for the University.

- Implement Campus Health Center/Health and Wellness Services Business Continuity Plans
- Analysis and surveillance of infectious disease outbreak.

- Conduct campus-wide surveillance to track the spread of the public health emergency and its impacts on the campus community. Coordinate and provide the collection of information gathered with the EOC and the SCCPHD.
- Coordinate with the SCCPHD for conducting disease surveillance activities including monitoring and testing possibly infected persons.
- Dissemination of information and education to the campus community, University responders, and the University leadership about the health emergency.
- Take all appropriate measures to reduce the spread of infection among the campus community.
- Coordination of the University's efforts for infection control practices to include specific containment prevention and treatment guidance for the infectious disease that causes the emergency, provide guidance on any type of disinfection that may be required and provide guidance on the limitation on movement (e.g., quarantine orders) to limit the spread of the infectious disease.
- Coordination of mass prophylaxis/vaccination to include determining priority guidelines for chemoprophylaxis/vaccination administration and ensuring access to vaccine or pharmaceuticals to identified populations.
- Coordinate treatment and prophylaxis delivery to essential personnel and at-risk citizens in cooperation with the SCCPHD to assure the continuation of essential University services.
- Providing ongoing communication to the University PIO for distribution to the campus community regarding the impact of and response to the infectious disease emergency on campus.
- Tracking and preventing secondary or additional disease outbreaks.
- Coordinate with the University Environmental Health & Safety Department.
- Coordinate and assess the mental health needs of the University's first responders, emergency workers, recovery workers, students, staff, faculty and the campus communities.

**Environmental Health & Safety**

The Department of Environment Health & Safety plays an important role in an emergency, the department ensures the health and safety of the University.

- Provide a representative as Safety Officer
- Lead University department for the coordination of the removal and disposal of hazardous material (including biohazards) on the campus, in coordination with FD&O.
- Conduct health & safety assessments for the campus community during response and during cleanup operations.
- Establish guidelines for campus facility use according to county protocols.
- Coordinate response and recovery priorities and activities with the EOC.

- Recommend and coordinate PPE with FD&O for University staff as needed.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

**Other University Department Responsibilities**

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- All University departments implement Business Continuity Plans.
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical Specialist to the EOC when requested.

**Public Health/Hygiene Etiquette**

At the onset of the pandemic, access to vaccines and antiviral drugs may be extremely limited, and non-medical intervention measures may be recommended by Occupational Safety and Health Administration (OSHA) and the public health agencies to delay the spread of the disease. The nonmedical interventions may include:

Infection control measures to avoid spreading the disease may include but not limited to:

- Proper handwashing or use of hand sanitizers when hand washing is not possible,
- Using appropriate cough etiquette,
- Avoiding close contact with people who are sick,
- Staying home and away from work or the public,
- Sanitizing “touchable” surfaces,
- Implementing “no-touch” procedures, such as foot-operated trash can lids or door openers,
- Using appropriate personal protective equipment (PPE) such as masks and face shields.

**Physical distancing, such as**

- Minimizing unnecessary social interactions,
- Minimizing face-to-face meetings or conferences,
- Maintaining a 6-foot minimum distance between individuals,

- Closing schools, daycares, and universities,
- Prohibiting large public gatherings,
- Modifying employee's schedules
- Interruption or curtailment of non-essential travel

### *H: Public Safety Power Shutdown (PSPS)*

In an attempt to reduce the wildfire risk from downed power lines, PG&E has implemented the Public Safety Power Shutoff (PSPS) program. This program is the systematic shut down of electrical transmission and distribution lines during high fire danger events. These events can be caused by weather as well as by fires burning near transmission lines. The goal of the program is to prevent fires caused by transmission line failures or damage. It is important to remember, fire danger does not have to be specific to the university, or associated campuses like Moss Landing Marine Labs (MLML), but rather to the path of the transmission lines which feed power to the area.

**CONCEPT OF OPERATIONS**

San Jose State has been designated a Critical Customer (central community resources) by PG&E. This designation places us in a category of customers who will only have their power cut as a last resort. No customers are completely exempt from power loss depending on the scope of the shutdown.

PG&E will try to provide as much advanced warning as possible prior to any Public Safety Planned Shutoff (PSPS), but can turn the power off immediately if conditions are warranted. When possible, PG&E will give up to 48 hours' notice to customers prior to shutting off power.

After the threat to the power distribution lines has abated, power cannot be restored until all power lines have been inspected and determined to be free of damage. This inspection process is a visual process and can only be done in daylight hours. Consequently, any PSPS is likely to last 24-48 hours after the weather or fire threat has passed.

**INITIAL RESPONSE TO OUTAGE**

| Function | Entity | Action |
|---|---|---|
| Immediate Response | FD&O | Immediately contact PG&E to determine the potential duration of the outage. |
| Status Update | FD&O | Update/notify campus leadership and UPD of power outage status |
| Communication | Strat Com or UPD | As soon as information is known, send an Alert SJSU message to the campus community outlining the situation, what to do, and when an update should be available. |

| | | |
|---|---|---|
| Situational Assessment | EOC | Once an update of the power outage is obtained, assemble and discuss the impact of power outage on campus operations. Brief campus leadership. Open EOC if warranted. |

**ONGOING RESPONSE STRATEGIES**

San Jose State has a natural gas fired cogeneration unit located in the Central Plant building. This allows San Jose State to generate a portion of the campus's power needs. The cogeneration unit is not specifically designated for emergency use, but rather optional standby power.

The realistic peak output of the cogeneration unit is between 5.3 - 5.5 megawatts (MW).

Current peak demand is 9MW, set in September of 2017, while typical daytime demand can fluctuate between 6 - 8MW. In short, the cogeneration unit cannot carry the campus alone on a typical day, even with planned solar installations.

The following general priority list for load shedding:

1) Fire life safety

2) Housing and Dining Commons

3) Academic instruction

4) Student life

Due to limitations of the available onsite generation, it is not possible to power all of the campus during a typical day. In other words, classes, housing, and student life cannot all persist on internal power alone.

**Advance Warning Scenario (24 hrs.)**

- Advance warning, approximately 24 hours in advance
- Typical daytime demand expected, between 6 - 8MW
- Notification: Issue alert requesting voluntary, occupant-driven load reductions. Advice for anticipated outages.
- Action: The following loads (roughly 2-4 MW) will be sequentially powered down in a controlled manner, in advance:
    - Campus cooling will be shut down (very large load)
    - MLK library power will be shut down (large load)

  - Student Union power will be shut down (medium load)
  - SRAC and Event Center power will be shut down (small-medium loads)
  - Duncan Hall power will be shut down (large load)
  - Engineering power will be shut down (large load)
- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, in advance of the outage, and during the outage.

**Limited Warning Scenario (1 hr.)**

- Little warning, approximately 1 hour in advance
- Typical daytime demand expected, between 6 - 8MW
- Notification: Issue alert requesting voluntary, occupant-driven load reductions. Advice for anticipated outages.
- Action: The following loads (roughly 2-4 MW) will be sequentially isolated in a grouped manner, in advance:
  - Campus cooling will be shut down
  - Electrical feeder circuit normally powering King Library
  - Electrical feeder circuit normally powering Student Union, Event Center
  - Electrical feeder circuit normally powering Duncan Hall
  - Electrical feeder circuit normally powering Engineering, Industrial Studies

- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, during the time while only the cogeneration unit is available.
- Buildings with generator quick connect features, such as SWC (planned Fall 2019), should be reviewed for temporary diesel generator resources and re-fueling availability to either restore power to the building, or to further un-burden the campus load if needed.
- As diesel resources and re-fueling availability is established, permanent backup generators can be manually started and loads transferred sequentially to reduce the number of buildings affected.
- Computer Center - The entire building can run on a generator, to reduce load on campus, including powering the backup chiller if shutting down campus cooling.

**No Warning Scenario**

- No warning, loss of utility power due to grid impacts from public safety shut offs or otherwise
- Typical daytime demand is expected, between 6 - 8MW, and the cogeneration unit is not able to carry the load.
- Action: Determine the cause of the outage or separation from grid power, to confirm there is not a fault on the university system.
- Isolate all feeders, Start the black start generator, start the cogeneration unit.
- The following loads will be sequentially added onto the cogeneration unit power:
    - Electrical feeder circuit normally powering UPD, SH
    - Electrical feeder circuit normally powering CC, CH, TH
    - Electrical feeder circuit normally powering CV1, CV2, and SRAC
    - And so forth, working from the ranked priority list
- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, during the time while only the cogeneration unit is available.
- As diesel resources and re-fueling availability is established, permanent backup generators can be manually started and loads transferred sequentially to reduce the number of buildings affected.
    - Computer Center - The entire building can run on a generator, to reduce load on campus, including powering the backup chiller if shutting down campus cooling.

Designated areas of emphasis on campus have backup generators, and may be given priority loading for power from:

- Public Safety Answering Point (PSAP) at UPD
- Federal Nuclear/Radioactive Safety requirements in Duncan (cameras, security, etc.)
- Library security office: backup for dispatch

## *I: Air Quality Event*

**Background**

Some of the largest wildfires in California history impacted CSU campuses in recent years. These events have required campuses to limit outdoor activities, take protective action measures, suspend classes, and close campuses. In addition, campuses have incurred significant costs in remediation and cleanup costs. These are very dynamic events with conditions on campus changing from hour to hour forcing campus leadership to have to make decisions based on projections that can have significant margins of error.

| Function | Entity | Action |
|---|---|---|
| Situation Awareness | UPD/Emergency Management | During times of high fire danger in the region, monitor local and regional incidents to identify events that could impact campus. |
| Air Quality Monitoring | EH& S | Monitor the AQI on campus and be prepared to monitor air quality in buildings if necessary. Activate appropriate level of the EHS Wildfire Smoke Plan |
| Campus Impact Monitoring | Student Wellness Center | Report to campus leadership and/or the EOC any trends in students reporting symptoms consistent with exposure to smoke |
| Campus Infrastructure Preparations | FD&O | Begin preparations to secure campus buildings to limit the entry of smoke and particulates, such as adjusting HVAC systems, ensuring windows are closed, and other appropriate measures. |
| Communication | Strat Com | Provide regular updates to the campus community and the media. |
| Situational Assessment | EOC | Consider a low-level activation in order to provide ongoing situational awareness and develop the common operating picture. Support campus leadership by consolidating information needed for decision making. Increase the EOC activation level if needed. |

**Regulatory Requirements**

After the 2018 catastrophic wildfires in California, the California Occupational Safety & Health (Cal/OSHA) Standards Board adopted a new emergency rule to address the potential harm posed to outdoor workers exposed to wildfire smoke (Section 5141.1).

In July 2019, Cal/OSHA issued new regulatory Section 5141.1 – Protection from Wildfire Smoke (Attachment 1). This section applies when the Air Quality Index (AQI) for PM2.5 is '151' ("Unhealthy" level) or greater and there is a "reasonable anticipation" that employees may be exposed to wildfire smoke.

- Workplace and operations exemptions to the new Cal/OSHA rule include:
- Enclosed buildings with indoor air filtered by a mechanical ventilation system
- Enclosed vehicles with interior air filters and windows/doors that are kept closed (note that shuttle buses do not meet this standard due to constantly opening doors)

- Demonstrates that AQI is <151 by measuring PM2.5 levels on site
- Staff is exposed to AQI >151 or greater for a total of one hour or less during a shift
- Staff conducting emergency operations including rescue and evacuation or other operations directly aiding firefighting or emergency response

The new Section requires the following measures be taken to reduce employee exposure to AQI for PM2.5 to an acceptable level (<151) including:

- Engineering Controls – provide enclosed buildings, structures, or vehicles with filtered air whenever feasible; if insufficient, reduce employee exposures as much as feasible.
- Administrative Controls – whenever engineering controls are insufficient, employer shall implement administrative measures, if practicable, such as relocating work to location with acceptable AQI level; changing work schedules; reducing work intensity; or providing additional rest periods.
- Personal Protective Equipment (PPE) – for AQI levels (151‑500), employer shall provide (N95 filtering respirators) to employees designated as outdoor workers for voluntary use. Employer shall use 'Appendix B' to this section for training regarding voluntary use of respirators. If AQI>500, respirator use is required in accordance with Section 5144 (that requires fit testing and medical evaluations of each employee).

Section 5141.1 Appendix B outlines information that must be provided by the employer to employees designated as outdoor workers when respirators are provided for voluntary use (AQI 151‑500).

Official AQI Data Source

There are a number of sources that report AQI, including US EPA, local Air Quality Management Districts, and the unofficial but widely used PurpleAir public sensor network. US EPA AQI monitoring sites were primarily established to measure and predict ozone or "smog," not the rapidly changing impacts of smoke from wildfires. These different sources also use varying time periods over which the AQI measurement is calculated, resulting in conflicting reported AQI levels for the same geographic region. For instance, Air Quality Management District's report the AQI averaged over a 24‑hour period while PurpleAir shows readings at a single point in time. Neither approach is appropriate when trying to measure dynamically changing local smoke conditions during a wildfire event. Cal/OSHA and US EPA both recommend using the current Air Quality Index (or 'Current Conditions AQI') posted on the US EPA AirNow website (https://www.airnow.gov/ ) as the official source of AQI information.

# Air Quality Guide for Particle Pollution

Harmful particle pollution is one of our nation's most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit www.airnow.gov

| Air Quality Index | Who Needs to be Concerned? | What Should I Do? |
|---|---|---|
| Good (0-50) | It's a great day to be active outside. | |
| Moderate (51-100) | Some people who may be unusually sensitive to particle pollution. | **Unusually sensitive people:** *Consider reducing* prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.<br>**Everyone else:** It's a good day to be active outside. |
| Unhealthy for Sensitive Groups (101-150) | Sensitive groups include **people with heart or lung disease, older adults, children and teenagers.** | **Sensitive groups:** *Reduce* prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.<br>**People with asthma** should follow their asthma action plans and keep quick relief medicine handy.<br>**If you have heart disease:** Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your heath care provider. |
| Unhealthy (151-200) | **Everyone** | **Sensitive groups:** *Avoid* prolonged or heavy exertion. Consider moving activities indoors or rescheduling.<br>**Everyone else:** *Reduce* prolonged or heavy exertion. Take more breaks during outdoor activities. |
| Very Unhealthy (201-300) | **Everyone** | **Sensitive groups:** *Avoid all* physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better.<br>**Everyone else:** *Avoid* prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better. |
| Hazardous (301-500) | **Everyone** | **Everyone:** *Avoid all* physical activity outdoors.<br>**Sensitive groups**: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors. |

## Key Facts to Know About Particle Pollution:

- Particle pollution can cause serious health problems – including asthma attacks, heart attacks, strokes and early death.
- Particle pollution can be a problem at any time of the year, depending on where you live.
- You can reduce your exposure to pollution and still get exercise! Use daily Air Quality Index (AQI) forecasts at www.airnow.gov to plan your activity.

## What is particle pollution?

Particle pollution comes from many different sources. Fine particles (2.5 micrometers in diameter and smaller) come from power plants, industrial processes, vehicle tailpipes, woodstoves, and wildfires. Coarse particles (between 2.5 and 10 micrometers) come from crushing and grinding operations, road dust, and some agricultural operations.

## Why is particle pollution a problem?

Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks and strokes. It also is linked to early death.

## Do I need to be concerned?

While it's always smart to pay attention to air quality where you live, **some people may be at greater risk from particle pollution.** They include:

- People with cardiovascular disease (diseases of the heart and blood vessels)
- People with lung disease, including asthma and COPD
- Children and teenagers
- Older adults
- Research indicates that obesity or diabetes may increase risk.
- New or expectant mothers may also want to take precautions to protect the health of their babies.

## How can I protect myself?

**Use AQI forecasts to plan outdoor activities.** On days when the AQI forecast is unhealthy, take simple steps to reduce your exposure:

- Choose a less-strenuous activity
- Shorten your outdoor activities
- Reschedule activities
- Spend less time near busy roads

**When particle levels are high outdoors, they can be high indoors – unless the building has a good filtration system.**

Keep particles lower indoors:

- Eliminate tobacco smoke
- Reduce your use of wood stoves and fireplaces
- Use HEPA air filters and air cleaners designed to reduce particles
- Don't burn candles

## Can I help reduce particle pollution?

Yes! Here are a few tips.

- Drive less: carpool, use public transportation, bike or walk
- Choose ENERGY STAR appliances
- Set thermostats higher in summer and lower in winter
- Don't burn leaves, garbage, plastic or rubber
- Keep car, boat and other engines tuned

**Appendix 1**

# Emergency Operations Center Roster