



Emergency Operations Plan

Volume 1 The Basic Plan

Updated 6/15/2016



Letter of Promulgation

To: Student's, Faculty and Staff

The preservation of life, property, and the environment is an inherent responsibility of the Rancho Santiago Community College District and we have prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the campus community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the district into an efficient organization capable of responding to any emergency. The Plan will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The district's administration gives its full support to this plan and urges all students, faculty, and staff, individually and collectively, to do their share in the total emergency effort of the district.

Raul Rodriguez
Chancellor
Rancho Santiago Community College District



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Part 1 – The Basic Plan

Introduction

This Emergency Operations Plan addresses Rancho Santiago Community College District's (RSCCD) planned response to extraordinary emergency/disaster situations associated with natural and man-made disasters, technological incidents and national security emergencies, occurring on or affecting the campuses or any off-site center. It is placed into operation whenever an emergency affecting the campuses cannot be controlled through normal channels. The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters and will facilitate response and short-term recovery activities. It describes the district's emergency management organization and is supported by other contingency plans and operating procedures.

The Plan has been designed to be compatible with the State's Standardized Emergency Management System (SEMS), the Incident Command System (ICS), the National Incident Management System (NIMS), and Board Policy.

This Plan, in conjunction with the Emergency Guides that are posted in all classrooms and most office areas, are preparedness documents—designed to be read, understood and exercised prior to an emergency/disaster. All District employees are expected to be familiar with these resources so that they will be prepared to take the appropriate actions and carry out their responsibilities in the event of an emergency.

Phases of Emergency Management

This plan is based on the four primary phases of emergency management; mitigation, preparedness, response and recovery. Listed below are activities that take place before, during, and after an emergency or disaster has occurred.

1. **Mitigation phase** – Activities that either prevent the occurrence of an emergency or reduce the campus's vulnerability during a disaster are examples of mitigation. Mitigation can take many forms. It can involve such actions as:
 - Securing shelves and hot water heaters to walls
 - Fencing hazardous areas
 - Using fire-retardant materials in new construction
 - Developing emergency policies and procedures
 - Obtaining the proper insurance policies
 - Developing a Hazard Mitigation Plan
2. **Preparedness phase** – The preparedness phase involves activities undertaken in advance of an emergency that will provide operational capabilities and improve effective response to disasters. Below are activities that take place during this phase:
 - Developing and revising disaster plans and hazard analyses
 - Training response personnel
 - Improving public information and communications systems
 - Conducting exercises and drills to validate the planning process

The receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished during this phase include but are not limited to:

- Briefing of key officials or employees of the district on the situation
- Reviewing and updating of Emergency Operations Plan and related SOP's
- Reviewing hazard maps and data
- Increasing public information efforts
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing warning and communications systems
- Recruiting additional staff and alerting contractors
- Warning threatened elements of the population
- Conducting precautionary evacuations in the potentially impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment

3. **Response phase** – The district's initial response activities will be primarily focused on the following priorities; life safety, incident stabilization, and minimizing district losses. Field responders will use the Incident Command System (ICS) to organize a response to the emergency or disaster. Examples of initial response activities include:

- Assessing the incident
- Activating an Incident Command Post and the Campus Emergency Operations Center
- Making all necessary notifications, including to the District Office and the Orange County Operational Area
- Conducting evacuation and/or rescue operations as required
- Issuing emergency instructions to the campus community
- Conducting initial damage assessments and surveys
- Restricting movement of traffic/people and unnecessary access to affected areas

Extended Emergency – Response actions include:

- Preparing detailed damage assessments
- Providing for the mass care (food, lodging, etc.) needs of workers and displaced persons
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Dissemination of emergency public information

4. **Recovery phase** – Recovery is both a short-term activity intended to return vital life-support systems to operation, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

As soon as practical following a major emergency, normal campus operations will be restored. Actions include:

- Restoration of utilities
- Applying for state and federal assistance programs
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery
- Implementing health and safety measures
- Protecting, controlling, and allocating vital resources
- Restoring or activating essential facilities and systems
- Getting the sites back to normal activities

Emergency Operations Plan Purpose and Scope

The EOP purposes include, but are not limited to:

1. Protection of lives and property
2. Continuity of District operations and essential services
3. Minimize disruption of the academic program
4. Management of critical resources
5. Minimizing District losses

Further, the purpose of this Emergency Operations Plan is to consolidate all District and campus disaster procedures into a single publication providing District and campus personnel with a convenient set of useable instructions for dealing with disasters and emergencies.

Legal Jurisdiction and Legal Authority

The State of California Code of Regulations, Title 19, Division 2, contains provisions relevant to emergency response and provides the authority for the Rancho Santiago Community College District's Emergency Operations Plan. This authority is established by both state statutes and the District's emergency response policy which provides legal empowering authority of the Chancellor, the College Presidents, or their designees for EOP activation and emergency response.

The State's Emergency Plan, promulgated in accordance with the provisions of the Emergency Services Act, provides statewide authority and responsibility, and describes the functions and operations of government at all levels during extraordinary emergencies. Sections 8567, 8587 and 8614 (a) provide the Governor with the authority to direct Executive Departments of the State to support such planning and preparedness and other emergency activities. Executive Order No. W-9-91 directs each agency to be responsible for "emergency planning, preparedness and training." Each agency shall establish a line of succession "and train its employees to properly perform emergency assignments."

The following California Acts and Regulations address the authority and responsibilities of community college administrators related to emergencies and disaster response.

Senate Bill-166

In accordance to the provisions of SB-166 adopted by the State Legislature in 2008 and implemented by the California Community Colleges System Office the following are required:

SB 166 (Negrete McLeod) This bill requires the Chancellors Office of the California Community Colleges, by January 1, 2009, to develop emergency preparedness standards and guidelines to assist community college districts and campuses in the event of a natural disaster, hazardous conditions, or terrorist activity on or around campus

California Emergency Services Act: Chapter 7 of Division 1 of Title 2 of the Government Code, Section 8568 states:

The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.

Title 5, California Code of Regulations, Section 42402, states:

The President of each campus is responsible for the effectiveness, academic excellence and general welfare of the campus which he /she presides.

Title 5, California Code of Regulations, Section 41302, states:

During periods of campus emergency, as determined by the President of an individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property and maintain educational activities.

National Incident Management System (NIMS)

On February 28, 2003, President Bush introduced the National Incident Management System (NIMS). NIMS is a system mandated by Homeland Security Presidential Directive #5 (HSPD-5) that provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector and non-governmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause size and complexity.

Standardized Emergency Management System (SEMS)

Plan Assumptions

- The district will utilize the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS) in emergency response operations
- Emergency activation and response is best coordinated at the lowest level required
- Each campus will maintain operational control and responsibility for emergency management activities within their area of responsibility, unless otherwise superseded by statute or agreement
- Mutual aid is requested when needed and provided as available
- Supporting plans and procedures are updated and maintained by the responsible district and college departments
- The district will participate in the Orange County Operational Area
- The resources of the district will be made available to local agencies and citizens to cope with disasters affecting this area, if possible
- Each campus will prepare a customized resource book for their site (floor plans, gas/water shut-off locations, emergency contact list, etc.), organize response teams, conduct training, exercise the plan, procure disaster supplies and be prepared to activate, manage and respond to their emergency incidents. Each campus should prepare to be self-sufficient during emergencies

Maintenance of the Emergency Response Plan

The Plan will be reviewed regularly to ensure that plan elements are valid and current. The District's Chief of Safety & Security is responsible for making revisions to the Plan and will prepare, coordinate, publish and distribute any necessary changes to the plan to all campus departments. Minor changes may be made without requiring subsequent review and approval by district administration.

Department Specific Emergency Response Plans

All departments should develop and maintain a department specific emergency response plans to support this Plan. Department plans should provide clear instructions that describe employee responsibilities during an emergency. Each plan should include at a minimum:

- List of locations under the department's responsibility
- List of departmental employees and their regular work locations
- Phone numbers of key department personnel
- Procedures for evacuating the building, including directions for building exit routes, designation of assembly areas outside the building, and attendance taking
- Identification of critical tasks, appropriate for each location, that must be performed during emergencies - if it is safe to do so (e.g., shutting down equipment and gas, saving computer files, locking cash drawers, protecting hazardous/biological/toxic agents, protecting research or historic materials)
- A recovery/contingency plan to ensure restoration of critical functions after any emergency. Critical business functions are those actions or activities that would

cause serious or irreparable harm to the campus and/or the department if not performed or if interrupted during an emergency

Department plans should be reviewed on an annual basis.

Continuity of Authority

The California Government Code, the State Constitution, and the Emergency Services Act provide legal authority for the continuity and preservation of government in the event the individuals appointed are unable to serve. The concept of continuity of government is comprised of three elements:

- Standby officers for the governing body
- Alternate seat of government
- Preservation of vital records

Standby Officers for the Governing Body

Should a majority of the Board of Trustees become casualties during a disaster and the RSCCD Board of Trustees is not able to continue district day-to-day and/or emergency required operations, emergency actions must be taken until an election can be held. In order to reconstitute the Board, the existing members of the board will appoint new Board members until an election can be scheduled or until the next election is held.

Alternate Seat of Government

Should the District Office Board Room be damaged beyond use or destroyed, the following will become the alternate Board Room/Seat of Government.

- Santa Ana Community College
- Santiago Canyon Community College

Preservation of Vital Records

All District vital records such as personnel, payroll, financial, admissions, etc. will have electronic back-ups at off-site locations.

The ultimate responsibility for emergency management at the District belongs to the Chancellor. To ensure the orderly continued operations of the District, the Chancellor may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the Chancellor.

In the event of a localized emergency at one of the Rancho Santiago Community College District's campuses, the college President will have the responsibility for the college's emergency management. The President may also delegate functions to other administrators.

Lines of Succession

In the absence of the Chancellor being able to designate a successor, the line of succession in emergency operations will be the following:

- First Alternate: Vice Chancellor Business Operations & Fiscal Services

- Second Alternate: Executive Vice Chancellor of Human Resources & Educational Services
- Third Alternate: Assistant Vice Chancellor of Human Resources

In the absence of a college President being able to designate a successor, the line of succession will be the following:

- First Alternate: Vice President of Instruction
- Second Alternate: Vice President of Student Services
- Third Alternate: Vice President of Administrative Services

The designee will conduct response and recovery operations until the Chancellor or President returns to the District site or college. The Chancellor, or in their absence, their designee has the authority to:

- Declare a District/College Emergency
- Issue a Closure of District/College Order
- Issue an Administrative Leave Order

The line of succession for department heads, chairs, deans, or administrators is established according to the District and each college's operating procedures.

Legal Obligations of All Staff,

California Government Code Section 3100 declares that public employees are Disaster Service Workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a state emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

The law has two ramifications: a) public school employees may be pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours

It is impossible to specify, in advance of an actual disaster, the exact tasks that could be required of an employee as a Disaster Services Worker. The nature, severity, and outcome of a possible disaster are too variable to allow a prediction of the exact tasks that an employee could be asked to perform. However, all employees can be assured that the tasks required would be within reason and their ability to perform, and that their safety and well-being, as they fulfill their obligations, would be paramount. Most employees will be assigned to their usual supervisors and will take directions from those persons. Employees with physical limitations should state at the time of the assignment if they are unable to perform such duties.

Obligations of the Management Team

In the event of an emergency, whether it occurs during working or non-working hours, the Management Team (all managers, supervisors, and confidential staff) may expect to be

assigned special disaster-related duties at the direction of the Emergency Operations Center (EOC) Director.

If an emergency occurs during non-working hours, Management Team members should immediately see to the security of their families and homes, and then attempt to establish contact with their department for direction. They should plan on reporting back to work. Report to your sites Emergency Operations Center (EOC) and be prepared to assist in the response and recovery of your work site. Should your site not have damage, you may be asked to report to another RSCCD site that needs help.

Functional Roles of the Campus Community

Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they use frequently. Students should be prepared to assess situations quickly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Role of Faculty and Staff

Every member of the faculty and staff should read and understand both their Emergency Guides and localized department emergency plans and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated assembly areas in an orderly manner, assisting visitors as needed.

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency. At the start of each semester, instructors should provide clear instructions to their students on what to do during an emergency, how to exit the building, and where to assemble once they get outside. They should also ask if anyone in their class has special needs that need to be addressed during an evacuation and assist them to find a classmate who is willing to help them.

Role of the Floor Warden

The Floor Warden is responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas, assessing injuries and damage to personnel and property, and providing status reports to their Building Captains. They account for occupants at the pre-designated emergency assembly area. They may also be stationed at doors to ensure that people do not re-enter an evacuated building.

Role of the Building Captain

The Building Captain will coordinate the evacuation of their assigned building and receive reports of damage and injuries from their Floor Wardens. They are responsible to communicate these reports back to the Command Post and may be asked to help with crowd control once the building has been evacuated.

Preservation of Vital Records

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day campus operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital records are defined as those records that are essential to:

Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, and student patient records.

Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, locations of emergency supplies and equipment.

Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.

Educational. These include: Faculty and staff research, grant material, exams, and grades. Each department is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished. Vital records storage methods that might be utilized include but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campus)

Response Levels

At RSCCD, emergency incidents are classified according to their severity and potential impact, so that emergency response operations can be calibrated for actual conditions.

Level I Response Mode - Decentralized Coordination

A minor to moderate incident where local resources are adequate and available and can be abated by the first responding personnel or response agency having jurisdiction. The Campus EOC is not activated. Examples include: Odor complaint, localized chemical spill, plumbing failure or water leak.

Level II Response Mode- Centralized Coordination

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

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

Level III Response Mode-Highest Interagency Coordination and Discretion

This mode of operation will be utilized following a major disaster that would render it impossible for a campus to effectively respond or function at either Level I or II. In this situation, the Campus EOC will be activated as well as the District EOC. All field-level coordination and directional activities would be accomplished from the Campus EOC while intra-district resources coordination and County resource requests would be coordinated via the District EOC.

Declaration of an Emergency

In an emergency, and as the conditions warrant, an official proclamation by the Chancellor or his/her designee, as listed in the district Emergency Ordinance, will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including closure of campus
- Facilitate participation in mutual aid from State agencies, other community colleges located in the vicinity, or local jurisdictions
- Activate District and campus personnel, logistical resources and facilities for emergency response to emergency situations
- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and State and Federal disaster relief funds, where applicable
- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses, and to seek Federal disaster relief where appropriate
- Impose penalties for violation of lawful orders under Education Code Section 89031.
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act)
- Suspend the normal purchasing/bidding process to allow authorized district personnel to purchase, rent, lease, and/or approve contracts necessary to respond to and recover from the emergency

If the County of Orange proclaims a Local Emergency, the district is covered by that proclamation and does not need its own proclamation. If the City that the impacted facility is located in proclaims a Local Emergency, the district is covered by that proclamation.

Rancho Santiago Community College District will proclaim a formal Local Emergency when conditions of extreme peril to the safety of campus personnel and property exist and these conditions cannot be fully responded to with available district resources and local, State, and possibly Federal assistance will be needed. The Rancho Santiago Community College District will request a resolution from their surrounding cities if conditions extend into the larger community.

The Chancellor and Presidents will develop and follow the procedures stated to allow for the District site or campus closure, and issuance of administrative leave for District or campus employees.

Requests for mutual aid will be initiated when additional material and/or personnel are required to respond to the emergency. Fire and law enforcement agencies will request or render mutual aid directly through established channels. The Chancellor and Presidents, or their designees, must authorize any action which involves financial outlay by the campus.

Local Emergency

The emergency may include surrounding cities as well as the District site, campus or campuses. In that case, the authority to proclaim a Local Emergency lies with the City Council in the impacted city, or in their absence, the City Manager or designated alternate. The governing body must also proclaim the termination of the Local Emergency as soon as conditions warrant. A proclamation of Local Emergency provides the governing body the authority to:

- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements
- Receive mutual aid from State agencies
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements
- Promulgate orders and regulations necessary to provide for protection of life and property
- Promulgate orders and regulations imposing curfew
- Additionally, certain immunities from liability are provided for in the Emergency Services Act

When the local resources are overwhelmed, the impacted cities will make an appeal to the County Operational Area. The County can proclaim a local area emergency that will include all jurisdictions.

State of Emergency

The Governor may declare a State of Emergency when conditions warrant and/or when the mayor or chief executive of a city or the chairman of the Board of Supervisors or county administrative officer, requests the proclamation. Alternately, the Governor may proclaim a State of Emergency in the absence of a request if it is determined that: 1) conditions warrant a proclamation, and 2) the local authority is inadequate to cope with the emergency.

The proclamation must be in writing, be well-publicized, and filed with the Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a State of Emergency, the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area and employ State personnel, equipment, facilities, and other resources to mitigate the effects of the emergency. A State of Emergency must be terminated as soon as conditions warrant.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288 (Federal Disaster Relief Act of 1974), he/she will appoint a

State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer and the SCO will coordinate and control State and Federal efforts in support of city and County operations.

Plan Activation

This plan may be activated at any time by the Chancellor, College Presidents or designees. The level and type of activation of the Plan, the College Emergency Operations Center (CEOC), the District Emergency Operations Center (EOC), or Campus field response will depend upon the incident. In the event of a routine (Level I) or localized (Level II) incident situation, District/College may determine that it is not necessary to activate this plan, or they may request a partial activation of the EOP based upon incident analysis.

The Incident Commander will appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Group positions: Operations, Planning/Intelligence, Logistics, and Finance, **as needed**. The appropriate ICS positions should be added to match the complexity of the incident. These appointments will remain in effect until a more senior/experienced person is located and available. The acting representative will then become the assistant to the senior person.

Activation During Business Hours

When a disaster such as the one envisioned by this plan occurs during college office hours (8am to 5pm Monday-Friday) the following should take place:

- The Incident Commander or designee will activate the Incident Command System for the emergency. He/she will evaluate the need to establish a Command Post for the Incident and/or open the Campus EOC
- A designated person will immediately begin notifying ICS Personnel via radio, phone, or e-mail and advise them where to report

If Telephone Services ARE NOT Operational:

- Designated ICS Personnel will take their 2-way radio and immediately report to the designated Campus EOC as soon as they are aware that a major disaster affecting their campus has occurred
- If the designated Emergency Operations Personnel do not respond to the Campus EOC in a reasonable amount of time, messengers may be dispatched

Activation During Non-Working Hours

There is a significant chance that a disaster such as the one envisioned by this plan may occur before or after regular college office hours, or on a holiday or weekend when departments and offices are closed. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions. The Emergency Operations Personnel should report to the Incident Commander at the established Campus EOC.

Incident Facilities

Incident Command Post

The Incident Command Post (ICP) is a location from which the Incident Commander oversees incident operations. This may be located in a vehicle, trailer, tent, or within a building and it may change locations during the event depending on the situation. It should be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

Media Center

A Media Center is a location that can be used as a central gathering place for the media where briefings can occur as needed. The decision to activate a Media Center will be made by the PIO and the Incident Commander and will be based on the gravity of the incident, its expected duration, and the likelihood of media coverage. The choice of the Media Center site will depend on the location and nature of the emergency. You don't want it too close to the Incident Command Post where the media disturbs the operation or too far away.

The Orange County Operational Area may set up a Joint Information Center where all response agencies and the district can work together. See the OC Operational Area Joint Information Center Plan.

District/Campus Emergency Operations Center (EOC)

The District EOC is a physical location from which centralized emergency management functions can take place, i.e., Planning, Logistics, and Finance, to support the Incident Commander and Operations section. All EOCs are responsible for the strategic overview or "big picture" of the response and for setting objectives. The District EOC and CEOC(s) will gather and analyze data; make decisions that protect life, property, environment, and maintain continuity of the organization.

The Campus EOCs should be located in an area of the facility not likely to be involved in an incident, perhaps the Campus Safety Office or a conference room. An alternate Campus EOC should be designated in the event that the primary location is not usable.

Each campus must determine its requirements for a Campus EOC based upon the functions to be performed and the number of people involved. The Campus EOC should be equipped with communications equipment, reference materials, activity logs, plans, checklists, contact lists and all the tools necessary to respond quickly and appropriately to an emergency. Listed below are the suggested items to be placed in a "Crisis Response Kit" at the EOCs:

- | | |
|---------------------------------------|----------------------------------|
| ○ Aerial photo of the campus | ○ Sprinkler system turn-off |
| ○ Maps of the surrounding area | procedures (how and where |
| ○ Campus layout | located) |
| ○ Floor plans of each building | ○ Location of first aid supplies |
| ○ Utility maps including shut-off | ○ Designated command post sites |
| locations | ○ Phone number lists |
| ○ Fire alarm turn-off procedures (how | ○ Emergency resource list |
| and where located) | ○ Evacuation sites |

- Disposition forms
- Emergency Supply Inventory List
- Emergency Operations Plan
- Site Plan
- Forms
- Checklists for ICS positions

At Santa Ana College, the primary Campus EOC will be at the Campus Safety Office, with a back-up Campus EOC located in A-214. At SCC, the primary Campus EOC will be located in A-201 with a backup location in the Campus Safety Office.

The decision to activate the Campus EOC is based on the emergency event or situation. Key factors that normally trigger the activation include:

- Emergency response resources beyond the campus's capabilities are required
- An emergency of a long duration
- Major policy decisions must or may be required
- A Local Emergency needs to be declared
- Activation of the Campus EOC will be advantageous to the successful management of the emergency

Examples of when activation should take place are:

- Earthquake larger than 6.0 strikes in District/College region
- Hazardous material spill requiring evacuation of campus
- Flooding of surrounding areas causing disruption of traffic on roadways to/from the campus
- Active shooter/hostage situation on campus

There can be three or more levels of activation of the District or College EOCs:

- **Level I - Monitoring Activation** - The District EOC/CEOCs may activate when County Operational Area or other government authority has advised of a potential emergency or threat and college campus key staff want to be proactive and activate at a monitoring level for a period of time. This decision is predicated upon the threat and the Chancellor's or college President's directive.
- **Level II - Partial Activation** - The District EOC/CEOCs may use partial activation, and staff only those positions or EOC/CEOC sections which are needed to respond. It does not impact the entire emergency response system nor require the District EOC/CEOCs or college to utilize all its staff and resources.
- **Level III - Full Scale Activation** - The District EOC/CEOCs will use a full-scale activation during a major emergency or disaster that impacts one of the college campuses, the District, or the County and/or City.

Generally, the EOC/CEOCs will be fully activated during major emergencies and disasters for 12 hour operational periods until the initial emergency response phase is completed or until directed to deactivate the EOC/CEOCs.

District Emergency Operations Center (EOC)

The EOC for the district will be located at the District Office. The role of the District EOC is to **coordinate** efforts between all District sites and for requesting assistance from cities, county or mutual aid agencies through a direct radio link to the Orange County Operational Area EOC or via e-mail, phone and through WebEOC. The District EOC will also coordinate all incoming and outgoing disaster information which will help prevent confusion and panic among employees, visitors, students, and parents.

If the District Office site is habitable, the EOC will be located in the Board Room or the Santa Ana Room, with support facilities in nearby Conference Center rooms. However, if the District Office site is not habitable and/or evacuation has been ordered, the EOC will be located, on a short-term basis, outside of the building in the main parking area. Should the District Office site remain uninhabitable for a long period of time, the EOC will be moved from the parking area to some other designated alternate site.

Communications

Employee Notifications

An important part of district's ability to respond to an incident or emergency is effective communication. The manner in which emergency notices are conveyed as well as the tone and content of the messages may make an enormous difference in how employees respond to the emergency. As such, the PIO will take the lead in crafting messages and ensuring the proper distribution of these vital messages in concert with the Incident Commander.

Employees can expect to receive vital information about emergency actions through e-mails, phone systems, bull horns, public address systems, face-to-face communication, two-way radios, posted signs, or messengers.

District and Campus Websites

Whenever appropriate, the RSCCD website or campus websites will be used as a vehicle to deliver information to the public and to the employees. While these websites are used primarily for non-emergency information, in an emergency the site can be converted to communicate information relevant to the incident or situation, including emergency phone numbers, contacts, or resources that may be needed.

Communications with Media

The general public has the right to know critical information related to emergencies within the college district. The media, particularly radio stations, in a natural disaster with power outages, will perform an essential role in providing emergency instructions and status reports to the public. Social media may be the best system to use to communicate especially with students who utilized these systems on a daily basis.

Only authorized spokespersons are to make statements to the media, either on the telephone or in person. As much as possible, all information distributed by the Spokesperson will come from the written statement prepared by the PIO.

The chancellor is an official spokesperson for the district and its sites. During emergencies, the district/campus Public Information Officers (PIOs), are also designated spokespersons who will interface with the media and strive to meet their information needs.

Details regarding the media relations protocol and procedures are included in the district's Crisis Communications Plan (CCP). For more information, please refer to the CCP.

General Guidelines

California law provides the right to access by the media to any incident with public access. The only restrictive authority to limit media access at an incident is for the protection of a crime scene or to safeguard lives and limit further property damage.

The following guidelines will assist employees at the scene of an incident:

- Employees and RSCCD representatives should be professional and polite at all times with members of the media
- There is no such thing as “Off-the-Record” and any observed or overheard communication or action may result in a media report
- Remind faculty, classified staff and managers that only designated spokespersons are authorized to talk with news media as delineated in Administrative Regulation 1000
- If contacted by the media, employees are to politely request that the media wait for the RSCCD spokesperson who should arrive at any minute. The employees should immediately contact supervisors and inform them the location of the media
- If security is important, access to the incident should be marked with barricade tape and posted guards. The media will expect visual access for camera shots and personal contact with the RSCCD spokesperson at this location. However, if an appropriate area has been designated for the media, most media representatives will follow police guidelines and cooperate in order to gain access to information and good camera scenes
- Advise students that they do not have to talk to the media if they don't want to.
- The district/campus PIO's will work to ensure that employees are informed about the emergency situation as soon as possible

Radio Use

In the event of an emergency, the radio system becomes a critical component in the communication of information. There are 13 main radio frequencies in use at the District, which are assigned to specific operating groups. Most District radios are programmed with the frequencies in this order on their radio, although some radios may not have all the frequencies or they may have them programmed in a different order. Each campus has a designated emergency channel which ICS team members can use to help manage incidents.

- Channel 1 – District-wide Safety & Security. (Repeater)
- Channel 2 – Local Safety & Security (talk-around for channel 1)
- Channel 3 - SAC Maintenance (Repeater)
- Channel 4 - ICS – Emergency Channel
- Channel 5 - Media Services / Local chat channel
- Channel 6 – OEC – Orange Education Center Frequency
- Channel 7 – SAC IT. (Repeater)
- Channel 8 – SCC IT. Micro repeater located at SCC for IT main repeater channel.
- Channel 9 – IT 1. Local chat channel for IT.
- Channel 10 – IT 2. Local chat channel for IT
- Channel 11 – IT 3. Local chat channel for IT
- Channel 12 – Unassigned
- Channel 13 – Public Relations

Normal transmission range between radios is only a few miles or just around campus; however, repeater channels rebroadcast your transmission at a higher output, which allows you to communicate with most of the District sites.

Channel 2 is subordinate to channel 1. This means that all transmissions from channel 1 will be heard on channel 2 and they will take precedence over any transmissions on channel 2. If you are on channel 2, you can hear channel 1, but you can't talk to channel 1.

Radio Protocol

The following guidelines should be observed when using a radio:

- Use plain language during emergencies and avoid radio codes
- Always monitor the air before transmitting to avoid interference with other units.
- Think about what you are going to say before you key your mic
- When you are ready to transmit, key your mic and wait 1 second before speaking.
- Identify yourself and the person you are trying to reach. "B-building Floor Captain to Lt. Colver". The person you are trying to reach should respond: "Lt. Colver, go ahead"
- All transmissions should be short and concise. Long conversations should be handled over the phone
- Your conversations can be heard by anyone with a radio programmed to the same frequency. Sensitive information should be placed using alternate methods i.e. landline or cell phone
- Always observe emergency radio traffic when in effect
- Always use a telephone when available and save air space
- The purpose of the radio system is for messages pertaining only to the official business of the college

SEMS/NIMS/ICS

Standardized Emergency System (SEMS)

SEMS was developed in response to the lack of multi-jurisdictional coordination and communications during the Oakland/Berkeley Hills Tunnel Fire of 1991. SEMS became the state-wide standard for coordinated emergency response. All applicable state agencies involved in emergency response are legally required to use SEMS/NIMS. In fact, the state reimbursement of local costs incurred for emergency response and recovery is directly tied to the use of SEMS. The SEMS is a management system that provides for the flow of information and resources among organizational levels including field responders, local jurisdictions/local governments, operational areas, regions and the state. Schools and colleges in California were to have trained to the SEMS model by year end 1996. The SEMS model utilizes the ICS system and functions for emergency operations and responses.

National Incident Management System (NIMS)

NIMS is the national system for managing large scale emergencies or disasters to enable Federal, State, local, businesses, non-governmental organizations and Tribal governments to work effectively to prepare for, prevent, respond to and recover from domestic incidents, regardless of the size, or complexity of such incidents including terrorist events. It is a FEMA-approved emergency response system and is the accepted national model. National compliance is well under way and the current training requirements should be completed by December 2009. Like SEMS, compliance is tied to reimbursement for local costs of emergency response and recovery as well as to some related federal grant funding. The NIMS model also utilized the ICS and functions for emergency operations and response.

The Incident Command System (ICS)

The Incident Command System (ICS) was developed by the firefighting agencies of California for the purpose of streamlining and integrating response to major fires. ICS provides standardized procedures and terminology, a unified command structure, a manageable span-of-control, and an action planning process that identifies response strategies and tactical actions.

ICS has become a standard, on-scene, all-hazard incident management system. ICS allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents by defining authority and scope of responsibility. The ICS structure will be used by all responding agencies.

Some incidents, particularly those involving earthquakes, fires or hazardous materials, can escalate requiring further activation of the emergency management system. In such cases, one or more Incident Command Posts may be established to assist in managing emergency operations.

Coordination and communications will also be established between the District site and their respective cities, the OC Operational Area other District-wide emergency preparedness staff, and the District EOC, when activated.

SEMS and NIMS will be utilized when the District activates its EOC, when a college activates its Campus Emergency Operation Center (CEOC), and/or a Local Emergency has been

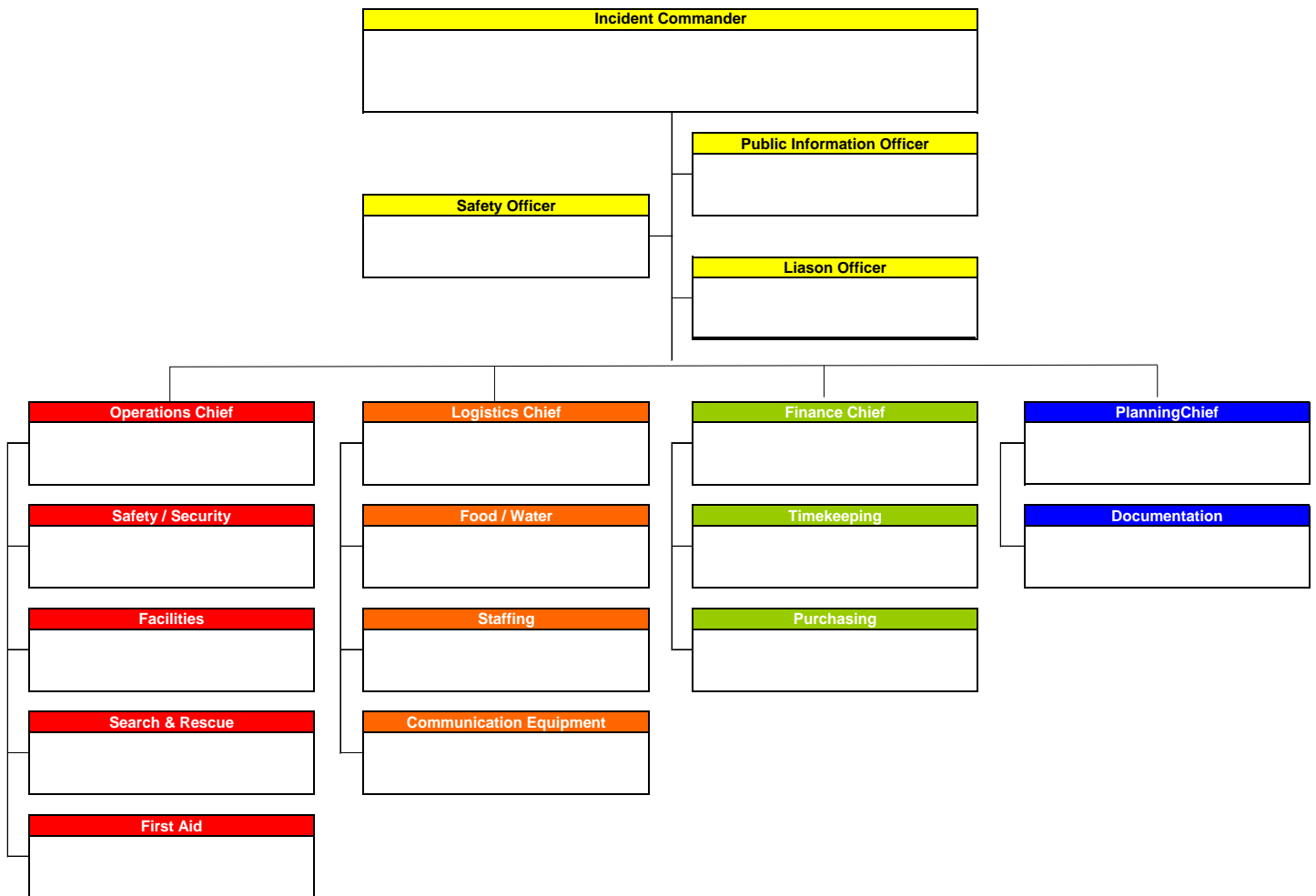
declared or proclaimed. When the EOC is activated, communications and coordination will be established between the District Incident Commander (in the field) and the EOC, and/or any of the CEOCs. Coordination of fire and law enforcement resources will be accomplished through their respective mutual aid systems. The same five principal functions of ICS will be utilized in the District EOC and Campus EOCs, as well as at the Incident Command Posts.

Below is the basic ICS structure that will be used by the RSCCD.



Incident Command Structure

Updated

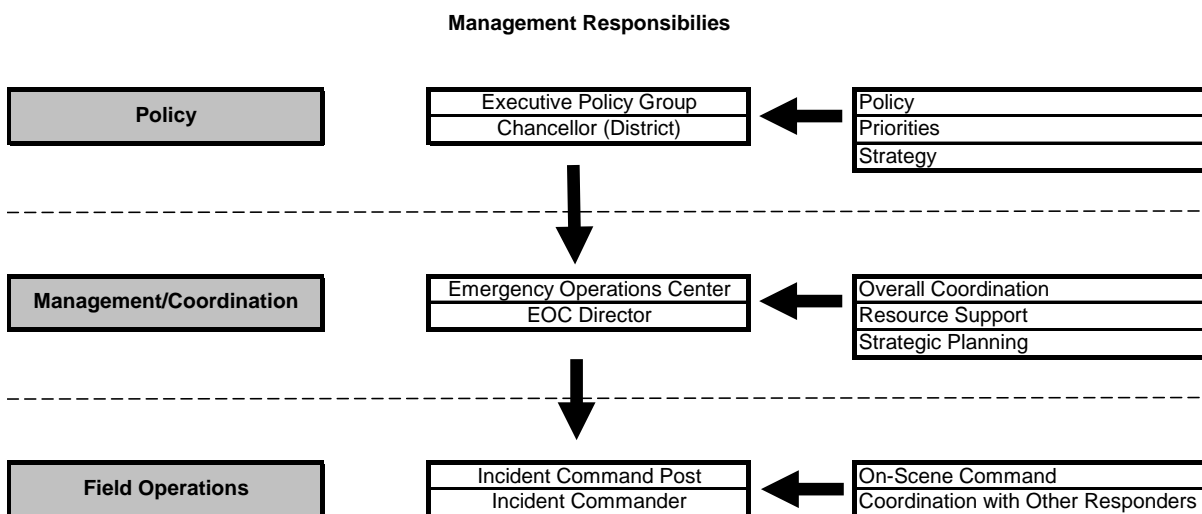


Command & Management

The person in charge of **Command** at the Incident Command Post is the Incident Commander (IC). This is a field position and therefore is usually “on-scene”. This function has a support staff of, Safety Officer, Liaison, and Public Information Officer. The IC can expand his/her operation by assigning section functions. The Incident Commander will also manage the entire incident, unless the incident is significant enough to warrant the opening of the EOC.

If the EOC is activated, the **Management and Coordination** of the incident becomes the responsibility of the EOC Director. He/she works in the EOC with Section Chiefs for Logistics, Planning, and Finance and respective branch, division and unit personnel to support the field units.

The Executive Policy Group provides high-level policy and support to the EOC Director.



ICS Roles

Even though the overall ICS structure is incident-specific, there are certain key positions that are necessary in most situations: Incident Commander, Operations, Logistics, Planning and Finance. Below is an overview of each positions basic responsibility. See Volume 2 of this Plan for position specific checklists.

Command Section

Command comprises the Incident Commander and the Command Staff. The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information. Manage operations and information

- Analyze and Evaluate the overall situation
- Support critical program resumption
- Support and Implement Chancellor's response and recovery strategies
- Transition to normal operations

Operations Section

- Manages tactical response
- Ensure safe tactical operations
- Coordinates search & rescue efforts
- Establishes first aid and triage areas
- Controls utilities
- Maintains site safety and security
- Provides Care & Shelter to students

Planning Section

- Documents and tracks all ~~primary~~ incident information and resource assignments for EOC
- Develops Incident Action Plan
- Verifies and validates rumors, gaps and inconsistencies
- Posts high-level information and maintains status reports on deaths, injuries, trapped, etc.
- Tracks status of buildings and facilities
- Calculates losses due to damage and related contract costs

Logistics Section

- Provides logistical arrangements in support of EOC, field, shelter, etc. emergency operations
- Handles human resources issues including: volunteers, emergency assignments for employees, emergency hires, staff redeployment, labor relations issues
- Provides food, water and possibly shelters for workers
- Sets up and supports shelter operations; manages shelters in the absence of Red Cross
- Manages allocation of campus transportation operations

Finance Section

- Purchases needed supplies, equipment and materials
- Ensures Payroll operations continue

- Manages contracts, leases, rental agreements
- Establishes and manages accounting system for the emergency
- Calculates costs-to-date and projects financial needs
- Tracks spending, notifies EOC Manager of status
- Handles initial documentation for FEMA claims
- Analyzes fiscal impacts of emergency response
- Provides Emergency Payments, as needed
- Manages Emergency Procurement Cards

Executive Policy Group (EPG)

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the district's Chancellor, the Vice Chancellors, The Campus Presidents, and others at the discretion of the Chancellor or Presidents.

The EPG is activated when a significant emergency affects the district. It is a crisis management team that evaluates the situation and is responsible for providing high-level policy and support to the Incident Commander with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical. The scope of its responsibilities includes:

- Policy-level decisions
- Fiscal authorizations
- Strategic prioritization
- High-level conflict resolution
- Strategic policy and direction for recovery and resumption of normal operations
- Communication with the Chancellor's Office and other executive authorities

The first few hours are a critical time in the response to the emergency. The EPG will be needed to guide actions involving the response to imminent threats and deal with issues around self-support and response support for the campus.

The Executive Policy Group **does not**:

- Direct field operations
- Make tactical decisions
- Direct emergency response operations (dealing directly with the incidents)
- Manage response departments

Examples of Executive Policy decisions:

- Should Building X be demolished? It creates a safety hazard.
- When should the college be opened for normal operations?
- Should we postpone special events, graduation, etc.?
- Should we allow our campus to be used as a medical Point of Dispensing site?
- Should we allow our campus to be used as a water distribution site?
- Should we allow our campus to be used as a public shelter?
- Do we want to hold a Memorial Service for the victims? Who? What? When? Where?

Emergencies will be handled in a hierarchy of order when requesting resources and managing the incident.

Field Level (Campus)

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

Local Government (District Office)

The District will manage and coordinate the overall emergency response and recovery activities within its jurisdiction. Local governments are required to use SEMS when their Emergency Operations Centers are activated or when there has been a proclamation of Local Emergency.

Operational Area Concept

SEMS breaks down the state even further into Operational Areas. An Operational Area is defined by the county boundaries. All public agencies within the Operational Area report to the Operational Area EOC which reports to the Regional EOC. For example, in Orange County there are approximately 113 public agencies (County, cities, school districts, community college districts, water and sanitation districts, library districts, park districts, a cemetery district, etc.) The Orange County Operational Area will share resources within the Operational Area and only call the Region I when they have exhausted or anticipate exhausting the Orange County-wide Operational Areas resources.

The system for reporting information and requesting resources to the Operational Area is called WebEOC. Each local jurisdiction will go on to WebEOC and report damage and this system will be used for all resource requests.

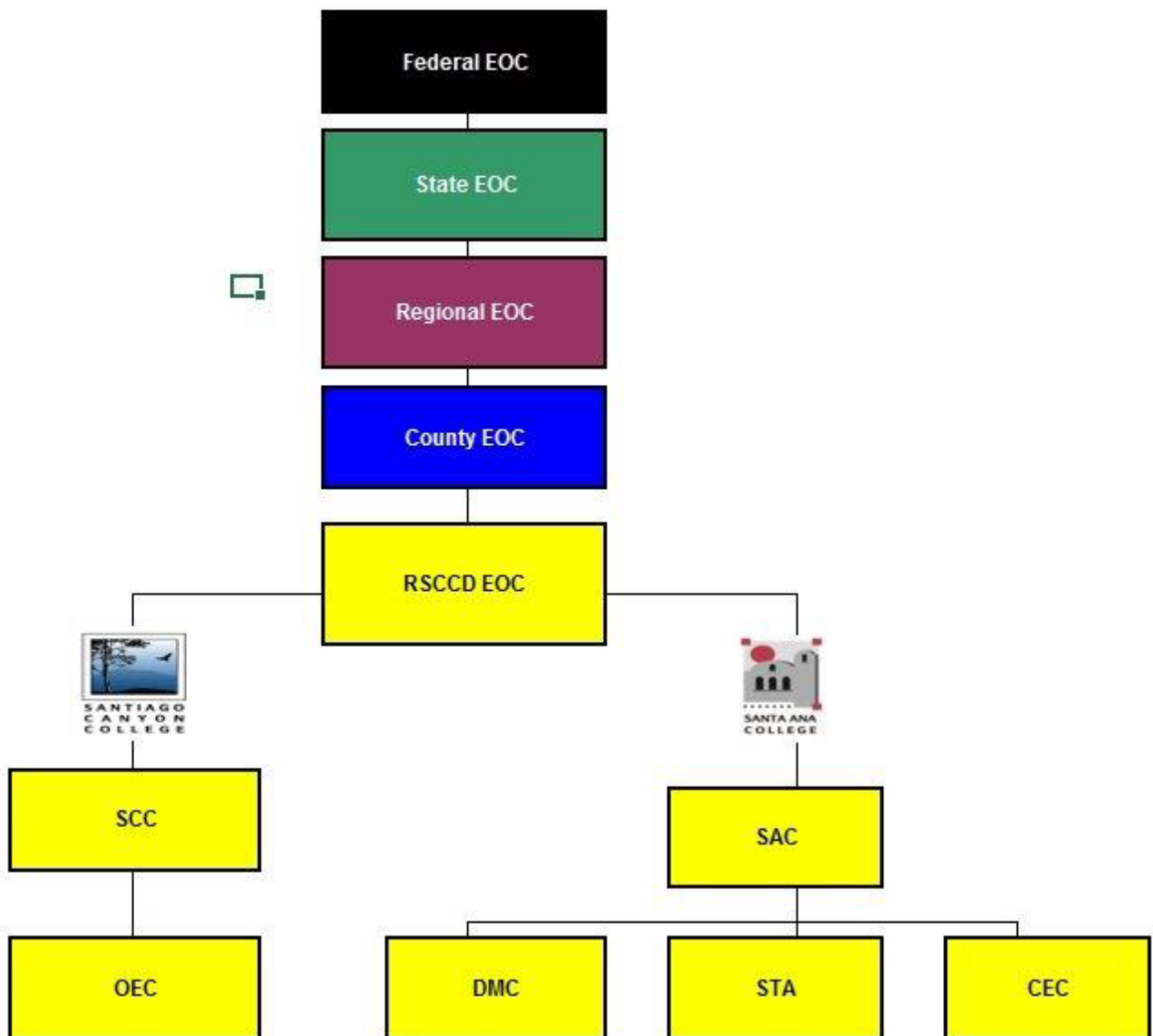
California Regions

The Standard Emergency Management System (SEMS) is how California responds to disasters. Because of the huge size and its tremendous population, SEMS breaks down the state into six manageable Regions. Orange County is in Region I managed by the Southern Region Office in Los Alamitos. There are 11 counties and two Mutual Aid Regions I and VI, within the Southern Administration Region. Within the region there are 226 incorporated cities. The total population of all cities and counties in the Southern Region is approximately 21,648,506.

State Level (California)

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

SEMS In California



Situation Status and Damage Assessment

Collecting and analyzing information on the nature, severity and extent of damage, and reporting the results through established channels is extremely important. Information will provide officials a logical basis for their response decisions.

Following a disaster, campus field units will promptly conduct a reconnaissance of affected areas to determine the extent of damage and will report the information (e.g., injuries, casualties, collapsed buildings, fires, etc.) to campus officials, who in turn will report the information to the District EOC.

These reports will be utilized to determine the distribution and severity of damage and will provide the basis for initiating the emergency response and mutual aid support. Where required, these actions will be followed by a detailed assessment of damage with the estimates (in dollar amounts if possible) to be provided to the County EOC. The damage assessments will serve as the basis for the Governor's proclamation of a State of Emergency or the Governor's request to the President of the United States for a declaration of an Emergency or Major Disaster. As required, this same information will serve as a basis for the allocation of state funds under the State Natural Disaster Assistance Act and/or the application of federal disaster relief programs.

Disaster Intelligence

In a major disaster, there are three kinds of disaster intelligence required:

1. Information necessary to determine operational problems and immediate needs of any victims. This information is the most important, and an overriding priority will be given to its collection.
2. Specific information on dollar amounts, which is collected in order to permit the Governor to request a declaration from the U.S. President under the provisions of the Federal Disaster Relief Act of 1974 (Public Law 93-288). The collection of this information is important, but must not be accomplished until the needs of victims have been satisfied.
3. Information, in sufficient detail, that will be necessary to properly plan for both short- and long-range recovery. In the beginning, this item will have the lowest priority; however, it will assume the greatest importance once the needs above have been met.

Reconnaissance

An immediate reconnaissance of the disaster area will provide a description of the situation which can then be evaluated and provide a determination as to general needs and course(s) of action to be taken.

In accordance with their training, members of the Campus Search and Rescue team will search **undamaged or lightly damaged** buildings for missing or injured persons. All buildings sustaining any level of damage will be assessed by qualified Building Inspectors recognized by the State of California as having completed a course of study in post-earthquake safety evaluation of buildings and other required professional credentials.

Buildings that have been seriously damaged or contaminated with hazardous material releases will be posted with yellow hazard warning barrier tape and red colored building

status signs by team members. Doors will be secured to prevent entry by unauthorized personnel.

In a major disaster, a series of reports will be required in order to provide detailed information to the various levels of government. The campus will support the state situation reporting system by providing reports to the County Operational Area coordinator. Where no damage is observed, negative reports will be submitted. Reports will be submitted through agreed-upon channels and will consist of the following types of reports:

Situation Reports

A detailed Situation Report will be prepared by the District EOC and submitted to the County EOC on a regular basis, or as requested. This report will define affected areas, estimate the number of casualties and provide other essential information.

Detailed Reports

Following the Situation Reports, government at all levels will require more detailed information. This kind of information could also materially assist the state and federal governments in determining the exact situation. The information should include: the total numbers of fatalities and injured; the extent of damage to facilities; and the type and relative priority of needed assistance. To support claims for property losses under state and federal disaster recovery programs, assigned campus staff will, as early as feasible, conduct a detailed assessment of damage and submit reports to the Orange County Operational Area EOC via WebEOC to the State OES Mutual Aid Region I. Damage assessment should be conducted by “at the scene” surveys by teams of qualified inspectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies or mutual aid inspectors.

District/College Emergency and Non-emergency Personnel

Emergency personnel are employees who will remain at work or report to work when requested to do so, in order to perform necessary functions in an emergency or disaster at the District or on campus. Emergency personnel are employees who have been designated as vital to the operation of the facility and whose expertise allows continuation of critical services, protect the safety and well-being of the college population and/or physical plant and support necessary timely work. This designation relates to the employees’ jobs and/or job skills, and, for example, may apply to maintenance and grounds employees, as well as selected administrative support, professional and managerial staff. The method of notification will be through a “telephone tree” that will be initiated by the appropriate Senior Staff member of the District or College Emergency Operations Center (EOC/CEOC) Director.

Employees who have been identified as emergency personnel will report to work as soon as possible after being notified to report to work. Emergency personnel may be assigned to various duties or shifts, based on the needs of the district/college. Emergency personnel should bring clothing and other supplies in the event they are required to remain at work for an extended stay.

Non-exempt emergency personnel who are called in and report to work during non-working hours will be paid their normal salary rates plus appropriate overtime or call-in time as

prescribed by state and federal regulations. Exempt emergency personnel will be paid their normal salaries.

Non-emergency personnel are defined as those employees whose jobs, skills, and services are not immediately required. These employees may also be called back to work during an emergency to serve in support roles to emergency operations as specified in the State Disaster Services Worker regulations (State Government Code 3100).

“Open” or “Closed” for Business

The District/College is “closed for business” if the normal academic, student, and support services and activities of the college are not continued during the emergency

In the event of an emergency, the President of the College or “designee” will determine and announce whether or not the college is to be “open or closed for business.”

If the District/College is declared to be “open for business” during an emergency: Employees are expected to remain at work. (If the emergency occurs during working hours) or are to report to work at their normal work starting times (if the emergency occurs during non-working hours).

If an employee cannot travel to work, needs to remain at home, or must leave work due to a situation that is related to the emergency, the employee will contact his/her supervisor. Time off under these circumstances will be charged to vacation, personal leave, sick leave or unpaid leave as appropriate under District/College policy and state and federal regulations. In considering requests for leave from employees in emergency situations, supervisors are expected to be sympathetic to, and understanding of, the personal needs and safety of employees.

If emergency staffing is required during an emergency that occurs during non-working hours, the District or College Emergency Operations Center (EOC/CEOC) Director will initiate the call for emergency personnel as described above.

If the District/College is declared to be “closed for business” during emergency, non-emergency personnel who are not at work will remain off campus and await further instructions.

Non-emergency personnel who are at work when the college is declared to be “closed for business” will follow emergency procedures as outlined in the Emergency Operations Plan and should await instructions from their supervisors. Supervisors will verify from the District or College Emergency Operations Center (EOC/CEOC) Director the safety status of travel routes from the District/College and will so advise non-emergency personnel. Upon instructions from their supervisors to vacate the campus, non-emergency personnel will so vacate and await further information, instructions regarding work reporting for future days, and announcements.



Emergency Operations Plan

Volume 2 Evacuation Procedures Threat Assessment & Planned Response

Updated June 15, 2016

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Emergency Numbers

Call 911 for any life-threatening emergency. This will ring directly to the Police/Fire Public Safety Dispatch Center. If you call from a campus phone, a report of the call will also be sent to your Campus Safety Office so they can quickly dispatch someone on-site to investigate.

Non-life-threatening emergencies:

You can call 3-3-3 from any campus phone and it will ring at the Campus Safety office at your site.

Campus Safety Offices

Santa Ana College	714-564-6330	(District-wide 24 hour emergency line)
Santiago Canyon College	714-628-4730	
Centennial Education Center	714-241-5738	
Orange Education Center	714-628-5950	
District Office	714-480-7330	

Emergency Call Boxes

There are a number of emergency call boxes located in the parking lots or mall areas of Santa Ana College, Santiago Canyon College, and the Centennial Education Center. When you pick up the phone it will ring directly to the Campus Safety Office.

Be ready to answer the following questions from the dispatcher

1. Where is the emergency situation?
2. What happened?
3. Are there any injuries?
4. Are any weapons involved?
5. What do the suspects look like and what are they wearing?
6. What is their direction of travel?

Do NOT hang up until the dispatcher releases you. There may be more information they will request as they are dispatching response units. They may ask someone to meet the first responders at the front entrance and show them where to go.

Evacuation/Assembly Area Maps

Each RSCCD has created and updates their Evacuation/Assembly Area Maps. They are placed on their websites for access any time. Each map and evacuation instructions are emailed to all instructors each semester.

Evacuations

Evacuation of a building/buildings or the entire campus may be required in order to move people safely away from a threatened building or area. Evacuations may be necessary under the following conditions

- A fire
- An explosive device is found on campus or an explosive device detonates on campus
- A hostage situation takes place on campus
- A situation involving a barricaded subject armed with explosives or firearms takes place on campus.
- A severe weather crisis occurs which requires removal of personnel to a safe remote location
- A weapon of mass destruction or hazardous materials incident occurs on or near the campus and public safety responders determine that mass evacuation to a remote location is required
- Whenever the facility or grounds are rendered unsafe and evacuation to a remote site is needed

General Evacuation Procedures

If the fire alarm or other pre-designated notification system sounds, or if a Building Captain/Floor Warden notifies you to evacuate, all building occupants are to follow the procedures listed below

- Stop what you are doing
- Remain calm
- Leave the building immediately by the nearest and safest exit
- Assist persons in immediate danger to safety, if it can be accomplished without risk of injury to you
- **Do not use the elevators**
- Take personal items such as keys, wallets, and purses with you (if it is safe to do so) since you won't be allowed to re-enter the building until given the "**all-clear**" by emergency personnel
- Proceed to your designated assembly area and await further instructions. Once outside, everyone is to stay at least 100 feet away from the building and away from emergency vehicle traffic
- If people with mobility impairments cannot exit, they should move to a safer area (e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard and away from falling debris in the case of earthquakes)
- Follow any instruction from your designated Building Captain/Floor Warden
- Once it is safe to enter the building, an announcement will notify faculty, directors and supervisors of the "all- clear" signal. **No one is to re-enter the building until the "all-clear" signal has been given**

Evacuation Procedures for Building Captains/Floor Wardens

Responsibilities

Buildings Captains and Floor Wardens will be assigned to help carry out the responsibilities outlined in this evacuation plan. Floor Wardens are responsible to supervise the evacuation of their assigned floor(s) and reporting their status to the Building Captain. The Building Captain is responsible to ensure their assigned building has been evacuated and to report the status of their building to the Incident Commander. Under no circumstances are Floor Wardens/Building Captains expected to place themselves in danger during an emergency for the purpose of exercising these duties.

Duties

- Put on your orange emergency vest (if provided)
- Communicate the need to evacuate to occupants of your floor
- Direct people to the nearest stairwell or safe evacuation route
- Provide directions to the designated assembly area
- Check all classrooms, offices, storage rooms, common areas and restrooms
- Feel door knobs and doors for heat prior to opening closed doors. If you feel heat, smell smoke, burning materials or chemical odors immediately notify your Building Captain
- Close, but do not lock the doors as you clear office and classroom areas
- Report the location of any injured, trapped, or disabled persons waiting for rescue to your Building Captain. If injuries are severe, immediately dispatch a runner to notify the Incident Commander at the Command Post
- Note any hazardous conditions such as; structural damage, falling hazards, or hazardous spills and report them to your Building Captain
- Assist Campus Safety in preventing re-entry by non-emergency responders until the building has been deemed safe

Building Captain

- Ensure your building has been evacuated and receive status reports from your Floor Wardens
- Report to your building's Assembly Area and initiate a roll call report from teachers and staff to see if anyone is reported missing
- Provide the Incident Command Post with your complete building status including
 - Existence of injured, missing, or trapped persons and their last known location
 - Location of any disabled persons who need assistance
 - The location of any hazardous conditions such as; structural damage, falling hazards, or hazardous chemical spills
- Notify Command Post via radio, cell phone, through a runner, or in person
- When the incident has been given the ***“all-clear”***, notify evacuees to return to rooms

Evacuation Procedures for Instructors

Instructors are valuable assets during building evacuations and are responsible to perform certain duties where they have classes in session.

At the beginning of the semester, instructors should inform their class what to do in an emergency, i.e. Drop, cover and hold on during an earthquake, evacuate when the alarm sounds, etc. Instructors should notify the class of the emergency egress routes, the location of the stairways and the designated assembly for their class. Instructors should also ask the class if anyone needs special assistance during an emergency (see the section titled Persons with Disabilities for additional faculty responsibilities).

Typically, notice of an evacuation order will be in the form of an audible alarm following the activation of a pull station or other alarm device, or it will be passed along to the instructor from a Building Captain/Floor Warden who works in your building.

Duties and responsibilities

- Announce evacuation to class
- Provide clear instruction as to the designated evacuation route and the assembly area
- Count the number of students presently in the class so that an accurate count can be made at the assembly area. Also, take your roster sheets with you
- Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury
 - The person with disability is the person to determine the amount of assistance he/she requires
 - Since elevators should not be used in emergencies, recognize that the person with a disability may elect to remain in the facility at a point of safety (e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard and away from falling debris in the case of earthquakes)
 - If this occurs, assist the person to the point of safe refuge and ask for a volunteer to stay with the person. Once the class has safely evacuated, notify the Building Captain and/or an emergency responder of the location of the person with disability

After you are at your assembly area, count the students to see if anyone is missing. Inform your Building Captain/Floor Warden of the evacuation status including; persons who are injured or may be missing, the location of persons with disabilities, and any damage to your classroom.

Be prepared to move the class further away from the building if the situation escalates or if directed to do so by school officials or public safety. Do not block emergency traffic and do not re-enter the building until the “all-clear” announcement is made.

Evacuation Procedures for Persons with Disabilities



Faculty Responsibilities

- a. Review the evacuation plan for your building
- b. Meet with any disabled students in your class to determine what level of assistance the student will require should an evacuation occur
- c. If students determine that they will need special evacuation assistance, assist the disabled student in identifying two peer helpers
- d. Delegate the appropriate persons to assist the student to an area of refuge or out of the building during an emergency evacuation
- e. During an evacuation, advise the Floor Warden, Building Captain or Campus Safety of the location of the disabled student(s)

Students with Disabilities Responsibilities

Help us help you. You know your special needs better than we do and in an emergency evacuation situation, it is critical for your health and safety that you convey these needs to your instructor, work supervisor or a trusted student.

- a. Identify yourself to each of your teaching faculty, indicating the nature of your disability and the level of assistance that may be required during an evacuation. Explain that you cannot drop and cover during an earthquake and ask if you can sit away from windows where glass may break during an earthquake. Identify two peer helpers to assist you during an emergency. Ask teaching faculty for assistance in identifying peer helpers, if needed
- b. DO NOT use elevators, unless authorized to do so by police, fire, or other emergency personnel
- c. Know campus evacuation routes and the location of fire exits, stairwells and areas of refuge
- d. If you normally use elevators to access your classrooms, have an alternate plan and helpers for evacuating the building
- e. Identify Building Captains/Floor Wardens in the areas where you attend classes
- f. Plan your route of evacuation. You are responsible for being capable and willing to communicate such information to teaching faculty and peer helpers. Students who need assistance in planning their evacuation should contact the coordinator of Disability Services

General Procedures

During an evacuation, staff are directed to assist persons with mobility disabilities move away from the hazard area and towards an “area of rescue assistance” – a staging area for people to wait until emergency personnel arrive. An “area of rescue assistance” is an area adequately separated from the rest of the building by fire resistive construction, such as an

enclosed stairwell; this area will receive attention first. A volunteer should remain with the person, if it is safe to do so. Make sure access to the stairs is not blocked.

If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room/office and **notify a co-worker who can pass the room number to the Floor Warden or Building Captain.**

Mobility Impaired Emergency Rescue

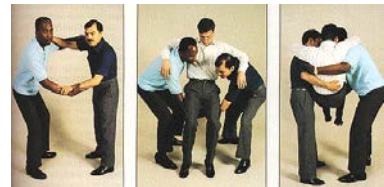
If people are in **immediate** danger and cannot be moved to a safer area to wait for assistance, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms.

Before taking action, always ask the person their preferred method of assistance. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

District sites that have buildings with 2 or more stories are equipped with emergency stair chairs to assist in the evacuation of mobility disabled persons. These should only be used by trained personnel if the person is in immediate danger or if emergency responders are not available.

Two trained volunteers, or more, if available, should conduct the evacuation. Evacuating a person with disability or an injured person by yourself is the last resort. Consider your options, and the risks of injuring yourself, and others in an evacuation attempt. Do not make an emergency situation worse.

- Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs
- Wheelchairs are not designed to handle the stress of lifting. Batteries may have to be removed
- Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going
- Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs
- Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary
- A straight back chair or evacuation chair requires at least two strong people who can control the chair (if the person agrees to this method)



Mobility impaired (non-wheelchair user)

People with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the person should wait until the heavy stair traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, until emergency personnel arrive. If the person decides to use the stairs, someone should walk beside them to provide assistance, if needed.

Use a rolling office-type chair to quickly push injured persons to safety if needed.

Visual Disability

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area
- Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow
- Verbally say where you are as you walk and describe any obstacles in the path
- When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving

Deaf and Hard of Hearing

Some buildings on campus are equipped with fire alarm horn/strobes that sound the alarm, and flash strobe lights. The flashing strobe lights are intended to alert individuals with hearing loss. If the area does not have strobe lights, or the person with hearing loss does not see the lights, do the following

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms
- Write on a board or paper the nature of the emergency and evacuation route
- Use visual cues and gestures to explain what is happening and what to do

Emergency Notification System

RSCCD is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, RSCCD has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. RSCCD uses BlackBoard Connect to provide alerts to the campus community. BlackBoard Connect is an emergency notification service which all staff and students are automatically enrolled in, it is an opt-out system. BlackBoard Connect can be used to send messages via a number of modes within minutes of an emergency occurring. Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

District Safety and Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the District Safety and Security Dispatch or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in Safety and Security or other authorized College officials to issue an emergency notification.

RSCCD's authorized representatives, including supervisors in the District Safety and Security, officials in the Office of Communications and Publications, and/or other members of the RSCCD's administration, will immediately initiate all or some portions of the RSCCD's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, RSCCD may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, RSCCD will issue the emergency notification to the campus community or applicable segment of the community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. RSCCD may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the District mass notification system, RSCCD, will also post applicable messages about the dangerous condition on the College homepages to ensure the rest of the campus is aware of the situation and the steps they

should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, RSCCD officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification:

For those emergencies when the district's ICS organization is in command, then the employee designated as the incident commander will normally make the decision to notify the campus community. Employees who may be designated as the incident commander will vary from site to site, but will include the Chancellor, the Vice Chancellors, College Presidents, Vice Presidents, Deans, Chief, District Safety and Security, Lieutenant and Sergeant, Safety and Security and Risk Manager and their designees. The office responsible for issuing the emergency notification will, with the assistance of campus and local first responders, determine the content of the notification. RSCCD has developed a wide range of template messages addressing several different emergency situations. These methods of communications include the mass notification system BlackBoard Connect, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, and fire alarms. Those issuing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

The first message is intended to alert the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: A, B, C and D Buildings. All occupants of these buildings should immediately evacuate and meet at the designated building rally point." "There is a chemical spill at U Building. The chemical released is extremely hazardous if inhaled. Occupants of U Building should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."

The second message is intended to inform the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting A, B, C and D Buildings was caused by a cut power line. So Cal Edison are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the College homepage for additional information or dial xxx-xxxx."

Finally, the third message is the Reassure notice that is generally distributed once the situation is nearly or completing resolved. The purpose of this message is to reassure the community that RSCCD or the College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will send develop the most succinct message to convey the

appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

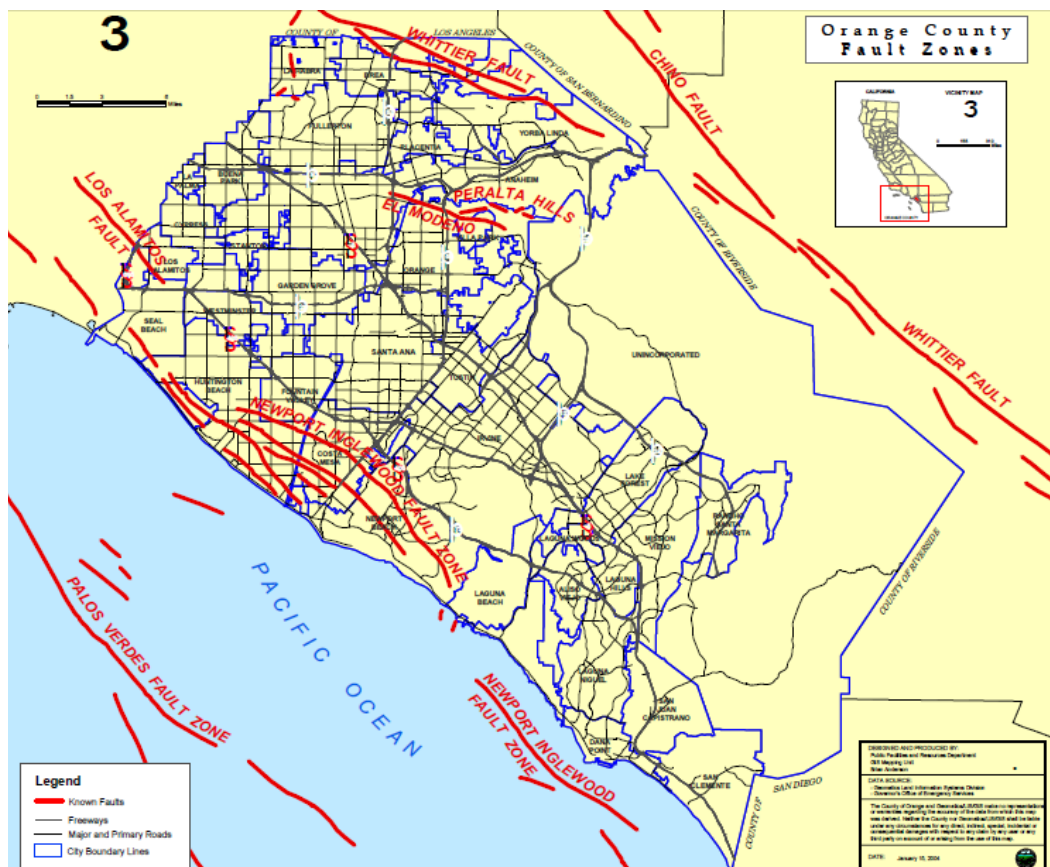
Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system BlackBoard Connect, the District's email system, campus PA system and/or emergency messages through the District Telephone system. RSCCD will post updates during a critical incidents on the College's homepage. This information is being provided to you as part of RSCCD's commitment to safety and security on our campuses, colleges and centers throughout the District.

RSCCD Emergency Response Procedures

Earthquake

Earthquakes are considered a major threat to our district due to the proximity of several fault zones, notably the San Andreas, Whittier, Newport-Inglewood, and San Joaquin Hills Fault Zones (see Fault Map below). A recent Southern California Earthquake Center report indicated that the probability of an earthquake of Magnitude 7 or larger in Southern California before the year 2024 is 80 to 90%. A significant earthquake along one of the major faults could cause substantial casualties, extensive damage to buildings, roads and bridges, fires, and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire, landslides and dam failure. A major earthquake could be catastrophic in its effect on the population, and could exceed the response capability of the local communities and even the State.



During an Emergency... Drop, Cover and Hold On



Indoors

Stay indoors and take cover where you are. Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture which might slide or topple. Stay away from windows and mirrors. If in danger, get under a table or desk, against a hallway wall, or in a corner away from windows. Encourage others to follow your example. Do not run outdoors; falling signs, building facades, debris or electrical wires may hit you.

Outdoors

Stay away from tall buildings, walls, power poles, and other objects which could fall. If possible, move to an open area away from all hazards. Protect your head and neck.

In Your Car

Stop in the safest place available, preferably in an open area.

If in an Elevator

If power fails, elevators will stop and lights will go off. Be patient. Emergency personnel will rescue you as soon as possible.

After an Earthquake

- Expect aftershocks over the next few minutes, hours and days
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel
- Phone systems may be severely impacted. Limit phone use to emergency calls only
- DO NOT AUTOMATICALLY EVACUATE. Outdoor hazards may be greater than indoor hazards.
- Check yourself and others for injuries
- Evaluate the need to evacuate

- If asked to evacuate to assembly areas, move swiftly. Grab keys, purses, and personal items as well as emergency supplies only if convenient and safe to do so. **DO NOT USE ELEVATORS**
- Follow directions of emergency responders

Students with Disabilities

- Make a list of any special needs, medications, or equipment that you have. Always keep an updated copy of the list with you
- Keep any auxiliary devices you use, along with extra batteries, medications, and other necessary items nearby at all times. If you drive a car, keep extra supplies in your vehicle
- Arrange to have “buddies” help you during an emergency
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location

Earthquake – Management Checklist

Priority I - Life Safety

- **Assess the Damage** - Complete a quick analysis of the situation to determine any danger to faculty, staff and students. This should include an assessment of injuries, buildings damage and potential hazards created as a result of the building damage
- **Evacuate Buildings, if appropriate** - Floor Wardens will follow evacuation protocol and move faculty, staff and students to open areas away from buildings. Do not allow persons to re-enter buildings until trained individuals have checked for possible structural damage, gas line leakage, and other utility disruptions
- **Open the EOC and Establish Communications Network** - Determine if the primary location for the Campus Emergency Operations Center is structurally safe for operations. If not, determine an alternate EOC. Use the 2-way radios to notify the campus ICS team. Contact the District EOC to provide information on the seriousness of the situation and any assistance that may be required
- **Obtain Emergency Supplies** - Obtain emergency supplies and safety equipment from storage
- **Search and Rescue** - Appoint search and rescue teams
- **Medical Aid** - Evaluate medical services available and inform rescue teams regarding the location of injured persons and availability of treatment facilities
- **Fire Suppression** Evaluate fires or fire hazards and use resources to control and evacuate
- **Utilities Survey and Stabilization** - Evaluate the condition of utilities and shutdown or restore as appropriate and able (i.e. gas, electricity, water, and sewer).
- **Hazardous Materials Control** - Immediate responses—survey critical areas, evacuate and secure areas as needed. Identify hazards and contain materials as needed. Secondary responses—assess hazardous material spills and define procedures for cleanup
- **Campus Security** - Maintain order and secure facilities

Priority II - Life Support and Facilities Assessment

- **Full Facilities Survey** Evaluate facilities for occupancy; identify and seal off contaminated and unsafe areas
- **Shelter** - Identify usable structures, determine if a shelter will be needed. If so, activate trained shelter personnel (either American Red Cross or District personnel) to setup and manage a shelter. Set up communications with the Shelter Manager
- **Food & Drinking Water** - Identify supplies and establish distribution system or assign this duty to the Shelter Manager
- **Sewer System** - Evaluate sewer system and identify resources that can be used
- **Communications** - Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services and their locations, damaged areas to avoid, and other important emergency information.
- **Perishable Materials** - Perishable & Temperature-Sensitive Substances - Identify items and locations, evaluate conditions. Make assessment for relocation.
- **Psychological Assistance** - Establish a system to deal with cases where counseling is needed.

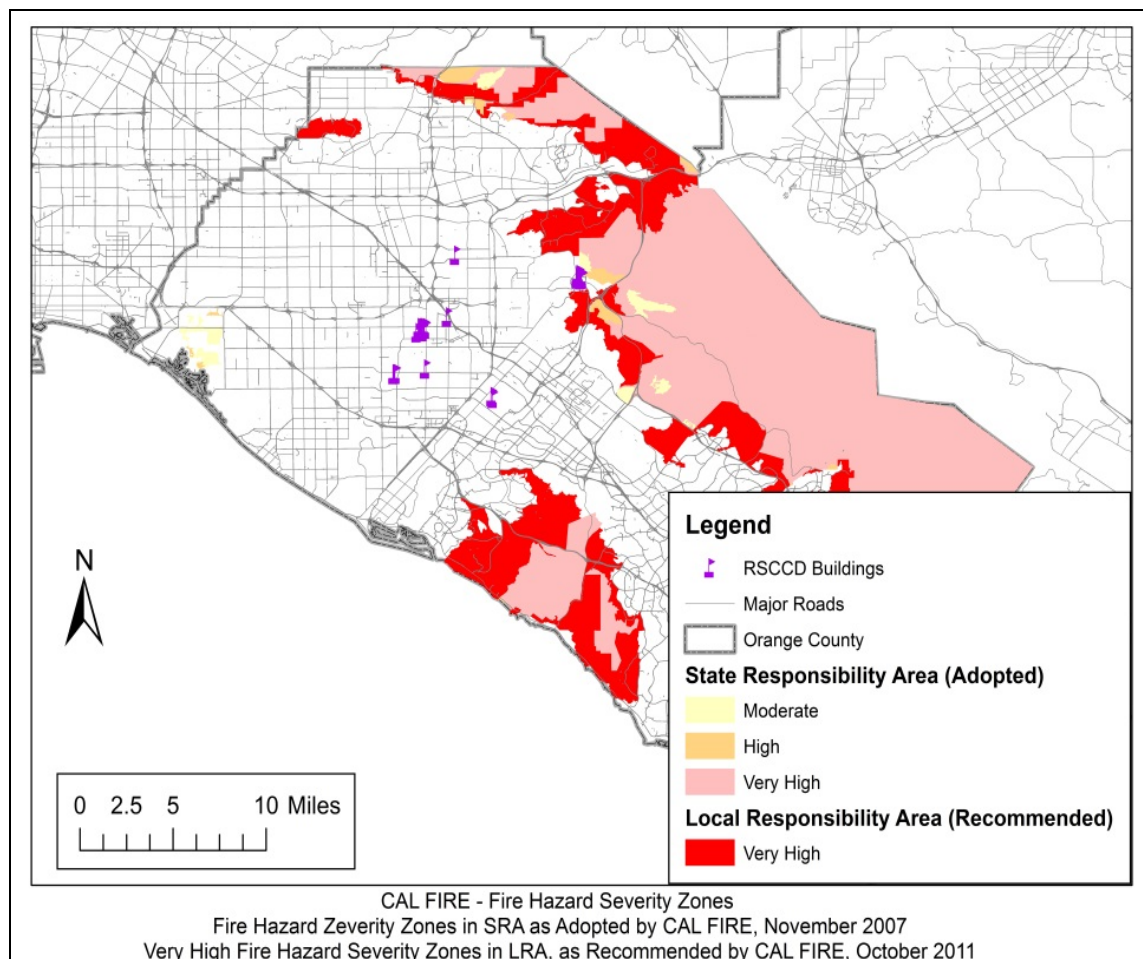
Priority III - Restoration of Academic Program and General Operations

- **Academic Survey** - Contact academic departments and determine requirements to resume academic operations
- **Valuable Materials Survey** - Identify, survey, and secure valuable materials (e.g. books, manuscripts, other unique resources) on campus
- **Records Survey** - Identify, survey, and secure all campus records (e.g. operational and administrative records)
- **Administrative Services Survey** - Contact units and determine requirements to restore operations
- **Supplies and Equipment** - Develop system to renew flow of supplies and equipment from outside sources

Fire

A Fire can break out at any of the campuses in the district for any number of reasons and can cause significant damage and injuries. Fires near our campuses also pose a threat because of smoke, road closures, and the possibility that the fire may spread to the campus.

At Santiago Canyon College moderate vegetation in the nearby canyons poses a fire hazard and concern for that campus (see map below). An uncontrolled vegetation fire could quickly spread to the perimeter of the college and even main campus buildings. Recently, smoke from a nearby wildland fire forced the campus to close for several days due poor air quality.



The purple dots on the map indicate RSCCD sites. There are **no** RSCCD sites located **in** the Orange County Fire Severity Zones. However, the Santiago Canyon College is bordering the Fire Severity Zone and must remain aware of the wildfire and smoke threat to the campus.

Fire - Planned Response

District buildings are equipped with fire alarms which are set to provide both visual and audio alarms in the event a fire is detected or a fire alarm pull station is activated. When a fire is detected on campus the following procedures should be followed

If Indoors

1. In the event of a fire, alert others, activate the nearest fire alarm and **GET OUT**. Move everyone away from the area of the fire; close (but do not lock) all doors as you move in order to slow down the spread of fire
2. Contact the Campus Safety Office by dialing 3-3-3 or call the fire department at 9-1-1
3. Do not use elevators
4. When in the stairways, use handrails and keep to the right. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
5. If you are caught in smoke, drop to hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
6. Proceed to Evacuation Assembly Area
7. If you have relocated away from the building, do not return until you are notified that it is safe to do so
8. If your clothing catches fire, DO NOT RUN. **STOP. . . DROP. . and Roll.**

Faculty should try to keep their classes together during an evacuation. This will allow for an accounting of any missing persons. Any missing person should be reported to emergency responders.

If Outdoors

Any member of the campus community who sees a building, storage facility, trash can, vehicle or other structure/object on fire on campus should do the following

- Immediately contact the Campus Safety Office ~~by dialing 3-3-3~~ or call the fire department directly at 9-1-1. Move a safe distance away from the fire and wait for emergency responders
- Assist in rendering first aid to the injured where able
- Assist disabled in evacuating the area

Campus Safety/Administration

- Campus Safety Officers will respond to all fire alarms or reports of fire on campus and will be responsible to ensure the fire department has been called
- Safety Officers will meet with the Building Captain to determine the level of evacuation, location of any injured or trapped persons
- For structure fires or large outdoor fires beyond the ability of our trained staff to extinguish safely, a perimeter will be established around the incident and the area will be closed to all unauthorized personnel.
- Incident Command will transition to the local Fire Department upon their arrival at the scene. If the fire's origin is determined to be suspicious the Fire Department's Arson Investigation Unit will be the lead investigatory agency. Campus Safety will fully cooperate and support any investigation

Fire – Management Checklist

- Has the fire department been called? Has someone been sent to meet them when they arrive and show them where to go?
- Has the building been evacuated?
- Has a perimeter been set?
- Check with Maintenance-
 - Are Gas lines shut off?
 - Do we need to turn off the electricity to that location?
 - What other areas could be affected?
- Are there injuries? Do you need to set up a triage area?
- Do we need to prepare a statement for employees?
- Do we need to send out an Alert-U message?
- Do we need to prepare a statement for the press?
- Do we need to staff the Phone Center for anticipated calls?
- Inform management team of the status. Provide updates as more details are known.
- Are the employees in the affected area being re-assigned?
- Is this a possible arson? Once the fire is out, secure the area and restrict access.
- Do we need to call employees and tell them to stay home?
- Who will meet the press when they start showing up on property?
 - Where will they park? _____
 - Where is the media center? _____
- Maintain detailed records of damage. Photograph or video tape the scene.
- Ensure all departments keep track of damage related costs for insurance purposes.

Active Shooter

Situations where one or more individuals are using deadly force against many people are very fluid and changing. It is impossible to anticipate exactly how the situation will evolve. It is impossible to provide absolute guidelines. Thinking through possible actions now may give you an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning.

Action Steps

Hearing gun fire may be your first indication that something is wrong. Assess your situation as best you can and take action.

Call 9-1-1 as soon as it is safe to do so. If you can, get a good description of the suspect. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. There are risks and benefits to both decisions and your decision will need to be based on your individual situation. Below are some options and best practices

- ☐ **Get Out.** In general, the more distance you can put between yourself and the shooter the better. Do not go towards the sounds of gunfire to investigate and/or try to help. Get away from the area. Try to be a moving target vs. a non-moving target.
- ☐ **Hide Out.** If you cannot get out of the area but are somewhat distant from the shooting consider hiding out and **locking down** your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.
 - If possible, close and lock the outside door to the room
 - Barricade the door with desks, tables or whatever else is available. Your goal is to keep the shooter from entering your room
 - Close the blinds, turn off the lights, remain quiet and turn down the ringer to your cell phone
 - Spread out and move behind objects that may conceal you from the suspect
 - If a fire alarm goes off while you are in lock down, assess the situation before leaving your shelter. The alarm may have been set off by the shooter(s). If you smell smoke or see fire, then you need to exit
- ☐ **Take Out.** As a last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or

she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss and come to a consensus with others in the room what you will do if the shooter enters the room.

What to Expect From Responding Police Officers

The objectives of responding police officers are

- Immediately engage or contain the active shooter(s) to stop life threatening behavior
- Identify threats such as improvised explosive devices
- Identify victims to facilitate medical care, interviews and counseling
- Investigation

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns.

Regardless of how the police appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Active Shooter - Management Response

If an active shooter situation develops, the campus will implement its emergency response plan and will work with law enforcement to support their efforts to manage the incident. When possible the campus emergency notification system will be activated to alert people of the situation.

The effects of such incidents can be very traumatic. The district will arrange for counseling services as-needed after such an incident.

Acts of Violence / Civil Disturbances

The entire District is vulnerable to acts of violence or the effects of civil unrest. The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. An act of violence or threat of violence, such as those listed below will require an immediate response from the police

- Report of a shooting, stabbing, or other assault with a deadly weapon on or around the campus
- Report of a weapon on campus
- A hostage situation or armed barricaded person on or around the campus.
- Report of a large fight in progress
- Report of an extremely disruptive, potentially violent, and/or emotionally unstable individual

Campus Safety Officers will utilize an appropriate level of response to all reported acts of violence.

Single Individual Disturbing the Peace

When a person's actions either in a classroom or outside create a disturbance of the peace, contact Campus Safety, or in an emergency, call 9-1-1 from any campus phone.

- Provide the dispatcher
 - Description of the nature of the disturbance
 - Description of the individual(s)
 - Location of the disturbance
 - How or where officers can contact you
- Suspect(s) description
- Type(s) of weapons
- Last known direction of travel of the suspect(s)

Prevention of Violence

- All staff, faculty, and students are encourage to speak with their supervisor, Campus Safety, the Office of Student Affairs, or any recognized support group should they feel a domestic situation or casual contact situation could lead to an act of violence

- If any member of the campus community feels that an act of violence is imminent they are encouraged to contact Campus Safety at 3-3-3 from any campus phone
- If any member of the campus community has a Court Restraining Order against an individual they should file that order with the city in which they live, the city in which they work, as well as Campus Safety
- If members of the campus community feel that a meeting or conference could become violent they are encouraged to contact Campus Safety beforehand

Staff and Faculty Responsibilities

Call 9-1-1 or Campus Safety at 3-3-3 as appropriate. Provide the dispatcher with all available information regarding the threat

If an assessment of the situation indicates that it is safer to remain in the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.

- If an instructor observes imminent danger near their classroom or office, they should immediately secure their room and notify Campus Safety of the danger via telephone, radio system or runner
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation and recommend that students remain in classroom unless authorization is received from appropriate authority
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation

An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

Chemical & Biological Spills

A release of hazardous materials could involve chemical, biological, or radioactive materials. The ability to respond to a hazardous materials release will depend on many factors, including the amount of material spilled or involved in an incident, the physical, biological and chemical characteristics of the material, the material's health and hazard characteristics, the location of the spill, the level of response training obtained, and the types of personal protective and spill response equipment available.

If there is a hazardous materials spill or incident *involving a material you **are familiar with*** you should

- Alert people in the immediate area of the spill, evacuate the area
- **Call the Campus Safety Office 3-3-3. Call 9-1-1 if it is a large spill or possibly life threatening**
- If spill is flammable, turn off ignition and heat sources and evacuate the area
- Close doors to affected area
- If spill or its vapor migrates outside of laboratory to other occupied spaces, activate building fire alarm
- Attend to injured personnel, as necessary. Use eyewash or safety showers as needed to rinse contamination off people
- Contain the spill, unless doing so poses a risk, and alert others in the immediate area
- Only trained individuals should clean up a hazardous chemical spill
- Before attempting to clean up the spill, know what the chemical is and locate the appropriate MSDS (Material Safety Data Sheet). Wear appropriate personal protective equipment (gloves, aprons, face shield, etc.). Follow instructions on that sheet

Incident Involving Unknown Material

If there is a hazardous materials spill or incident *involving a material you are UNFAMILIAR with* you should

- **Evacuate the area IMMEDIATELY**
- Move up-wind and to avoid the fumes
- Follow the directions of the Building Marshals
- Faculty should maintain class integrity whenever possible. This allows for an accounting of missing persons. Anyone not accounted for should be reported as missing to emergency responders
- Close the area off and deny entry to anyone but emergency responders
- Notify Campus Safety at 3-3-3

Meet with arriving responders from the Campus Safety. Provide responders with a description of what occurred, and any injured persons.

- Immediately flood exposed area with water (faucet, safety shower) for at least 15 minutes

- **Call the Safety Office at 3-3-3 and report**
- For a splash to the eyes, immediately rinse eyes and inner surface of eyelid with water continuously for 15 minutes. Forcibly hold eye open to ensure effective wash
- Locate the MSDS, follow instructions and seek medical attention
- Report incident to supervisor

Shelter-in-Place

At times during either a disaster or emergency response it may be safer for people to remain inside until the incident has been mitigated. Due, in part, to their construction and air management systems, buildings may provide better protection against exposure particularly in the initial stages of an outdoors hazardous material release.

When sheltering in place, remain inside close all windows and doors, wedging cloth or other suitable material under door jam to reduce ventilation. Emergency responders will coordinate with Facilities Management to shut off of heating, cooling, and ventilation systems to the affected areas. Remain inside until the “all clear” order is given by emergency responders.

Blood Spill

- Isolate the area and alert personnel in immediate area of spill
- Personal protective equipment must be worn such as gloves, protective clothing, and eye and face protection
- Attend to injured or contaminated persons and remove them from exposure
- Notify Custodial Services for clean up
 - Cover spill with paper towels or other absorbent materials. Use biohazard spill kit
 - Use paper towels to wipe up the spill, working from the edges into the center
 - Clean spill area with fresh towels soaked in disinfectant (10% bleach solution)

Chemical and Biological Spill – Management Checklist

- Initiate the Emergency Response Plan and open the Command Center if necessary
- Check with Maintenance or the Lab Staff
 - Are they familiar with the chemical? What are the hazards?
 - Do we need to turn off the electricity/gas to avoid an explosion?
 - Do we have trained personnel to clean the spill? Should we call the Fire Department?
- Set a perimeter and restrict access to the area
- Any injuries? Do you need to set up a triage area away from the affected area?
- Inform management staff. Provide feedback as more details are known
- Do we need to make PA announcements?
- Do we need to cancel classes?
- Do we need to close access to the campus?
- Are the employees in the affected area being re-assigned?
- Initiate the emergency phone contact list. Notify the Safety Department
- Do we need to prepare for media contacts? Is a statement prepared?
- Who will meet the press when they start showing up on property?
- Where will they park? _____
- Where is the media center? _____

Responding to a Chemical Spill

- Evacuate the area
- Establish a perimeter and restrict access
- Notify the Safety Department immediately if the chemical spill poses a threat to life, property, or the environment, or if the spill is greater than 5 gallons
- Check the substance's material safety data sheet for hazards, reactivity & proper protective equipment. (MSDS's are located in the areas where the chemical is being used)
- Ensure persons responsible for clean-up wear protective clothing
- Stop the source of the spill, if possible
 - Cover drains or other possible escape routes
 - Patch holes
 - Contain the spill by
 - Building a dike
 - Repairing the leaking container
 - Putting the leaking container in one that won't leak
 - Channeling the spill to a place where it won't spread
 - Placing an empty container under the leak
 - Rotating or shifting the container's position to stop the leak.
- Soak up or solidify the spill with absorbent materials
- Push absorbent-liquid mixture into EPA-approved container for proper disposal
- Decontaminate exposed tools or equipment or dispose of them properly
- Decontaminate protective clothing or dispose of it properly

Agency Notification – Large Spills

Campus Safety will notify the local Police or Fire Departments if assistance is needed. The Environmental Safety Manager shall notify any other appropriate State or local agencies as required by law. If the assessment indicates that evacuation of local community may be advisable, the State Office of Emergency Services must be immediately notified. The report shall include

- Name and address of facility
- Time and type of incident (e.g., release, fire)
- Name and quantity of material(s) involved, to the extent known
- Extent of injuries, if any
- Possible hazards to human health, or the environment, outside the facility

SAC EPA ID# CA0000447730

SCC EPA ID# CAL000115686

STATE NOTIFICATIONS

Office of Emergency Services (800) 852-7550

California Highway Patrol (310) 390-4001

Environmental Office - DHS Region (310) 590-5177

FEDERAL NOTIFICATIONS

National Response Center (800) 424-8802

ADMINISTERING AGENCY NOTIFICATION

Federal EPA office - Region IX, San Francisco (415) 774-1500

CHEMTREC Chemical Information Hotline (800) 424-9300

Flooding

Flooding in the nearby campus areas will typically be the result of torrential rains. Water damage will probably be confined to ground floor areas and for short periods of time. However, flooding of parking areas and public streets may isolate areas of the campus for longer periods of time. Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas will be necessary to minimize danger to persons, damage to property or loss of equipment. If flooding occurs the following procedures should be followed.

Flooding Response Actions

- The following summarizes the major operations in response to flooding
- Since advance warning of flooding conditions can usually be anticipated, the Campus EOC will be activated, if needed
- Local weather conditions and forecasts will be monitored by radio/TV broadcast and internet sources
- Maintenance & Operations personnel will work to insure water drains remain open and flowing and they will provide sandbags if supplies are available
- Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards
- The Campus President or his/her representative will consider ordering the campus closed based on current conditions and predicted rainfall amounts
- If conditions do not permit an evacuation then sheltering locations will be established on high ground or other suitable location. Food services and lighting may be required
- During severe flooding, or whenever necessary, M & O will consider shutting off water mains to avoid contamination of campus water supply
- Any area flooded or evacuated will be sealed off by barricades or personnel to prevent injury to persons, theft, destruction of property, and interference with emergency operations.

Aircraft Crash

The airspace over several of our campuses is routinely filled with air traffic due to being in the flight path of John Wayne airport.

In the event of an aircraft crash on or near one of our campuses, the following actions should be taken

Campus Community

If you witness an aircraft crash contact the Police at 9-1-1

Explosion and fire as well as falling debris pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away then to protect yourself against blast damage - *drop, cover and hold on*.

If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit. If an evacuation is ordered follow the instructions of the floor wardens.

Those members of the campus community who are trained in first aid are encouraged to provide care for the injured *provided it is safe to be in the area*.

Untrained individuals should NOT enter the crash site. A well-intentioned but untrained and ill-equipped person who enters the crash site risks serious injury or far worse. If you are aware of places where people may be trapped, inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.

Return to Normal Operations

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the Incident Commander determines it is safe to open the campus. When it is safe, the Incident Commander will give the "all clear."

- The area is safe to occupy
- All emergency operations have been completed
- Any and all investigations have been conducted
- There is no longer a need to keep the area closed

Bomb Threats & Suspicious Packages

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. The district treats all threats as real and actively responds to any credible bomb threat.

Telephoned Bomb Threat

- Take the caller seriously
- Remain calm
- Keep caller on phone as long as possible--DELAY--ask a lot of questions
- Get as much information about the caller as possible
- Tell a nearby co-worker to contact Campus Safety by dialing 3-3-3
- Ask the following questions
 - (c) Where is the bomb located?
 - (c) If time bomb, when is it set to explode?
 - (c) What kind of bomb is it?
 - (c) Why is caller doing this?
- Do not discuss the threat in public
- Campus Safety Officers will determine if evacuation is necessary. If you do evacuate, move to an assembly area and do not re-enter the area until instructed to do so

Note details sex, accent, speech impediment, age, background noises, unusual phrases, etc.

Caller's Voice

- | | | | | | |
|------------|-----------|-------------|------------|------------------|-------------------|
| • Calm | • Nasal | • Slow | • Raspy | • Loud | • Angry |
| • Stutter | • Excited | • Rapid | • Deep | • Soft | • Clearing Throat |
| • Laughter | • Normal | • Disguised | • Distinct | • Deep Breathing | • Crying |
| • Accent | • Slurred | • Lisp | • Ragged | • Cracked Voice | • Familiar |

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

Sex of caller _____ Age _____ Length of Call _____

Accent Local, Foreign, Regional (describe) _____

Number at which call received _____ Time _____ Date _____

Background Sounds

- | | | | | | | |
|-----------------|---------------------|-----------------|----------|-------------|----------|--------------------|
| • Street Noises | • Factory Machinery | • Animal Noises | • Voices | • PA System | • Static | • Local |
| • Music | • Long Distance | • House | • Noises | • Booth | • Motor | • Office Machinery |
| • Other | | | | | | |

Suspicious Package

If you observe a suspicious object or potential bomb on campus, ***Do Not Touch the Object.*** Clear the area and immediately call Campus Safety at 3-3-3.

- Leaking with something unusual
- Ticking
- Exposed wiring or other suspicious hardware
- No return address
- Incorrect address

Utility Failure

Power outages can occur due to rolling blackouts, extreme weather conditions, or can accompany other disasters such as earthquakes. In the event of a major failure occurring during regular business hours, immediately notify Facilities Management. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Safety at 3-3-3.

Do NOT call 9-1-1 solely to report the outage. Excessive calls to the 9-1-1 system tie up the lines and prevent those with life threatening emergencies from reaching assistance.

In the past, California has experienced severe power shortages resulting in rolling blackouts. The Maintenance & Operations Department and/or Campus Safety may receive advance notification of this impending power outage and whenever possible, attempts will be made to notify the campus community.

When reacting to power outages remember that if the campus loses power, the surrounding area may be blacked out as well. Traffic signals and street lights will not be operating. When driving during an outage remember that all intersections normally controlled by a traffic signal immediately become FOUR-WAY STOPS. Always stop at a darkened intersection, and then proceed with caution.

Disabled persons needing assistance in leaving a building should contact the Campus Safety or the Disable Students Services Office.

Campus telephones should continue to operate as normal and voice mail should continue to operate as well.

Power Outages During Daylight Hours

- The Campus will remain open and all business and instructional operations will continue to the maximum extent possible
- Should safety considerations prevent work from continuing, deans/directors/chairs may reassign employees outside the work area
- Faculty retains the discretion to cancel the remainder of a class if instructional quality or student safety is compromised

Power Outages During Nighttime Hours

Remain on campus for fifteen minutes in the event power is restored quickly. If power has not been restored within fifteen minutes, instruction will stop and Business Offices will close for the remainder of the evening.

Elevator Failure

If you are trapped in an elevator, use the emergency phone in the elevator to notify the Campus Safety at 3-3-3. Remain calm.

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify Facilities Management (during regular working hours; otherwise notify Campus Safety). If necessary, vacate the area.

Serious Gas Leak

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion! Notify Facilities Management (during regular working hours, otherwise notify Campus Safety.) Vacate the area.

Ventilation Problem

If smoke or odors come from the ventilation system, immediately notify Facilities Management. If necessary, cease all operations and vacate the area.



Emergency Operations Plan

Volume 3 Incident Command System Position Checklists

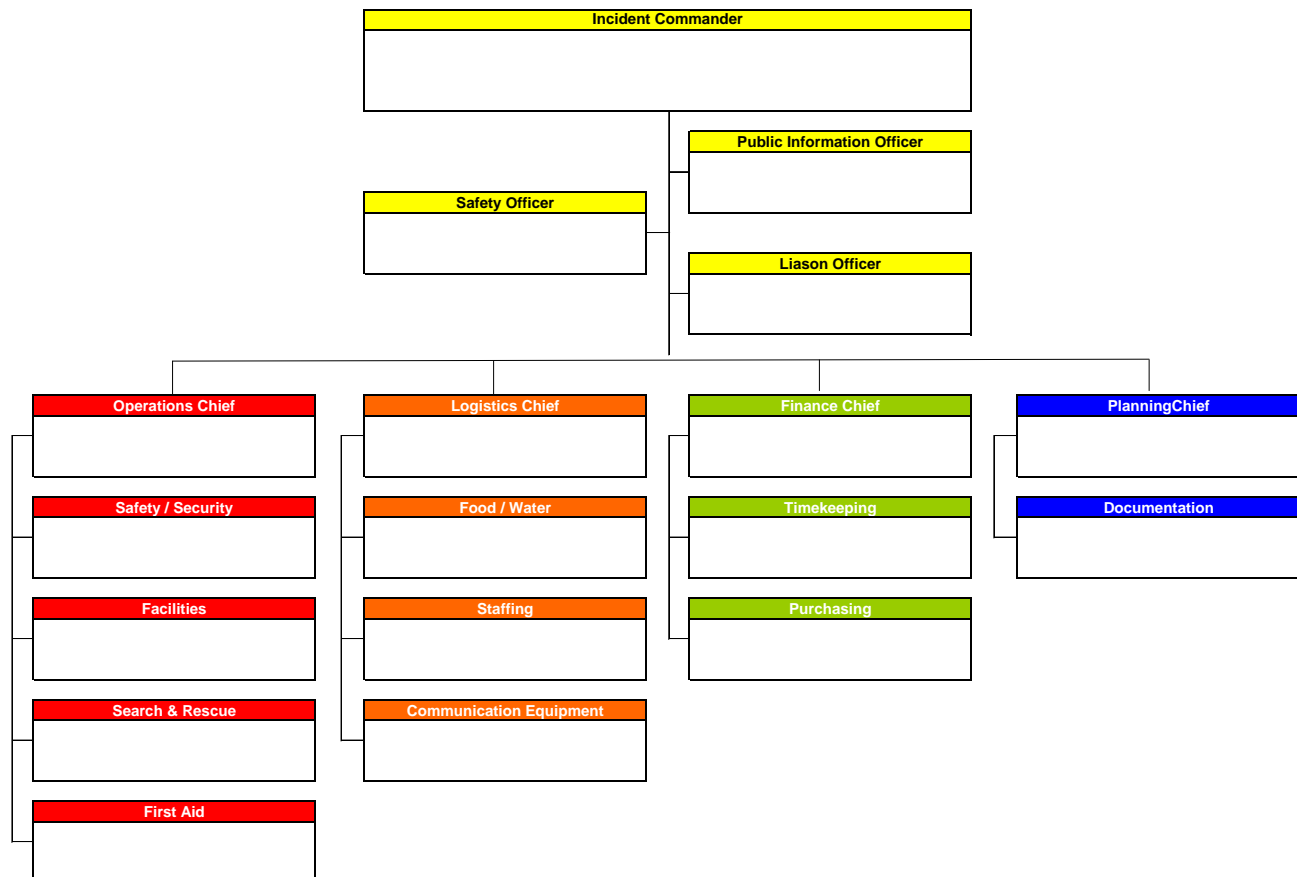
Updated 6/15/16



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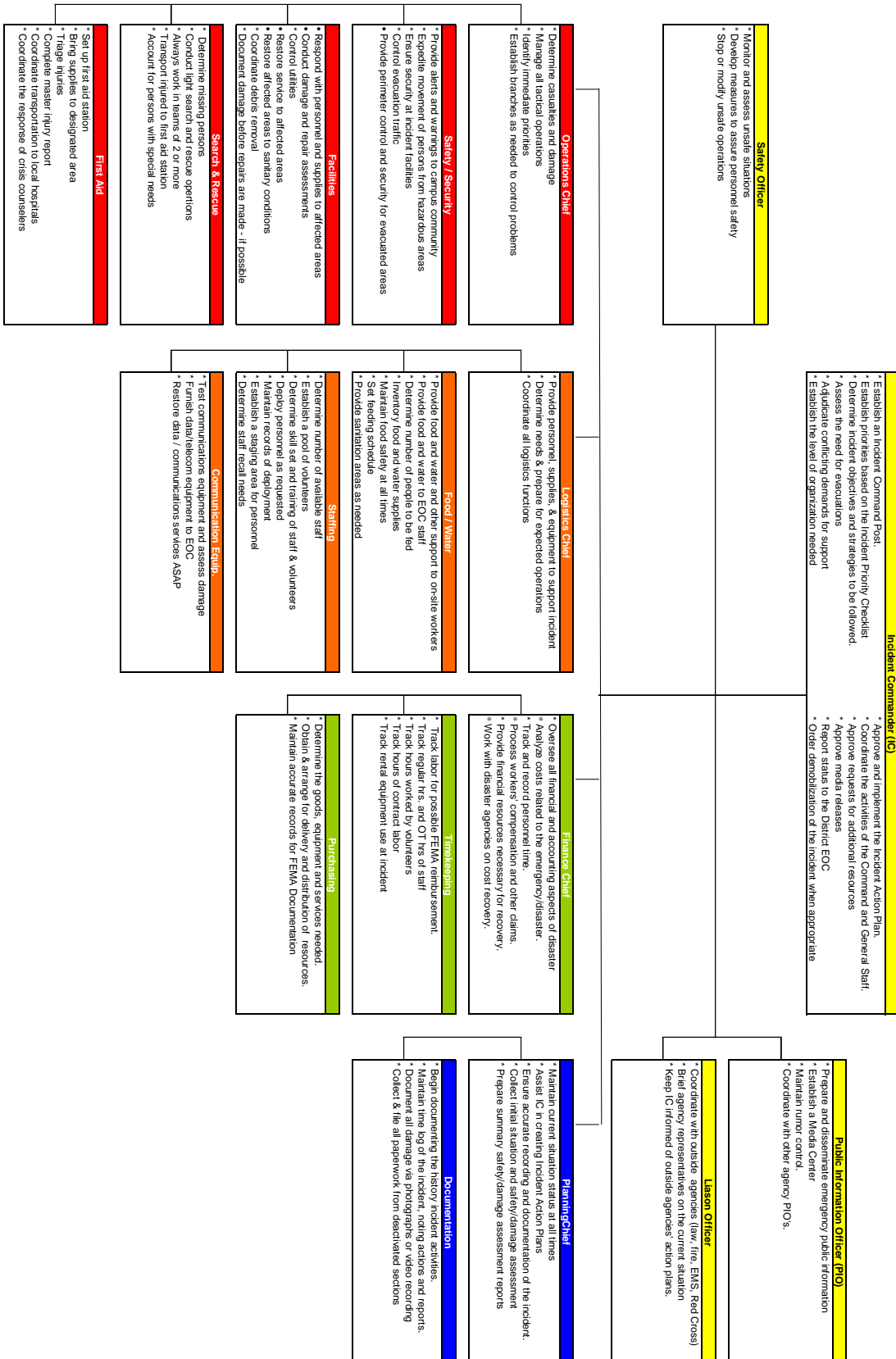
Incident Command Structure



ICS positions will be staffed **as-needed** based on the size and complexity of the incident with the most qualified individuals that are available on-campus at the time. The Incident Commander is responsible for all tasks until that responsibility is delegated to a subordinate position.



Incident Command General Responsibilities





Command Post Blank

<div>Incident Commander</div>	
<div>Safety Officer</div>	<div>Public Information Officer</div>
<div>Cell #:</div>	<div>Cell #:</div>
<div>Radio Ch:</div>	<div>Radio Ch:</div>
<div>Cell #:</div>	<div>Liason Officer</div>
<div>Radio Ch:</div>	<div>Cell #:</div>
<div>Radio Ch:</div>	<div>Radio Ch:</div>

<div>Operations Chief</div>	<div>Logistics Chief</div>	<div>Finance Chief</div>	<div>PlanningChief</div>
<div>Cell #:</div>	<div>Cell #:</div>	<div>Cell #:</div>	<div>Cell #:</div>
<div>Radio Ch:</div>	<div>Radio Ch:</div>	<div>Radio Ch:</div>	<div>Radio Ch:</div>
<div>Safety / Security</div>	<div>Food / Water</div>	<div>Timekeeping</div>	<div>Documentation</div>
<div>Cell #:</div>	<div>Cell #:</div>	<div>Cell #:</div>	<div>Cell #:</div>
<div>Radio Ch:</div>	<div>Radio Ch:</div>	<div>Radio Ch:</div>	<div>Radio Ch:</div>
<div>Facilities</div>	<div>Staffing</div>	<div>Purchasing</div>	
<div>Cell #:</div>	<div>Cell #:</div>	<div>Cell #:</div>	
<div>Radio Ch:</div>	<div>Radio Ch:</div>	<div>Radio Ch:</div>	
<div>Search & Rescue</div>	<div>Communication Equipment</div>		
<div>Cell #:</div>	<div>Cell #:</div>		
<div>Radio Ch:</div>	<div>Radio Ch:</div>		
<div>First Aid</div>			
<div>Cell #:</div>			
<div>Radio Ch:</div>			

ICS Position Overview **Command Staff**

Incident Commander

The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy
- Establishing an Incident Command Post
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization
- Ensuring incident safety
- Ensuring timely public information is disseminated
- Ensuring liaison with outside responders is established and maintained
- Reviewing situation reports and establishing immediate priorities
- Determining incident objectives and strategies to be followed
- Managing planning meetings as required
- Approving and implementing the Incident Action Plan
- Managing the activities of the Command and General Staff
- Approving requests for additional resources or for the release of resources
- Approving the use of workers, volunteers, and auxiliary personnel
- Approving all media releases prior to their release
- Ensuring inter-agency and multi-agency coordination takes place
- In large incidents, reports situational information and resource requests to the County EOC
- Ordering demobilization of the incident when appropriate
- Ensuring incident after-action reports are complete

Public Information Officer

- Develop accurate, accessible, and timely information for use in press/media briefings
- Obtain Incident Commanders approval of all news releases prior to release
- Conduct periodic media briefings
- Arrange for tours and other interviews or briefings that may be required
- Monitor and forward media information that may be useful to incident planning
- Maintain current information, summaries, and/or displays on the incident
- Make information about the incident available to incident personnel
- Participate in the planning meetings
- Controls and corrects misinformation and rumors
- Sets up, organizes, and runs periodic press conferences and special meetings, when needed

Safety Officer

- Identify and mitigate hazardous situations
- Ensure the Command Posts, EOCs, Shelters, etc. locations are safe prior to activation
- Ensure safety messages are discussed at briefings
- Continually monitor and evaluate all operations for hazards and unsafe conditions
- Exercise emergency authority to stop operations and prevent unsafe acts
- Review the Incident Action Plan for safety implications
- Initiate preliminary investigation of accidents within the incident area
- Participate in planning meetings

Liaison Officer

- Acts as the point of contact for responding outside agencies
- Brief outside agencies as to the situation and response efforts
- Establish liaison with Police, Fire, Paramedics, Red Cross, and any responding agencies
- Communicate with Police and/or Fire and have them decide if:
 - They will act as the Incident Commander
 - They will form a Unified Command with the District or College
 - The District or College will remain in charge

General Staff Positions

Operations Chief

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Operations Chief initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & safety), and controls problems. Major responsibilities of the Operations Section Chief are to:

- Sets operational objectives
- Works with Logistics for needed supplies and services
- Organizes, assigns and supervises tactical resources
- Assure safety of tactical operations
- Manage tactical operations including
 - Manages Building Captains and Floor Wardens
 - Search & rescue efforts
 - First aid and triage areas
 - Utilities
 - Site safety and security
 - Care & Shelter of students, workers and the public
 - Damage/safety assessment
- Develop the operations portion of the Incident Action Plan
- Request additional resources to support tactical operations

Planning Chief

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief are to:

- Collect, display, evaluate, disseminate and manage all incident-relevant operational data
- Supervise preparation of the IAP
- Conduct and facilitate planning meetings
- Determine need for specialized resources
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies
- Provide periodic predictions on incident potential
- Report significant changes in incident status
- Oversee preparation of the Demobilization Plan
- Tracks status of buildings and facilities

Logistics Sections

Major responsibilities of the Logistics Section Chief are to provide the following:

- Provide needed facilities
- Provided needed supplies and services
- Provides transportation vehicles and workers including maintenance and fueling
- Provides, maintains and tracks needed communications equipment
- Provides food and medical services for incident personnel

Logistics also manages all human resources issues including: volunteers, emergency assignments for employees, staff redeployment, and labor relations issues

Finance Chief

The Finance Chief is responsible for the following:

- Establishes and manages accounting system for the emergency
- Calculates costs-to-date and projects financial needs
- Tracks spending, notifies Incident Commander of status
- Handles initial documentation for FEMA claims
- Attends FEMA trainings and meetings representing the district
- Analyzes fiscal impacts of emergency response
- Provides Emergency Payments, as needed
- Manages Emergency Procurement Cards

Disaster Recovery Operations

The goal of recovery is to return to normalcy and restore the infrastructure of the college campus and mission as quickly as possible.

Priority focus should be on the welfare of staff, students and restoration of the physical sites. Recovery is something that may take an extended period of time and should be anticipated and planned and a part of the District's Emergency Operations Plan (EOP).

One of the major goals of recovery is to provide for continuity of operations. Support for staff and students may require a caring and supportive environment. Financial recovery and protection of the assets are also crucial to the overall restoration of the District's mission and resumption to normal activities.

Recovery Quick Action Checklist

- ☐ Strive to return to normal business as quickly as possible
- ☐ Restore the physical site
- ☐ Restore communications systems
- ☐ Institute data recovery procedures
- ☐ Make arrangements for alternative housing for offices, if necessary
- ☐ Monitor how staff is dealing with the emotional impact of the crisis
- ☐ Identify what follow up interventions are available to staff
- ☐ Conduct debriefings with staff and first responders
- ☐ Complete after action reports
- ☐ Allocate appropriate time for recovery
- ☐ Capture "lessons learned" and incorporate them into EOP revisions and trainings
- ☐ Complete all paperwork and reports for financial aid for disaster relief if available
- ☐ Work with local or state emergency services professionals to maximize your cost-recovery efforts

Provide Assessment of Emotional Needs of Staff and Their Families

The District will assess the emotional needs of all staff and student to attempt to best determine those who need intervention by a counselor, social worker, psychologist or other mental health professional and will arrange as needed and whenever possible the appropriate interventions by the Campus CIT team or community-based service providers. The District realizes that appropriate group intervention may be beneficial to staff and students experiencing severe reactions to the crisis event.

Provide Information on the Incident to the Appropriate Person(s) in the EOC/CEOC

All staff will follow the chain of command as outlined in the plan when providing information about an incident. All information is to be disseminated through the PIO position in the District Emergency Operations Center (EOC) Campus Emergency Operations Center (CEOC) or other official representatives of the Colleges or RSCCD. It is important to have a single and accurate message being sent out to staff, students, the community and the media. The District staff will make every effort to consider cultural differences when preparing these materials.

Recovery may seem like an end, but it is also a beginning. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? RSCCD staff is committed to take what is learned and start at the beginning by updating and strengthening the plan so that in future crises, response and recovery will be enhanced.

EOC/CEOC DISASTER RECOVERY OPERATIONS

Disaster Recovery Definition

When an emergency or disaster is significant enough to interrupt the normal flow of RSCCD operations, it will be necessary to activate the district Emergency Operation Center (**EOC/CEOC**) and/or campus Emergency Operations Center (**COC**).

As the transitions from response to disaster recovery activities, command of the EOC/CEOC will transition from supporting the district office and campuses response to functioning as the coordination center for initial District's disaster recovery activities.

Disaster recovery involves the efforts necessary to restore the critical infrastructure necessary for normal district/campus operations such as facilities, grounds, water, power, sanitation, HVAC, network services and telecommunications.

Disaster Recovery Phases

The Disaster Recovery Phase begins once all life-safety issues have been addressed and initial damage assessment has occurred. This phase is divided into three stages: the Short-term Recovery Stage, the Mid-term Recovery Stage and the Long-Term Recovery Stage.

a. Short-term Recovery Stage

During the first hours and days after an emergency event (*Short-term Recovery Stage*), the principal objectives will be to restore the necessary structural [facilities, HVAC systems, roadways and grounds] and non-structural, (power, water, sanitation, telecommunications and) to District site and each campus.

The EOC/CEOC Directors and Section Chiefs provide direction and overall management of the campus disaster recovery effort, and the EOC/CEOC provides the operational support necessary to accomplish these objectives.

b. Mid-term Recovery Stage

In the first weeks after a major emergency event (*Mid-term Recovery Stage*), the principal objectives will be to ensure the restoration of the all pre-identified business functions at the District and campuses considered to be critical to normal business operations.

Professional building inspectors will be requested through the County EOC to conduct a more thorough inspection of facilities. Damaged facilities will be reported to the County EOC and tracked for FEMA purposes including cost estimates for repairs and/or rebuilding the structures via WebEOC. The EOC will contract the demolition of unsafe structures as soon as possible to eliminate the safety hazard.

Divisions and Departments normally responsible for performing the critical business functions of the District and campuses will be responsible for recovering those functions after a disaster.

c. Long-term Recovery Stage

During the Long-term Recovery Stage, the principal objective is to resume normal operations. More than likely, it will be during this stage of recovery that the EOC/CEOC will be deactivated, and the District will resume its pre-disaster organizational structure. A Long-term Recovery Team may be established, if warranted, to consider and coordinate strategic plan objectives and long-term recovery efforts.

Based on the size and nature of the disaster, the timeline to resume normal operations may be dependent on the extent of disrupted critical services on campus. Telephone and power service shortages, disruption of water supplies, damage to major transportation routes and transportation providers, and ongoing government emergency operations may hamper recovery activities. In addition, the timeline to resume normal operations will be greatly dependent on the extent of damage to the district site and campuses (structural) and to RSCCD facilities (systems, communications, and non-structural) and non-duplicated vital records.

Some major disasters like a large earthquake may take years to rebuild and recover. For example, the Northridge Earthquake required up to 10 years to demolish, repair and/or rebuild all damaged structures. The district will continue to work with FEMA on cost recovery of personnel time, repairs, and rebuilding.

Checklist - Employee Work-Related Death or Serious Injury

- Direct staff and others not to repeat information until verification is obtained
- Convene a Crisis Response Team and assign duties
- Consider dispatching personnel to accompany family members and sit at hospital, home
- Notify OSHA
- Notify insurance company
- Prepare a statement for the press
- Prepare a statement for employees – hold employee meetings if appropriate
- Staff the Phone Center for anticipated calls
- Assign personnel to gather personal belongings at work and deliver to family
- Notify support staff, such as counselors, psychologist, and social workers
- Identify other/additional students, staff, and parents likely to be most affected by news
- Assess need for additional community resources
- Assign trained staff or community professionals to:
 - Provide grief support to students
 - Review and distribute guidelines for classroom discussion to teachers
 - Distribute lists of community resources
- Make official announcement
- Hold emergency staff meeting
- In case of death, ensure that the person's name is deleted from district mailings

Checklist - Fire

- Has the fire department been called?
- Has the building been evacuated?
- Were any disabled left behind in Area of Safe Refuge? Dispatch personnel to check
- Has a perimeter been set?
- Check with Maintenance-
 - Are Gas lines shut off?
 - Do we need to turn off the electricity to that location?
 - Is there sufficient water pressure?
 - What other areas could be affected?
- Any injuries? Do you need to set up a First Aid Area?
- Prepare a statement for the press
- Prepare a statement for employees – hold employee meetings if appropriate
- Staff the Phone Center for anticipated calls
- Inform management team of the status. Provide updates as more details are known
- Are the employees in the affected area being re-assigned?
- Is this a possible arson? Secure the area and restrict access
- Do we need to call employees and tell them to stay home?
- Who will meet the press when they start showing up on property?
 - Where will they park? _____
 - Where is the media center? _____
- Maintain detailed records of damage. Photograph or video tape the scene
- Ensure all departments keep track of damage related costs for insurance purposes

Checklist - Earthquake

- Initiate the Emergency Response Plan and open the Emergency Operations Center (EOC)
- Do you need to evacuate buildings? If so, make sure everyone remains at least 100' away. Keep emergency access clear.
- Any injuries? Do you need to set up a triage area?
- Do any disabled need special evacuation or assistance?
- Check with Maintenance
 - Are Gas lines shut off?
 - Do we need to turn off electricity or water?
 - Are they completing initial building inspections/assessments?
- Do we need to close down the campus and cancel classes?
- Any chemical spills reported from the labs?
- Inform management staff of the situation. Provide updates as more details are known.
- Do you need to broadcast campus wide announcements?
- Do you need to set up employee assembly areas?
- Are the employees in the affected areas being re-assigned?
- Do we need to call employees and students to tell them not to report to work?
- Warn employees to be aware of aftershocks.
- Do we need to prepare for media contacts? Is a statement prepared?
 - Who will meet the press when they start showing up on property?
 - Where will they park? _____
 - Where is the media center? _____
- Do we need to provide water/food for students/employees?
- Ensure all information and damage assessments are reported to the County/Operational Area EOC via WebEOC
- Prepare for shortages of everything including: food, safe drinking water, electricity, operating toilets, toilet paper, computers, paper tablets, paper, pens, etc. Conserve on everything!
- Decide if you will shelter critical workers (EOC, maintenance, security, etc.) if they can't make it to and from work safely and in a reasonable amount of time. (Freeways may be closed.)
- Decide if you will set up public shelters. Usually 10% of a population in a disaster needs sheltering. High income individuals need sheltering much less often and low income at a much higher percent.
- Maintain detailed records of damage. Photograph or video tape the scene
- Ensure all divisions keep track of damage related costs for insurance and FEMA claim purposes
- Assign personnel to take the lead on the FEMA claim

Checklist - Hazardous Chemical Spill

- Initiate the emergency phone contact list. Notify the Safety Department
- Check with Maintenance
 - Are they familiar with the chemical? What are the hazards?
 - Do we need to turn off the electricity/gas to avoid an explosion?
 - Do we have trained personnel to clean the spill? Should we call the Fire Department?
- Initiate the Emergency Response Plan and open the Command Post or Emergency Operations Center, if necessary
- Set a perimeter and restrict access to the area
- Any injuries? Do you need to set up a triage area away from the affected area?
- Inform management staff. Provide feedback as more details are known
- Do we need to make PA announcements?
- Do we need to cancel classes?
- Do we need to close access to the campus?
- Are the employees in the affected area being re-assigned?
- Do we need to prepare for media contacts? Is a statement prepared?
- Who will meet the press when they start showing up on property?
 - Where will they park? _____
 - Where is the media center? _____

Responding to a Chemical Spill

- Evacuate the area
- Establish a perimeter and restrict access
- Notify the Safety Department immediately if the chemical spill poses a threat to life, property, or the environment, or if the spill is greater than 5 gallons
- Check the substance's material safety data sheet for hazards, reactivity & proper protective equipment. (MSDS's are located in the areas where the chemical is being used)
- Ensure persons responsible for clean-up wear protective clothing
- Stop the source of the spill, if possible
- Cover drains or other possible escape routes
- Patch holes
- Contain the spill by:
 - Building a dike
 - Repairing the leaking container
 - Putting the leaking container in one that won't leak
 - Channeling the spill to a place where it won't spread
 - Placing an empty container under the leak
 - Rotating or shifting the container's position to stop the leak
- Soak up or solidify the spill with absorbent materials
- Push the absorbent-liquid mixture into an EPA-approved container for proper disposal
- Decontaminate exposed tools or equipment or dispose of them properly
- Decontaminate protective clothing or dispose of it properly

Agency Notification

Campus Safety will notify the local Police or Fire Departments if assistance is needed. The Environmental Safety Manager shall notify any other appropriate State or local agencies as required by law. If the assessment indicates that evacuation of local community may be advisable, the State Office of Emergency Services must be immediately notified. The report shall include:

- Name and address of facility
- Time and type of incident (e.g., release, fire)
- Name and quantity of material(s) involved, to the extent known
- The extent of injuries, if any
- The possible hazards to human health, or the environment, outside the facility

SAC EPA ID# CA0000447730

SCC EPA ID# CAL000115686

STATE NOTIFICATIONS

Office of Emergency Services	(800) 852-7550
California Highway Patrol	(310) 390-4001
Environmental Office - DHS Region	(310) 590-5177

FEDERAL NOTIFICATIONS

National Response Center	(800) 424-8802
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ADMINISTERING AGENCY NOTIFICATION

Federal EPA office - Region IX, San Francisco	(415) 774-1500
CHEMTREC (Chemical Information Hotline)	(800) 424-9300

Management Section Checklists

Executive Policy Group (EPG)

Function:	The EPG is crisis management team that evaluates the situation and is responsible for providing high-level policy and support to the campuses with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical
Reports to:	Chancellor

This group includes the district's Chancellor, the Vice Chancellors, The campus Presidents, and others at the discretion of the Chancellor or Presidents.

The scope of its responsibilities includes:

- ☐ Policy-level decisions
- ☐ Fiscal authorizations
- ☐ Strategic prioritization
- ☐ High-level conflict resolution
- ☐ Strategic policy and direction for recovery and resumption of normal operations
- ☐ Communication with the Chancellor's Office and other executive authorities
- ☐ Interface with elected officials from external agencies and the community
- ☐ Address legal issues associated with the emergency

Duties

- ☐ Work with Public Information Officer to select appropriate district spokespersons for media reports
- ☐ Frame emergency-specific policies as needed (emergency personnel policies, special financial assistance for employees or students, temporary support services such as childcare, etc.)
- ☐ Determine district priorities for the recovery of mission critical teaching and research programs
- ☐ Guide the resumption or relocation of district activities
- ☐ Provide oversight for family notifications of casualties

The Executive Policy Group does not:

- ☐ Direct field operations
- ☐ Make tactical decisions
- ☐ Direct emergency response operations (dealing directly with the incidents)
- ☐ Manage response departments
- ☐ Speak on behalf of the organization to the media and other elected officials (Mayors and Board of Supervisors) unless the EOC Director and the Public Information Officer have read all information prior to you speaking and that all information is timely and correct. Things are always changing and up-to-date information is critical. If the district has more than one individual speaking for them and different information is provided, it makes the district disorganized and may make the speakers look dishonest
- ☐ Make side deals or agreements on behalf of the organization without the concurrence of the EOC Director. Give the District EOC, CEOC and Incident Commander the opportunity to provide input into any agreements prior to making decisions

Command / Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of **Command** in the field is the *Incident Commander (IC)*. This is a field position and therefore is usually “on-scene”. This function has a support staff of a Safety Officer, a Liaison, and a Public Information Officer and staff. The IC can expand his/her operation by assigning section functions.

The person in charge of **Management** is the *EOC Director*. He/she works in the EOC or CEOC with Section Chiefs for Logistics, Planning and Finance and respective branch/unit personnel. If the EOC is not activated, but a field Command Post is, an Incident Commander manages the incident.

Regardless of which management position is needed, the EOC and/or CEOC Directors will follow ICS and request personnel to fill any of the aforementioned section positions. The IC, CEOC Directors and District EOC Director can approve and authorize the implementation of all Incident Action Plans. The Planning Chief at each level will complete their level's Incident Action Plan and it will be approved by their level's Incident Commander, CEOC Director or EOC Director. These plans should be shared with each level.

Objectives

The overall objective of the Management Section is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of the faculty and student body
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Provide detailed information and safety/damage assessment reports to the County EOC via WebEOC
- Provide for the safety of sites, workers and volunteers

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Incident Commander

Vest Color:	Yellow
Function:	The Incident Commander is responsible for emergency/disaster operations in the field and shall remain at the Command Post to observe and direct all operations
Section Assignment:	Command/Management
Reports to:	

Incident Command Post

An Incident Command Post is a temporary facility or location and signifies the physical location of the on-scene **incident command** and management organization. It is where incident information is collected and tactical and logistic decisions are made. An office, classroom, trailer, or just an Individual taking charge of an incident may become the Incident Command Post.

Activation:

- ☐ Activate an Incident Command Post by determining a location. Notify Safety/Security
- ☐ Request emergency supplies from Maintenance and Operations. They are kept in a trailer in the maintenance yard.
- ☐ Activate personnel as needed.
- ☐ Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet, radio)
- ☐ Conduct a briefing to assess the type and scope of emergency
- ☐ Determine the threat to human life and structures
- ☐ Implement the emergency plan and hazard-specific procedures
- ☐ Ensure the Planning Chief has set up communications with the CEOC or District EOC to provide information and to request support for lifesaving operations
- ☐ Develop and communicate the initial Incident Action Plan verbally to get started
- ☐ Determine how long the initial Operational Period will be
- ☐ If needed, request the Planning Chief to begin documenting the incident and if needed, begin the development of an Incident Action and planning process
- ☐ Communicate the following with the District: the problem, actions taken, and expected time to get back to normal. Communicate with the District any changes in the situation and when the incident has been completed
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - o Messages received
 - o Actions taken
 - o Decision justification and documentation
 - o Requests filled
- ☐ Collect information on any special events planned for the next three days on the site. Decide if they will need to be canceled

Incident Commander - continued

Operational Duties

- ☐ Decide if Police or Fire should be called
- ☐ Establish an Incident Command Post
- ☐ Ensure the site is safe for personnel to work
- ☐ Establish the level of organization needed, and continuously monitor the operation and effectiveness of that organization
- ☐ Activate personnel
- ☐ Establish immediate priorities based on the Incident Priority Checklist
- ☐ Determine incident objectives and strategies to be followed
- ☐ Assess the need for evacuations (buildings, campus sectors, or entire campus)
- ☐ Dispatch response teams to critical facilities and priority incidents (medical assistance, Hazardous Materials Teams)
- ☐ Make notifications to personnel on site and any other personnel that need to know about the incident
- ☐ Dispatch safety inspection teams once buildings have been evacuated and all victims are off site
- ☐ Do NOT authorize building re-entry until safety status of structural and operational systems are assured
- ☐ Approve and implement the Incident Action Plan
- ☐ Coordinate the activities of the Command and General Staff
- ☐ Approve requests for additional resources or for the release of resources
- ☐ Approve the use of participants, volunteers, and auxiliary personnel
- ☐ Ensure the Liaison is working with any responders
- ☐ Authorize the release of information to the news media
- ☐ Continually monitor for safety
- ☐ Continue to monitor and assess the total situation
- ☐ View the site map periodically for search and rescue progress and damage assessment information
- ☐ Check with chiefs for periodic updates
- ☐ Reassign personnel as needed
- ☐ Report status to the district office (Site Status Report)
- ☐ Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- ☐ Release instructors as appropriate and per district guidelines. (By law, during a disaster, instructors become disaster workers.)
- ☐ Order demobilization of the incident when appropriate
- ☐ Ensure incident after-action reports are complete

Deactivation

- ☐ Authorize deactivation of sections, branches, or units when they are no longer required
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation
- ☐ Ensure the return of all equipment and reusable supplies to Logistics
- ☐ Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Situation Analysis / Documentation Team. (These documents must be retained as legal records of the emergency response.)
- ☐ Sign out with Timekeeping; Leave a phone number where you can be reached
- ☐ Announce the termination of the emergency and proceed with recovery operations if necessary
- ☐ Ensure that all staff participating in the emergency response turns in their hours to the Timekeeping Team

Campus EOC Director

Primary	College President or Designee
Function:	Responsible for managing and coordinating all emergency operations within the campus' jurisdiction under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).
Section Assignment:	Management

Activation:

Consider the following actions during any major emergency affecting the campus.

- ☐ Activate the EOC by via radio, phone, or e-mail and advise personnel where to report
- ☐ Report to the EOC or alternate location if office is deemed unsafe
- ☐ Assess the situation. Obtain briefing of situation from the Incident Commander or Campus Safety
- ☐ Ensure the Planning Section has set up communications with Incident Command Posts to collect information and provide operational and logistical support for lifesaving operations
- ☐ Ensure the Planning Section has set up communications with the District EOC to provide information and to request operational and logistical support
- ☐ Declare a campus emergency if the situation warrants
- ☐ Notify the District Office that your CEOC is operational
- ☐ Authorize protective or precautionary measures as appropriate to include:
 - ☐ Evacuation
 - ☐ Sheltering in place
 - ☐ Campus closure (review Academic calendar and consider all special events in order to make decisions regarding the closure and/or reopening of campus operations and canceling of events)
- ☐ If campus closure is directed, ensure that the following executives are notified:
 - ☐ District Chancellor
 - ☐ Vice President, Administrative Services
 - ☐ Vice President, Academic Affairs
 - ☐ Vice President, Student Services
- ☐ Issue necessary public announcements and statements through the Public Information Officer
- ☐ Ensure that Section Coordinators are in place as soon as possible and are staffing their respective sections (as required)
- ☐ Open and maintain a position log
- ☐ Schedule the first planning meeting
- ☐ If appropriate, confer with Operations Section Chief (if activated and assigned) and other General Staff to determine what representation, if any, is needed at the EOC from other agencies
- ☐ Request additional support from the District EOC
- ☐ Collect information on any special events planned for the next three days on the site. Decide if they will need to be canceled

Campus EOC Director - continued

Operational Duties:

- ☐ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate
- ☐ Monitor sections' activities to ensure that all appropriate actions are being taken
- ☐ Establish operational schedules and, in consultation with the District Emergency Operations Center (EOC) Director, establish response priorities
- ☐ Provide periodic status updates to District EOC as requested or required
- ☐ Meet with PIO/Public Affairs regarding, direct and review media releases and conduct news briefings as appropriate
- ☐ If activated and assigned, ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination
- ☐ Hold action-planning meetings with key staff (Section Chiefs and Branch Coordinators) as appropriate
- ☐ Thoroughly brief relief upon shift change

Deactivation / Demobilization:

- ☐ Authorize deactivation of sections, branches or units when they are no longer required
- ☐ Deactivate the Campus EOC and close out logs when the emergency situation no longer requires activation
- ☐ Sign out with Timekeeping; Leave a phone number where you can be reached
- ☐ Ensure that all required forms or reports are complete prior to deactivation and given to the Planning Section for recordkeeping
- ☐ Provide input to the After Action Report

District EOC Director

Primary	Chancellor or Designee
Function:	Establish policies for district-wide emergency response as required. Authorize protective/precautionary measures as warranted by the situation. Is the highest level of district authority during a disaster or major incident
Section Assignment:	Command/Management

Activation:

Consider the following actions during any major District-wide emergency.

- ☐ Activate the EOC by via radio, phone, or e-mail and advise personnel where to report
- ☐ Report to the District EOC or alternate location if office is deemed unsafe
- ☐ Assess the situation. Verify activation of Emergency Management Plan and/or EOC and obtain briefing of situation from the Planning Section Chief
- ☐ Ensure the Planning Section has set up communications with all CEOCs to collect information and provide operational and logistical support
- ☐ Declare a District-wide emergency if the situation warrants
- ☐ Have the Planning Chief set up WebEOC:
 - o Communicate the RSCCD-wide situational status to the County EOC
 - o Make any resource requests via this system
 - o Understand that the Cities (Santa Ana, Orange and Tustin included) will have access to this information and the RSCCD will have access to the cities reports. These reports should be periodically reviewed to find out for example: which freeways roads and bridges are down; when utilities are expected to be restored; is water safe to drink; when State and Federal resources will respond, will financial assistance to the district be forthcoming, etc.
- ☐ Collect information on any special events planned for the next three days on the site. Decide if they will need to be canceled
- ☐ Communicate status with the Community College State Chancellor's Office
- ☐ Activate and consult with the District-wide Policy Group
- ☐ Authorize protective or precautionary measures as appropriate to include:
 - o Evacuation
 - o Sheltering in place
 - o District-site and/or campus closure
- ☐ In conjunction with the Public Information Officer, conduct new conferences and review media releases for final approval
- ☐ Set jurisdictional priorities for response efforts
- ☐ Coordinate resource needs of the district
- ☐ Ensure status reports are being sent to the County EOC
- ☐ If damage estimates are severe enough that personnel may need to be relocated for longer than three weeks, designate this function with the Planning and Intelligence Section to begin planning long-term recovery strategy
- ☐ Schedule Disaster Recovery strategy sessions

Incident Priorities Checklist

Priority I: Life Safety

- **9-1-1:** Should Police and/or Fire be called
- **Communications Network:** Establish a communications network using available resources
- **First Aid:** Evaluate medical services available and inform rescue forces regarding the location of injured persons and availability of treatment facilities
- **Fire Suppression:** Evaluate fires or fire hazards and use resources to control and evacuate
- **Search and Rescue:** Appoint search and rescue teams and acquire transportation vehicles and equipment required for specific emergency
- **Utilities Survey and Stabilization:** Evaluate the condition of utilities and shutdown or restore as appropriate and able (i.e. gas, electricity, water, sewer)
- **Hazardous Materials Control:** Immediate responses—survey critical areas, evacuate and secure areas as needed. Identify hazards and contain materials as needed. Secondary responses—assess hazardous material spills and define procedures for cleanup
- **Campus Security:** Maintain order and secure facilities

Priority II: Life Support and Facilities Assessment

- **Full Facilities Survey:** Evaluate facilities for occupancy; identify and seal off contaminated areas
- **Shelter:** Identify usable structures and organize personnel moves as needed
- **Food & Drinking Water:** Identify supplies and establish distribution system
- **Sewer System:** Evaluate sewer system and identify resources that can be used
- **Communications:** Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services
- **Perishable Materials—Perishable & Temperature-Sensitive Substances:** Identify items and locations, evaluate conditions. Make assessment for relocation
- **Psychological Assistance:** Establish a system to deal with cases where counseling is needed
- The District EOC should report incident status and make resource requests to the Orange County EOC via WebEOC
- Support all reports of damage with photos and eventually cost estimates for repairs

Priority III: Restoration of Academic Program and General Operations

- **Academic Survey:** Contact academic departments and determine requirements to resume academic operations
- **Valuable Materials Survey:** Identify, survey, and secure valuable materials (e.g. books, manuscripts, other unique resources) on campus
- **Records Survey:** Identify, survey, and secure all campus records (e.g. operational and administrative records)
- **Administrative Services Survey:** Contact units and determine requirements to restore operations
- **Supplies and Equipment:** Develop system to renew flow of supplies and equipment from outside sources

Safety Officer

Vest Color:	Yellow
Function:	The Safety Officer's responsibilities include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations. Designated chemistry personnel may be assigned to assist the Safety Officer for chemical-related incidents.
Section Assignment:	Command/Management
Reports to:	Incident Commander

Activation

- ☐ Check in with the Incident Commander for a situation briefing
- ☐ Obtain necessary equipment and supplies from Logistics. (i.e., hard hat, vest or position identifier (if available), clipboard with job description sheet, radio)
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - o Messages received
 - o Actions taken
 - o Decision justification and documentation
 - o Requests filled

Operational Duties

- ☐ Monitor drills, exercises, and emergency response activities for safety
- ☐ Identify and mitigate safety hazards and situations
- ☐ Stop or modify all unsafe operations
- ☐ Ensure a safety message is communicated at all briefings
- ☐ Initiate preliminary investigation of accidents within the incident area
- ☐ Ensure that responders use appropriate safety equipment
- ☐ Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions

Deactivation

- ☐ When authorized by the Incident Commander, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Be prepared to provide input for the After-Action Report

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Public Information Officer

Vest Color:	Yellow
Function:	The PIO is responsible for developing and releasing accurate, timely, information about the incident to students, staff, and to other appropriate agencies and organizations as well as the news media,. The District PIO will be the lead PIO during multi-campus incidents.
Section Assignment:	Command/Management
Reports to:	EOC/CEOC Director

Activation:

- ☐ Check in upon arrival at the EOC/CEOC/Incident Command Post
- ☐ Report to the EOC/CEOC Director or Incident Commander and obtain a briefing on the situation
- ☐ Review your position responsibilities
- ☐ Obtain 2-way radio, position vest & hardhat from Logistics, if applicable
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings
- ☐ Keep all documentation to support the history of the event
- ☐ Ensure sufficient PIO personnel are assigned to maintain an initial two-shift operation

Operational Duties:

- ☐ Determine from Incident Commander (IC) if there are any limitations on public information and media releases
- ☐ Coordinate with any operating Joint Information Centers
- ☐ Establish a Media Center to coordinate press releases, manage press conferences, tours, and interviews
- ☐ Develop material for use in media briefings; work with Information Technology to get all press releases placed on the districts website
- ☐ Obtain the IC's approval of all media releases
- ☐ Monitor media reports about the incident
- ☐ Monitor media reports about issues near district sites, freeway damage, weather, etc. and provide this information to the Planning Chief for display
- ☐ Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information
- ☐ Prepare public information reports for the district and campus web sites
- ☐ Prepare news releases, employee bulletins, and the basic message for recorded messages
- ☐ Periodically, or as requested, provide media relations briefings to the Incident Commander
- ☐ Maintain current information summaries and/or displays on the incident and provide information on status of incident response operations to assigned personnel
- ☐ Establish a rumor control function if needed
- ☐ Ensure that all internal (employee) messages are consistent with external (media) messages
- ☐ Thoroughly brief your PIO staff relief at shift change time

Deactivation / Demobilization:

- ☐ Obtain authorization to deactivate the PIO functions from the EOC/CEOC Director.
- ☐ Release assistant staff when no longer required.
- ☐ Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Situation Analysis / Documentation Team. (These documents must be retained as legal records of the emergency response.)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Be prepared to provide input to the After Action Report

Liaison Officer

Vest Color:	Yellow
Function:	The Liaison Officer is the point of contact for assisting or cooperating agencies, such as the local Fire Department, Police or Sheriff, California Highway Patrol, American Red Cross, or public utility agencies. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.
Section Assignment:	Command/Management
Reports to:	Incident Commander

Activation

- ☐ Check in with the Incident Commander for a situation briefing
- ☐ Obtain necessary equipment and supplies from Logistics: hard hat, vest or position identifier (if available), clipboard with job description, & radio
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - o Messages received
 - o Actions taken
 - o Decision justification and documentation
 - o Requests filled

Operational Duties

- ☐ As Police and Fire arrive, brief them on the current situation; Give them a list of incidents and needs. Find out which incidents they will take responsibility for. Ask them if they will take over as Incident Commander or do they want to join together in a Unified Command
- ☐ Liaison and brief responding agency representatives on the current situation, priorities, and incident action plan
- ☐ Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans
- ☐ Provide periodic update briefings to agency representatives as necessary
- ☐ Sit in on all outside agency briefings and meetings; bring the Incident Commander with you, if available. If not, brief the Incident Commander on the outside agency response to the emergency and any requests for assistance for District resources

Deactivation

- ☐ When authorized by the Incident Commander, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Be prepared to provide input for the After-Action Report

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Operations Section

Overview

The Operations Section manages the tactical operations of various district-site and campus specific response elements involved in the emergency/disaster.

- ☐ Protect life and property
- ☐ Carry out the objectives of the EOC/CEOC Action Plan
- ☐ Ensure coordinated incident response

These response elements may include but are not limited to the following branches and field units:

Branches/Field Units:

- ☐ Safety/Security Branch
- ☐ First Aid Branch
- ☐ Facilities & Utilities Branch
 - ☐ Search & Rescue Teams
- ☐ Maintenance & Operations Branch
- ☐ Other Branches and Units may be added as needed

Objectives

The Operations Section is responsible for coordination of the district or campus response elements for the duration of the incident. The Operations Section is also responsible for carrying out the objectives of the EOC/CEOC Action Plan and will request additional resources as needed.

Campus Safety and Maintenance & Operations handle most of the field units. Not all field units will be needed in every emergency/disaster.

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Operations Chief

Vest Color:	Red
Function:	<p>The Operations Section Chief is responsible for managing all tactical operations at an incident. The Operations Chief initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & safety), and controls problems. Based on information obtained and resources available, the Operations Chief will establish appropriate branches to deal with the emergency, which can include:</p> <ul style="list-style-type: none"> ▪ Site Security ▪ Search and Rescue ▪ First Aid ▪ Student Care.
Section Assignment:	Operations
Reports to:	Incident Commander

Activation

- ☐ Check in with the Incident Commander for a situation briefing:
 - The type of emergency
 - Location of emergency and types of facilities involved
 - Size of area involved (limited area or campus wide)
 - Number and type of injuries/casualties
 - Access routes for emergency vehicles
 - Assistance required (e.g., medical, fire, Facility Services, environmental health and safety).
- ☐ Obtain necessary equipment and supplies from Logistics: hard hat, vest or position identifier (if available), clipboard with job description, & radio
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled

Operational Duties

First Priority/Consideration

- ☐ Number one priority is Life Safety. Determine if the following branches need to be activated:
 - FIRST AID BRANCH to set up and operate a First Aid Station for emergency triage or first aid
 - SEARCH & RESCUE BRANCH to search for and rescue injured and trapped persons
 - SAFETY/SECURITY BRANCH to evacuate people away from a danger zone
 - FACILITIES & UTILITIES BRANCH to check each building and utility on campus and post them safe, unsafe or limited entry. This branch should include an accountant type person to assess, track and document the costs of repairs of each building
 - Other BRANCHES as needed

Operations Section Chief - continued

- ☐ Authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards

Staffing Actions

- ☐ The Operations Chief must assign RSCCD employee supervisors for all volunteers and students. The Supervisors will work for the Operations Chief. They will be given very specific assignments, staffing, maps of the location where the work is to be performed, and the resources needed to do their assigned duties. Request staffing and resources from Logistics
- ☐ Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident
- ☐ Make requests to LOGISTICS for resources, which are needed or will be needed soon
- ☐ Work closely with Planning Section in the development of Incident Action Plan
- ☐ Hold briefing and planning meetings with your Branch/Unit Coordinators

Medical Actions

- ☐ Assign personnel to manage a First Aid Station
- ☐ Establish a First Aid Station
- ☐ Ensure that supplies are available
- ☐ Establish and implement procedures and priorities for First Aid, etc.
- ☐ Verify that emergency transportation has been called for severe cases; transport to the closest emergency receiving hospital
- ☐ District vans may need to be used to transport individuals to hospitals should ambulances not be available

Access Control Actions

- ☐ Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage.
- ☐ Shut down utilities, if presenting a possible hazard
- ☐ Ensure traffic control is established to provide access for emergency vehicles
- ☐ Establish and control assembly areas utilizing Floor Wardens
- ☐ Leave Building Captains free to report to the INCIDENT COMMANDER
- ☐ Deal with requests to re-enter buildings, coordinate with the INCIDENT COMMANDER

Resource Logistics Actions

- ☐ Request site food/water and other personnel support for response teams from the LOGISTICS CHIEF
- ☐ Plan for on-going operations if damage is severe or field activities appear to be extensive
- ☐ Coordinate with LOGISTICS, and the INCIDENT COMMANDER to plan for extended operations, especially during non-business hours

Recovery Actions

- ☐ Coordinate and direct the clean-up, salvage, and repair efforts for all facilities
- ☐ Provide information and recommendations to PLANNING for the After-Action Report
- ☐ Support the OES/FEMA DOCUMENTATION files with photographs and source documents; time records, field notes, etc.

Additional Items

- ☐ Schedule breaks and reassign staff within the section as needed
- ☐

Operations Section Chief - continued

- ☐ Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities
- ☐ Ensure all fiscal and administrative requirements are coordinated through the Finance / Administration Section
- ☐ Provide a Notification of any emergency expenditures

Deactivation

- ☐ When authorized by the Incident Commander, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with the Timekeeper. Return equipment and reusable supplies to Logistics. Leave a phone number you can be reached with the Timekeeper

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Safety/Security Branch

Vest Color:	Red
Function:	Campus Safety will provide assistance with life threatening tasks: campus warnings, immediate evacuation of hazardous areas, and rescue. In addition, Campus Safety will provide for traffic control, access containment, and property protection.
Section Assignment:	Operations
Reports to:	Operations Chief

Activation

- ☐ Check in with the Operations Chief for a situation briefing
- ☐ Obtain necessary equipment and supplies: hard hat, vest or position identifier (if available), clip board with job description, flashlight & radio
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - o Messages received
 - o Actions taken
 - o Decision justification and documentation
 - o Requests filled

Operational Duties

- ☐ Provide a rapid warning to the campus community of hazards or dangers
- ☐ Assist with clearing and closing buildings following an earthquake
- ☐ Evacuate people from potential or existing danger
- ☐ Close off areas and controlling access (limited or no access)
- ☐ Route fire, rescue, and police, as appropriate
- ☐ Traffic control
- ☐ Protect property

If Assigned To Warn the Campus of Danger

- ☐ Determine who needs to be warned
- ☐ Clarify the message that will be given out. If the message deals with evacuation from an area, BE SPECIFIC WHERE YOU WANT PEOPLE TO GO
- ☐ Determine the method for giving the warning, (In person, by going to specific locations, P.A. announcements, BlackBoard Connect, etc.)
- ☐ Prepare and disseminate the message

If Assigned To Clear & Close Buildings Following an Earthquake

- ☐ Make sure the plan identifies all building(s) to be searched and closed
- ☐ Obtain safety instructions for damaged buildings (How to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.)
- ☐ Establish a procedure for clearing injured persons from the building
- ☐ Provide each team with materials to post "Building Closed" signs

Safety/Security Branch - Continued

If Assigned To Evacuate an Area or the Entire Campus

- ☐ Plan should include:
 - Assembly Areas and safe exit routes
 - Traffic control devices, barricades, and signs
 - Accommodations for relocating the physically impaired
 - If applicable, consult with Child Development Center to determine needs for evacuation of children and/or reunification staging area for parents and guardians to respond for pick-up.
 - Consult with Shelter Branch for support resources for staging areas should they be occupied for extended periods

If Assigned to Search or Assist Persons Injured or Trapped

- ☐ Obtain safety instructions for damaged buildings (How to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.)
- ☐ Search assigned areas, according to the established pattern
- ☐ Check each building ensuring complete evacuation. Make a note of unsafe conditions and areas
- ☐ Remove any trapped or injured persons, according to established procedures. Assist the injured to the FIRST AID CENTER. Send for help if the person cannot be safely moved

NOTE: If there is structural damage to the building or severe hazards (electrical, fire, hazardous materials, etc. Advise the Operations Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake damaged buildings which may fully collapse during aftershocks.

If Assigned to Close off Areas and/or Control Access

- ☐ Determine the type of control of persons and vehicles into and out of the area.
 - NO ACCESS
 - All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis
 - LIMITED ACCESS
 - Allows persons into closed area according to criteria established by the Operations Chief. Persons entering must abide by the policies established in order to gain entry.
 - Direct the placement of barricades, traffic control devices, and signs
 - Establish an entry system
 - Establish and staff control points
- ☐ Direct all media requests for information to the Public Information Officer

Deactivation

- ☐ When authorized by the Operations Chief, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response.)
- ☐ Sign-out with timekeeping
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Be prepared to provide input for the After-Action Report

Facilities Branch Director

Vest Color:	Red
Function:	Inspect campus structures, facilities and grounds for damage, obstructions, and utility infrastructure failures. Prioritize assessments for essential repair operations and perform emergency debris clearance.
Section Assignment:	Operations
Reports to:	Operations Chief

Activation

- ☐ Check in with the Operations Chief for a situation briefing
- ☐ Obtain necessary equipment and supplies: hard hat, work gloves, master keys, vest or position identifier (if available), and clipboard with job description, flashlight, dust masks, caution tape, shut-off tools for gas & water & a 2-way radio
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - o Messages received
 - o Actions taken
 - o Decision justification and documentation
 - o Requests filled

Operational duties:

- ☐ Assign field teams to survey campus structures and grounds for damage, hazards and debris problems and report findings to the Incident Commander
- ☐ Ensure staff work safety and they take no action that will endanger themselves or others
- ☐ Ensure detailed lists and logs of damage are maintained. This documentation should include detailed written descriptions and both still photographs and videotape
- ☐ Check gas meter and, if gas is leaking, shut down the gas supply
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by Command Post.
- ☐ Post yellow caution tape around damaged or hazardous areas
- ☐ Do not repair damaged areas until full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety
- ☐ Field teams should be directed to check for and report chemical and electrical hazards as soon as possible
- ☐ Periodically, or as requested, update the Incident Commander on damage status and information reported by field personnel
- ☐ Determine resources required for emergency repairs and debris clearance
- ☐ Coordinate and arrange for contractor assistance and services through the Purchasing Branch Coordinator
- ☐ The campuses and district office will conduct preliminary damage assessments of their facilities and post signs on structures that are determined to be CLOSED or UNSAFE. These structures will be blocked off so no one can enter them. A guard may have to be posted to keep out unauthorized personnel.

Facilities & Utilities Branch Coordinator Checklist (continued)

- ☐ Periodically, or as requested, provide the Operations Section Chief, Finance Section Chief and the Incident Commander with updated information on estimated damage/loss costs to District/Campus structures and facilities
 - ☐ In the event of earthquakes, multiple structural assessments may be required following aftershocks
- ☐ The District EOC will assign someone to collect and maintain all damage reports and work with FEMA
 - o Have him/her collect all damage information from all sites
 - o Estimate the damage/repair costs
 - o Work with FEMA for a Preliminary Damage Assessment meeting and tour
 - o Once FEMA approves reconstruction and/or repairs, the district will manage the FEMA claim
- ☐ A second evaluation may need to be done on buildings that are questionable structural integrity, request a more qualified individual
- ☐ Following earthquakes that cause extensive, visually observable damage, all structures to be Red-Tagged until cleared by structural engineers
- ☐ If insufficient support staff available, request volunteer support through the Staffing Branch Coordinator
- ☐ Determine status and availability of hand tools and heavy equipment for debris removal and minor facility repair
- ☐ In the event of flooding, assign personnel to assist in moving critical equipment and material from endangered areas to upper floors or high ground
- ☐ In the event of flooding or potential flooding conditions, ensure affected or at risk electrical systems that could present a hazard, are shut down
- ☐ In the event of directives to close the District/Campus, assign personnel to shut down utility systems.
- ☐ If necessary, assign personnel to assist Campus Safety staff in building to building contacts and notification (alerting and warning) of campus evacuation
- ☐ Once cleared, buildings should be secured and marked

Deactivation

- ☐ When authorized by the Operations Chief, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Be prepared to provide input for the After-Action Report

Search & Rescue Team Leader

Vest Color:	Red
Function:	Coordinate and assist in the location and removal of persons trapped in damaged or collapsed structures or other locations.
Section Assignment:	Operations
Reports to:	Operations Chief

Search & Rescue Team leaders are made up of Maintenance & Operations personnel and other staff as needed.

- ☐ **Safety Rules:**
- ☐ Use the buddy system: Assign a minimum of 2-4 persons to each team, if you have radios. Assign a 3rd person as a runner – if no, take no action that might endanger you or others!
- ☐ Do not work beyond your expertise
- ☐ Use appropriate safety gear
- ☐ Size up the situation first
- ☐ Follow all operational and safety procedures
- ☐ Priority #1: Go to the location where the trapped and/or injured person(s) were reported to be. Rescue the lightly trapped before conducting more difficult rescues. If someone requires expertise beyond your training, request Fire Department personnel.
- ☐ Priority #2: Do a building-by-building, methodical search to ensure no one was left behind. (Trapped and injured victims have an 80% chance of survival if rescued and taken to professional medical facilities within the first 24 hours.)

Activation

- ☐ Check in with the Operations Chief for a situation briefing
- ☐ Activate Search & Rescue personnel and have them report to the Command Post Obtain necessary equipment and supplies: hard hat, work gloves, master keys, vest or position identifier (if available), and clipboard with job description, flashlight, dust masks, caution tape, shut-off tools for gas & waster & a 2-way radio
- ☐ Have them line up just outside the Command Post, outfitted and ready to be assigned into teams
- ☐ Conduct a radio test before you leave the Command Post or leave a cell phone number with Planning
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - ☐ Messages received, Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled

Search & Rescue Team Leader (continued)

Operational Duties

- ☐ Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment
- ☐ Record names and assignments before deploying teams
- ☐ Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team
- ☐ Remain at the Command Post in radio contact with S&R Teams
- ☐ Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room or building is reported clear, mark a "C" on the map
- ☐ If injured students are located, consult the Operations Section Chief for response. Utilize Transport teams, or send a First Aid Team. First Aiders should stay at the First Aid Station and injured should be brought to the First Aid Station. The first thing the Search & Rescue Team do is a quick medical assessment of the patient before moving them.
- ☐ Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map
- ☐ Coordinate rescue operations with the First Aid Branch to ensure injured rescuees receive appropriate care

- ☐ All rescued survivors should be medically triaged to ensure their welfare
 - Notify the Command Post of any fatalities
 - Mark the location of fatalities. When feasible, cover but do not remove unless deemed necessary for health reasons or other compelling reasons
- ☐ Carefully assess and/or prohibit the use of volunteer rescue workers in extremely hazardous conditions, i.e., fires, hazardous materials incidents, severely damaged or completely collapsed structures
- ☐ Coordinate with the Care and Shelter Branch for the establishment of a Reception Area for reuniting rescued persons and families
- ☐ Keep radio communication brief and simple. No codes

Deactivation

- ☐ When authorized by the Operations Chief, deactivate the unit and close out all logs. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Be prepared to provide input for the After-Action Report

Search & Rescue Team

Vest Color:	Red
Function:	Location and remove persons trapped in damaged or collapsed structures or other locations.
Section Assignment:	Operations
Reports to:	Search & Rescue Team Leader

Safety:

- ☐ Use the buddy system: Ensure that each team has been assigned a minimum of 2 persons
- ☐ Take no action that might endanger yourself or others. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first
- ☐ Follow all operational and safety procedure.

Activation

- ☐ Check in with the Search & Rescue Team Leader for a situation briefing
- ☐ Obtain necessary equipment and supplies. The Search & Rescue Bags in the storage locker have safety supplies for a 3-person team: hard hats, work gloves, vests, clipboard with job description, flashlights, dust masks, caution tape, pry-bar, and shut-off tools for gas & water and first aid supplies

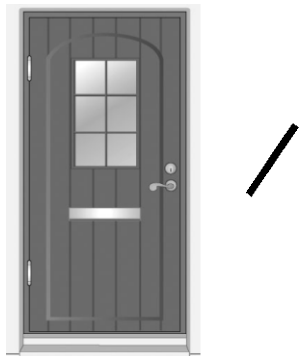
Operational Duties

- ☐ Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible
- ☐ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. If you are in doubt about your safety, DO NOT ENTER!
- ☐ If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, complete the slash to form an "X" on the door. Report by radio to the Command Post that the room has been cleared (e.g. "Room A-123 is clear.")
- ☐ When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.
- ☐ Record the exact location of damage and triage tally (I=immediate, D=delayed,) on the map and report the information to the Command Post
- ☐ Keep radio communication brief and simple. Do not use codes

Deactivation

- ☐ When authorized by the Search & Rescue Team Leader, deactivate. Make sure that all records, logs, reports, photographs, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Return equipment and reusable supplies to Logistics

Mark a “/” on the door when you enter and an “X” when you exit so others will know if you are inside or if the search is complete.



First Aid Team Leader

Vest Color:	Red
Function:	The First Aid Team Leader is responsible for providing emergency first aid to the campus community and ensuring that appropriate actions are taken in the event of deaths. Coordinates the need for Mental Health services to provide counseling for response workers.
Section Assignment:	Operations
Reports to:	Operations Section Chief

First Aid Teams are led by Health Center personnel and supported by EMT Instructors and students, as well as any medically trained personnel on site where available.

The Health Centers will be used for first aid unless an incident like a major earthquake drives the operation outside until buildings can be evaluated. Where there are no Health Centers, use either a large room or in an earthquake an outside open area. Once buildings have been evaluated, you may want to consider moving the operation indoors.

Activation

- ☐ Check in with the Operations Chief for a situation briefing
- ☐ Determine the probability of outside emergency medical support and transport assistance
- ☐ Assess available inventory of supplies and equipment
- ☐ Initiate call out for support staff as appropriate
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Maintain a log of your activities

Operational Duties

- ☐ Oversee the assessment, care, treatment and transport of patients to hospitals
- ☐ If the Health Center is unusable because of severe damage or hazards, advise the Operations Section Chief and determine an alternate location for first aid treatment. If an earthquake has occurred, you may need to move outside to an open space area
- ☐ Set up alternate first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles.
- ☐ Establish a point of entry ("**Triage**") into the treatment area
- ☐ Establish "**Immediate**," "**Delayed**" and "**Minor**" treatment area
- ☐ Set up a separate psychological first aid area if staff levels are sufficient
- ☐ Make personnel assignments. If possible, assign a minimum of two people to **Triage**, two to **Immediate** treatment, two to **Delayed** treatment, two to **Minor** and two to psychological treatment
- ☐ Review safety procedures and assignments with personnel. Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient
- ☐ Organize and coordinate Triage Teams. Ensure briefings of First Aid Branch staff include:
 - o Triage guidelines
 - o Addressing/stopping of severe bleeding
 - o Tagging the injured using Triage Tags

First Aid Team Leader (continued)

- Patient tracking
 - Transport guidelines (when to transport, what resources are available to transport, where to load patients and what to do if ambulances are not available)
 - Identification and handling of fatalities
- ☐ Periodically report to the Command Post:
 - Advise the **Operations Chief** of the status First Aid Area (overloaded, running out of supplies, etc.)
 - Advise them of the numbers of injured and deceased. Have a runner take a list of individuals in the First Aid area **Planning Section** and update periodically
 - Advise them of staffing needs and what types of expertise are needed
 - Provide them with a list of supply needs (Order these items *long* before you need them)
- ☐ Determine ongoing needs and communicate with the Operations Chief:
 - Portable generators
 - Emergency radios
 - Food and water supplies for victims and staff
 - Additional personal protective equipment
 - Additional medical supplies
- ☐ Ensure accurate and detailed records, logs and tracking information are maintained on patients
- ☐ Ensure you note where patient was taken if transported (what hospital)
- ☐ Coordinate debriefing/crisis counseling for response workers with local or county Mental Health personnel. Determine if Student Health Center psychologist or psychiatrist can provide assistance
- ☐ Make sure that accurate records are kept
- ☐ Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics
- ☐ If needed, request additional personnel from Logistics
- ☐ Brief newly assigned personnel
- ☐ Report deaths immediately to the Operations Section Chief
- ☐ Keep the Operations Section Chief informed of the overall status
- ☐ Set up a morgue, if necessary, in a cool, isolated, secure area;
- ☐ Stay alert for communicable diseases, isolate appropriately and ensure personal protective equipment is worn by all personnel
- ☐ Consult with the Student Care Director regarding health care, medications, and meals for students with known First Aid conditions (e.g., diabetes, asthma, etc.)

Deactivation

- ☐ When authorized by the Operations Chief, deactivate the unit and close out all logs. Make sure that all records, logs, reports, and other documents are completed and given to the Documentation Team. (These documents must be retained as legal records of the emergency response)
- ☐ Have all units sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Properly dispose of contaminated first aid supplies
- ☐ Be prepared to provide input for the After-Action Report

Equipment/ First aid supplies.

- ☐ Job description clipboards
- ☐ Stretchers

- ☐ Vests, if available
- ☐ Tables and chairs
- ☐ Colored tarps, triage tags, signs (Triage, Immediate, Delayed, Minor Treatment Areas)
- ☐ Staff and student medication from the Health Office
- ☐ Forms:
 - ☐ Notice of First Aid Care
 - ☐ First Aid Treatment Victim Log
 - ☐ Masking tape
 - ☐ Marking pens
 - ☐ Blankets
 - ☐ Quick reference First Aid guides

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First Aid Team

Vest Color:	Red
Function:	Provide appropriate emergency first aid to patients.
Section Assignment:	Operations
Reports to:	First Aid Team Leader

Activation

- ☐ Check with the First Aid Team Leader for assignment
- ☐ Obtain and wear personal safety equipment including latex gloves

Operational Duties:

- ☐ Administer appropriate first aid
- ☐ Maintain accurate records of care given
- ☐ Continue to assess victims at regular intervals
- ☐ Report deaths immediately to the First Aid Team Leader
- ☐ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—do not send any records with the victim
- ☐ A student's emergency card must accompany each student removed from campus to receive advanced First Aid Branch attention. Send an emergency out-of-area phone number, if available

Triage Entry Area:

- ☐ The triage area should be staffed with a minimum of two trained team members, if possible
- ☐ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess if not tagged
- ☐ Second team member logs victims' names on form and sends the forms to the Command Post as completed

Treatment Areas ("Immediate, Delayed and Minor")

- ☐ Treatment areas should be staffed with a minimum of two team members per area, if possible
- ☐ One member completes secondary head-to-toe assessment
- ☐ Second member records information on the triage tag and on-site treatment records
- ☐ Follow categories: Immediate, Delayed, Minor, Dead
- ☐ When using the two-way radio, do not use the names of the injured or dead

Deactivation

- ☐ When authorized by the First Aid Team Leader, deactivate. Make sure that all records, logs, reports, and other documents are completed and given to the Documentation Team.
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached
- ☐ Clean up first aid area. Dispose of hazardous waste safely
- ☐ Return equipment and reusable supplies to Logistics

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Morgue

Vest Color:	Red
Function:	Provide appropriate care for the dead.
Section Assignment:	Operations
Reports to:	First Aid Team Leader

Activation

If directed, set up a morgue area. Verify:

- ☐ Tile, concrete, or other cool floor surface
- ☐ Accessible to Coroner's vehicle
- ☐ Remote from the assembly areas
- ☐ Security: Keep unauthorized persons out of the morgue
- ☐ Maintain a respectful attitude

Operational Duties:

After pronouncement or determination of death:

- ☐ Confirm that the person is actually dead
- ☐ Do not move the body until directed by the Command Post
- ☐ Do not remove any personal effects from the body. Personal effects must remain with the body at all times
- ☐ Photograph the body and surrounding areas. Let whoever photographs the body know who to send it to and tell them to delete the photo immediately and not share with anyone ever
- ☐ As soon as possible, notify the First Aid Team Leader, who will notify the Command Post who will contact law enforcement authorities of the location and, if known, the identity of the body. Law enforcement personnel will notify the Coroner
- ☐ Keep accurate records and make them available to law enforcement and/or the Coroner when requested
- ☐ Write the following information on two tags:
 - o Date and time found.
 - o Exact location where found.
 - o Name of decedent if known.
 - o If identified—how, when, by whom.
 - o Name of person filling out tag.
- ☐ Attach one tag to body
- ☐ If the Coroner's Office will not be able to pick up the body soon, place the body in a plastic bag and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move the body to the morgue (a secure, cool location)
- ☐ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body

Deactivation

- ☐ After all bodies have been picked up, close down the Morgue
- ☐ Sign-out with timekeeping; Leave a phone number where you can be reached

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TO BE DEVELOPED AT A LATER DATE

Shelter Team Leader	
Vest Color:	Red
Function:	
Section Assignment:	Operations
Reports to:	Operations Chief

Activation

- ☐ Check in with the Operations Chief for a situation briefing.
- ☐ Obtain necessary equipment and supplies: hard hat, work gloves, master keys, vest or position identifier (if available), and clipboard with job description, flashlight, dust masks, caution tape, shut-off tools for gas & water & a 2-way radio
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Take no action that might endanger you or others
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled

Operational Duties

- ☐ Recommend to the Operations Chief which facility will be used as the shelter
- ☐ Contact the Red Cross and see if they can open and operate the shelter

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Planning Section

Overview

The Planning/Intelligence Section's (Planning Section) primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This section functions as the primary support for decision-making to the overall emergency organization. This section also provides anticipatory appraisals and develops incident action plans necessary to cope with changing field events.

Objectives

The Planning Section ensures that situation status, resource status, safety/damage assessment and any other relevant information is compiled, assembled and reported in an expeditious manner to the various EOC/CEOC sections, appropriate affected cities, and the Operational Area. The Planning Section is also responsible for the detailed recording (Documentation Unit) of the incidents and response resources and the preservation of these records during and following the emergency/disaster. The Planning Section will accomplish the following specific objectives during a disaster/emergency:

- Collect all incident information (Situation Status)
- Record all resources assigned to an incident; document check out and check in times
- Document safety/damage assessment facility information for future FEMA claims
- Display incident and operational information in the Incident Command Post, CEOC, or District EOC (wherever assigned) using maps and visual aids
- Disseminate intelligence information to the level above yours (Incident Command Post to CEOC; CEOC to District EOC; District EOC to Orange County Operational Area EOC) Map the incidents
- Prepare summary safety/damage assessment reports for dissemination to CEOC/District EOC affected cities, Operational Area, State OES, and FEMA
- Prepare required reports identifying the extent of damage and financial losses
- Determine the District/Campus post-event condition
- Provide Planning support to other EOC/CEOC sections
- Ensure accurate recording and documentation of the incident
- Prepare the District/Campus Incident Action Plans (explanation follows)
- Prepare the District/Campus After Action Report
- Prepare a post-disaster recovery plan
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use as well as State OES and FEMA filing requirement
- Acquire technical experts for special interest topics or special technical knowledge subjects

Incident Action Planning

Incident Action Plans are an essential part of SEMS and NIMS at all levels. Incident action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives

Incident Action Plans

Action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives
 - What are the ways in which we can achieve the objectives?
 - How do the strategies compare in safety, speed, environmental impact, cost, etc.?
 - Is current resource availability a limiting or dictating factor in strategy selection?
- Tactics appropriate to the selected strategy. Given a selected strategy, what are the specific tactics necessary to implement the strategy?
- The kinds and number of resources to be assigned determined by the tactics to be used
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance functions.
- A communications plan
- Safety messages

Attachments may include:

- ICS 201
- Incident Objectives
- Current Organization Chart
- Incident Map of impact area
- Resource Requests/Task Assignments
- Communications Plan
- Medical Support Plan
- Key Facilities
- Weather Forecast

Planning Section Chief

Vest Color:	Blue
Function:	This position is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. The Planning Chief also develops incident action plans necessary to cope with changing field events.
Section Assignment:	Planning
Reports to:	Incident Commander

Activation

- ☐ Check in with the Incident Commander for a situation briefing
- ☐ Obtain necessary equipment and supplies from Logistics
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Open and maintain accurate and detailed section logs

Operational Duties

- ☐ Assume the duties of all Planning Section positions until staff is available and assigned
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists

Communications and Coordination

- ☐ When at a Command Post, set up communications to the CEOC to provide information and request operational and logistical support for lifesaving operations
- ☐ When in the CEOC, set up communications with the Incident Command Posts to collect information and provide operational and logistical support for lifesaving operations AND to the District EOC to provide information and request resources
- ☐ When in the District EOC, set up communications with the CEOCs to collect information and provide operational and logistical support for lifesaving operations
- ☐ When in the District EOC, set up WebEOC to report to and request resources from the Orange County Operational Area EOC AND to the CEOCs to collect information and resource requests
- ☐ Develop an updated Incident Action Plan each operational period (usually 12 hours) and submit to the Incident Commander for approval
- ☐ Maintain current situation status at all times. The following information should be collected and displayed:
 - o Data regarding injuries, casualties, etc., from First Aid Branch
 - o Status of facilities (damage, utilities failures)
 - o Property damage (estimated dollar loss)
 - o Outside agencies/mutual aid (called, arriving, in-place)
 - o Road conditions
 - o Weather conditions (present and pending)
 - o Shelters activated or needed
- ☐ Develop information that will help to determine if protective action is needed, including the closure of the campus and/or cancellation of classes. Assist the EOC Director and EOC staff in developing recommendations to the campus President regarding protective actions

- ☐ Inquire about status of transportation routes, utilities, using television, radio broadcasts, and FACILITIES & UTILITIES BRANCH information
- ☐ Prepare a Situation Report on the status of the emergency. Provide a copy to the Public Information Officer (PIO) for their use in briefing the media
- ☐ Based upon raw data, prepare briefings and recommendations for the Policy Group. Key considerations are:
 - Nature and scope of the emergency
 - Response capability
 - Threat to life and property
 - Damage assessment data, expressed in dollar amounts
- ☐ Make analysis available for operational and recovery planning, policy making, and development of public information materials
- ☐ If district buildings are damaged or safe occupancy must be verified, arrange for building inspectors to inspect buildings and to placard inspections and occupancy status on buildings,
- ☐ Identify and recommend immediate repair and construction projects
- ☐ Give information to Finance/Administration Section for preparing consolidated damage reports, including dollar amounts, for the District Office, OA, State Chancellor's Office, and for transmittal to State OES
- ☐ Obtain damage estimates from the FACILITIES & UTILITIES BRANCH Coordinator function for the purposes of applying for state and federal aid, and other financial assistance programs
- ☐ Coordinate with Logistics Section to maintain resource status system indicating current location and status of all resources and maintenance of a master list of all resources
- ☐ Evaluate all data for accuracy, clarity, relevance, timeliness, and believability
- ☐ Prepare situation reports that provide a rapid evaluation of the type of occurrence, types and extent of damage, and impact of the damage and availability of resources
- ☐ Prepare and maintain of visual displays, charts and maps, (to include organization chart of the EOC/CEOC/field members involved in the emergency, impacted areas and damage incurred, and resource allocation and deployment)
- ☐ Prepare periodic predictions as requested and anticipate events for the most efficient disaster response (e.g., timely requests for resources, mutual aid, and state and federal assistance; timely issuance of emergency public information)
- ☐ Anticipate events for the most efficient disaster response (e.g., timely requests for resources, mutual aid, and state and federal assistance; timely issuance of emergency public information)
- ☐ Maintain and communicate disaster data with the local cities, District, and Operational Area.
- ☐ Obtain/attend situation briefings
- ☐ Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs
- ☐ Ensure all Situation Analysis functions and personnel are prepared for the possibility of continuous 24-hour operation
- ☐ Brief your relief at shift change time
- ☐ Develop a recovery plan
- ☐ Keep records/logs of calls, assignments and actions

Deactivation

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that the closing tasks of all Planning Section positions have been accomplished
- Return equipment and reusable supplies to Logistics
- ☐ Sign-out with Timekeeping; Leave a phone number where you can be reached

Documentation

Vest Color:	Blue
Function:	This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.
Section Assignment:	Planning
Reports to:	Planning Section Chief

Activation

- ☐ Check in with the Planning Section Chief for a situation briefing
- ☐ Obtain necessary equipment and supplies from Logistics
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel timekeeping records

Operational Duties

- ☐ Begin documenting the history of EOC/CEOC activities
- ☐ Establish EOC/CEOC documentation filing system
 - o Declarations
 - o OA Jurisdiction Activation forms
 - o Situation Reports
 - o News Releases
 - o Briefings
 - o Emergency Alert System
 - o Letters/memos
 - o Road Closures
 - o Weather Reports
 - o Message Forms
- ☐ Maintain a time log of the incident, noting all actions and reports
- ☐ Record content of all radio communication with the district Emergency Operations Center (EOC).
- ☐ Record verbal communication for basic content
- ☐ Document all damage via photographs or video recording
- ☐ Photograph the Situation Status Board on a regular basis
- ☐ Follow-up with the Safety Officer to ensure work comp injuries are documented
- ☐ Document overall activities on the activity logs and status boards.
- ☐ Maintain master copies of messages and activity logs
- ☐ Maintain accurate, up to date, EOC/CEOC activity files
- ☐ Maintain storage of EOC/CEOC files for legal, analytical and disaster recovery and historical purposes.
- ☐ Supervise the development of summary reports, briefings, etc.
- ☐ Assist with the development of the Incident Action Plan
- ☐ Review records for accuracy and completeness
- ☐ Provide information to the EOC/CEOC Director for report to District and/or OA. Coordinate information with Finance/Administration staff

Documentation Section - continued

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—**they are legal documents.**

Deactivation

- ☐ Collect and file all paperwork and documentation from deactivating sections
- ☐ Securely package and store these documents for future use
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Check out with Timekeeping; Leave a phone number where you can be reached

Incident Action Plan (IAP)

- An IAP is a document used to record incident strategy and tactical actions. An IAP contains:
 - Overall incident status / strategy.
 - Specific strategic objectives.
 - Assignment of responsibility for each objective.
 - Date and time of next operational period.

The Plan may be oral or written

What are your incident priorities? They most commonly include:

- Life safety.
- Incident stabilization.
- Property and equipment preservation.
- Return to business-as usual.

Developing SMART objectives

- Specific - Does the objective state explicitly what is to be done, and define a key result?
- Measurable - Can you determine if you are meeting the objective or not?
- Achievable - Are you able to attain the objective?
- Realistic - Can you achieve the objective in a reasonable manner and timeframe?
- Time - Have you stated the time period in which the objective will be accomplished?

Action verbs are observable and communicate the intent of what is to be attempted:

- | | | |
|-----------|---------------|-------------|
| • Plan | • Assess | • Review |
| • Conduct | • Install | • Provide |
| • Develop | • Select | • Order |
| • Produce | • Investigate | • Evaluate |
| • Revise | • Map | • Determine |

“Buckets” help focus objectives.

People

- Account for all staff
- Determine need for EAP Services
- Notify emergency contact of employees affected.

Facilities

- Conduct an initial damage assessment
- Contact contractors
- Appoint a liaison to work with ER responders

Technology

- Conduct and initial assessment
- Forward phones to recorded message

Communication

- Create a Press Release
- Create a message to employees
- Communicate status with key stakeholders
- Update website
- Create employee hotline

Assign objectives. An unassigned objective means no one is responsible to get it done.

Determine Operational Period. Establish how long will you work on the objectives before the planning team needs to stop and assess status and progress.

Sample Incident Action Plan

Operational Period

12:00pm - 2:00pm

Date Prepared:

5/16/2016

Time prepared:

12:00pm

	Current Objectives	Assigned To:
People	Account for all staff	Bob
	Determine need for EAP Services	Bob
	Notify emergency contact of employees affected.	Don
Facilities	Conduct an initial damage assessment	Mark
	Contact contractors	Mark
	Appoint a liaison to work with ER responders	Kevin
Technology	Conduct and initial assessment	Lee
	Forward phones to recorded message	Lee
Communication	Create a Press Release	Mary
	Create a message to employees	Mary
	Communicate status with key stakeholders	Mary
	Update website	Tom
	Create employee hotline	Tom
	Send out message via Blackboard	David
Other		

Incident Action Plan

Operational Period _____

Date Prepared: _____

Time prepared: _____

	Current Objectives	Assigned To:
People		
Facilities		
Technology		
Communication		
Other		

Logistics Section Overview

Overview

The Logistics Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using both District/Campus and outside facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as normal operations unless authorized by the District/Campus EOC/CEOC Director or the District's Chancellor.

The logistics elements may include but are not limited the following branches and/or units:

- Food & Water
- Personnel
- Supply/Purchasing
- Transportation
- Information Technology and Communication

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during an emergency/disaster:

- Collect information from other sections to determine needs and to prepare for expected operations
- Coordinate provision of logistical support with the EOC/CEOC Director
- Prepare required reports identifying the activities performed by the Logistics Section
- Determine the District/Campus logistical support needs and plan for both immediate and long-term requirements

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Logistics Section Chief

Vest Color:	Orange
Function:	Ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
Section Assignment:	Logistics
Reports to:	Incident Commander

Activation

- ☐ Check in with the Incident Commander for a situation briefing
- ☐ Open the supplies container or other storage facility
- ☐ Put on position identifier, such as a vest, if available
- ☐ Begin distribution of supplies and equipment as needed
- ☐ Ensure that the Command Post and other facilities are set up as needed
- ☐ Meet with Communications Branch Coordinator and obtain briefing on on-site and external communications capabilities and restrictions. Establish procedures and priorities for use of telecommunications and radio systems
- ☐ Find out what freeways, highways, bridges, etc. are closed and make alternate plans so resources can be easily moved from one campus to another and from suppliers to district sites
- ☐ Determine likely future logistics needs for resources and personnel
- ☐ Review the responsibilities for the branches and units in your section
- ☐ Activate organizational elements as needed and designate coordinators
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning

Operational Duties

- ☐ **Assume the duties of all Logistics positions until staff is available and assigned**
- ☐ Ensure section logs and files are maintained
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the checklists.
- ☐ Provide staffing and resources for the Staging Area, Sanitation Area, Feeding Area, Press Conferences, and other facilities or operations, as needed
- ☐ Maintain security of the cargo container, supplies and equipment
- ☐ Consider assigning someone to inventory available campus vehicles for use in the emergency and consider moving them to one central location
- ☐ Maintain current displays associated with your section. Ensure information reports or displays are clear and understandable

Recovery Phase

- ☐ Determine the need for and scope of employee assistance and provides support services to employees and their families as needed. (Employee assistance may include providing counseling; establishing community links for special childcare, elderly care, or shelter provisions; and/or arranging travel accommodations for employees reporting to remote locations)

Deactivation

- ☐ At the Incident Commander's direction, deactivate the section and close out all logs
- ☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies
- ☐ Check out with Timekeeping; Leave a phone number where you can be contacted

Food / Water / Sanitation

Vest Color:	Orange
Function:	This unit is tasked with filling all requests for food and potable water for all personnel unable to leave tactical assignments. This includes determining the number of personnel to be fed, ordering food and obtaining ground transportation to pick up and deliver food to personnel.
Section Assignment:	Logistics
Reports to:	Logistics Section Chief

Activation

- ☐ Check in with the Logistics Section Chief for a situation briefing
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning

Operational Duties

- ☐ Deploy personnel as requested by the Incident Commander
- ☐ Inventory available food & water supplies
- ☐ The Food Unit determines food and water requirements; plans menus, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns
- ☐ Efficient food service is important, but especially so for any extended incident. The Food Unit must be able to anticipate incident needs, both in terms of the number of people who will need to be fed and whether the type, location, or complexity of the incident indicates that there may be special food requirements
- ☐ When normal water and sanitation facilities are unavailable, consider the following planning guidelines:
 - o (1) Toilet per (40) persons.
 - o (1) Qt. of drinking water (minimum per person, per day).
 - o (2,500 calories per person per day. (Approximately 3.5 lbs. of unprepared food).
- ☐ Potable water can be drained from water heaters around campus. Coordinate with Maintenance if needed
- ☐ Portipotties may be needed at each Incident Command Post, CEOC, District EOC and work site. Determine how many will be needed and order them
- ☐ Provide logistical support and staffing for Staging Area, Sanitation Area, Feeding Area, and other facilities as needed

Deactivation

- ☐ At the Logistic Section Chief's direction, close out all logs and turn them in to Documentation.
- ☐ Return all equipment and supplies
- ☐ Check out with Timekeeping; Leave a phone number where you can be contacted

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Staffing Leader

Vest Color:	Orange
Function:	This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident
Section Assignment:	Logistics
Reports to:	Logistics Section Chief

Activation

- ☐ Check in with the Logistics Section Chief for a situation briefing
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Open three logs to list staff, volunteers, and students who are awaiting assignment
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning
- ☐ Make sure you have the proper California Disaster Service Worker forms for all volunteers/students to fill out prior to being assigned. When in a proclaimed Local Emergency, these workers can be covered by State Workers Compensation Insurance if registered properly

Operational Duties:

- ☐ Deploy personnel as requested by the Incident Commander
- ☐ Contact Section Chiefs and determine the number of personnel needed and skills required
- ☐ Perform an incident assessment with regards to personnel staffing. Coordinate with Section Chiefs on the best procedure for shift assignments for District/Campus staff
- ☐ The Operations Chief must assign RSCCD employee supervisors for all volunteers and students. The Supervisors will work for the Operations Chief. They will be given very specific assignments, staffing, and the resources needed to do their assigned duties
- ☐ Maintain master file of shift schedules and work assignments submitted by Section Chiefs for their respective staffs
- ☐ Establish a pool of available volunteers
- ☐ Establish a staging area for volunteers to be temporarily located while awaiting assignments.
- ☐ Personnel priorities should be based on greatest health and safety needs
- ☐ Maintain records of all volunteer work assignments
- ☐ Instruct volunteers to report back to staging area upon completion of assignment
- ☐ Debrief volunteers after assignments to obtain information on possible operational improvements
- ☐ Coordinate with Care, Shelter and Food Branch to provide food and drink for volunteer.
- ☐ Demobilize/release volunteers as soon as practicable
- ☐ Periodically brief the EOC/CEOC Director and the other Section Chiefs on the overall personnel situation
- ☐ Participate in the Logistics Section Chief's planning meetings
- ☐ Monitor Branch activities and adjust as necessary
- ☐ Brief the Logistics Section Chief on major problem areas that now need or will require solutions
- ☐ Brief your staff relief at shift change time

Deactivation

- ☐ Release subordinate staff when no longer required. Ensure that open actions are handled by the Branch or transferred to other EOC/CEOC Sections as appropriate
- ☐ Ensure that any required forms or reports are completed prior to your release and departure
- ☐ Check out with Timekeeping; Leave a phone number where you can be contacted
- ☐ Be prepared to provide input to the After Action Report

Communications Equipment

Vest Color:	Orange
Function:	This unit is responsible for maintaining means of communications or to recommend alternate means of communications and is responsible for checking and restoring the campus information and telephone and computer infrastructure.
Section Assignment:	Logistics
Reports to:	Logistics Section Chief

Start-Up Actions:

- ☐ Set up the Communications station in a quiet location with access to the Command Post
- ☐ Turn on radios and advise the Command Post when ready to accept traffic
- ☐ Conduct a radio test with every team before they leave the Command Pos

Operational Duties:

- ☐ Activate and test all campus communications systems, identifying all major areas of communications system damage and/or non-service
- ☐ Furnish telecommunications and data services necessary to Emergency Operations Center or Field Command Post to cope with the emergency/disaster
- ☐ Assess equipment needs for field personnel and coordinate with Operations Section Chief, and Logistics for equipment acquisition as needed
- ☐ Maintain your Activity Log
- ☐ Identify and provide alternative means for accomplishing critical communications tasks if normal equipment is not functioning. Provide the Operations Section Chief time and cost estimates for employing your identified alternatives
- ☐ Assess systems damage; restore campus's computer facilities; arrange and oversee restoration and replacement of computer equipment

Closing Down:

- ☐ Close out all logs, message forms, etc. and turn them over to Documentation
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Check out with Timekeeping; Leave a phone number where you can be contacted

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Finance / Administration Section

Overview

The Finance/Administration Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the District/Campus functioning during an emergency or disaster. These systems include payroll, student financial records, claims processing, and cost recovery documentation. The Finance/Administration Section (Finance Section) also supervises the negotiation and administration of vendor and supply contracts and procedures. The Finance elements

Objectives

The Finance Section acts in a support role in all disasters and emergencies to ensure all required records are available for future use. The Finance Section will:

- Provide financial support and coordination to District/Campus emergency operations
- Manage all financial aspects of an emergency
- Analyze costs related to the emergency/disaster
- Track and record personnel time
- Ensuring all obligation documents initiated at the incident are properly prepared and completed
- Brief administrative personnel on all incident related financial issues
- Process POs and contracts in coordination with the *Logistics Section*
- Process workers' compensation and other claims
- Handle travel expense claims and maintain all financial records of the incident
- Supervise the negotiation and administration of vendor/supply contracts and procedures
- Provide financial resources necessary for recovery
- Investigate and process claims
- Manage FEMA claims; attend FEMA briefings and meetings
- Coordinate documentation for cost recovery
- Work with disaster agencies on cost recovery
- Coordinate the recovery of costs

Finance/Administration Activation Procedures:

The EOC/CEOC Director is authorized to activate the Finance Section for response to an emergency /disaster.

The Finance Section will be activated whenever the Field Incident Commander or EOC/CEOC Director determines that the District/Campus is involved or may soon be involved in a disaster/emergency that will require Finance/Administration response.

The Finance/Administration Section Chief will activate the various units as the need arises. The extent of the disaster will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide spread disaster that damages communications and systems, the entire section will be activated.

In a widespread emergency that disrupts normal communications, all units of the Finance section are to assume activation and report to their assigned emergency location.

Cost Recovery

Obtaining federal and state assistance and recovering costs from third parties requires the District to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work
- Use of District-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment
- Use of District-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed

The above records and documentation must be retained for AT LEAST THREE YEARS from the date of final settlement of claim. All such records should be forwarded to Fiscal Services for audit follow-up. An audit can occur up to 3 years after the close of the claim.

Do's and Don'ts of Disaster Cost Recovery

Do

- DO record all regular and overtime hours WORKED on the disaster/emergency
- DO write on time card the location and brief description of work performed
- DO charge vehicles and equipment used and indicate when and where
- DO charge equipment rentals to the appropriate charge points
- DO charge outside contracts to the appropriate charge points
- DO document how contracts were awarded
- DO place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract
- DO use terms such as "Assess risk to public Health and Safety" instead of "Survey damage"
- DO use terms such as Direct, Control, Assign, and Dispatch instead of Administer
- DO report all damage to the Facilities Branch
- DO keep all records and unit logs accurately and up to date
- DO ask questions of the FEMA Representative for clarifications

Do Not

- DO NOT order everyone to charge all time to the disaster. Only charge those people and hours actually WORKED on the disaster
- DO NOT charge stand-by time to the system. FEMA will only pay for time worked
- DO NOT charge manager overtime to the system. The system will not post it, the District does not pay it, and FEMA will only reimburse what was paid
- DO NOT enter into sole source contracts without explicit documentation of why it was necessary
- DO NOT enter into cost-plus contracts
- DO NOT enter into open-ended contracts with no cap on expense. Place limits and amend if necessary
- DO NOT use terms such as "Damage Survey: use "Assess for risk to health and safety".
- DO NOT assume damage to a District facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them
- DO NOT throw away records
- DO NOT forget to ask questions

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Finance/Administration Section Chief

Vest Color:	Green
Function:	The Finance Chief sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Chief is responsible for supervising Insurance/FEMA Documentation as well as all documenting the process for the disaster assistance application.
Section Assignment:	Finance
Reports to:	Incident Commander

Start-Up Actions:

- ☐ Check in with the Incident Commander for a situation briefing
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Locate and set up work space
- ☐ Check in with the Documentation Clerk to collect records and information that relate to personnel timekeeping and/or purchasing
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning

Operational Duties:

- ☐ **Assume the duties of all Finance positions until staff is available and assigned**
- ☐ Maintain financial records
- ☐ Initiate a record-keeping system for all expenditures
- ☐ Collect cost estimates of damage to facilities; obtain photographs, videotape, etc.
- ☐ Coordinate with campus departments for security of records in the event of campus evacuation or closure
- ☐ Make provisions for security and availability of on-campus funds
- ☐ Coordinate with appropriate personnel on procedures for handling emergency expenditures
- ☐ Have a system in place, lists of vendors and contacts, P.O. numbers, and all information needed to order emergency supplies during a disaster
- ☐ The District EOC Finance Chief will take the lead on district-wide FEMA claims; attend FEMA briefings and begin the claims process for the district
- ☐ Ensure that all services utilizing private vendors or contractors are documented utilizing accurate records of equipment and personnel time
- ☐ Provide EOC Director with input on cost-related information
- ☐ Develop periodic disaster/event-related cost reports
- ☐ Ensure that all time and cost records are kept current and are posted in a timely manner
- ☐ Track and record staff hours
- ☐ Establish a cost recovery information gathering system
- ☐ Track the use of equipment and personnel. Include:
 - Time began
 - Time ended
 - Site where work was performed
 - What work was done
 - By whom
 - Equipment used

○

Finance Section Chief - continued

○

- ☐ Coordinate with the Logistics Section to ensure an incident-specific purchase order number has been assigned for tracking and cost recovery
- ☐ Maintain records of emergency operation expenses and billing and claims information
- ☐ Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies
- ☐ Ensure Logistics Section provides copies of all purchases made in support of the incident.
- ☐ Assist with recovery operations as appropriate
- ☐ Process any State and Federal claims for reimbursement as needed

Deactivation

- ☐ At the Incident Commander's direction, deactivate the section and close out all logs
- ☐ Ensure that any required forms or reports are completed prior to your release and departure
- ☐ Be prepared to provide input on the operations of the Finance/Administration Section to the After Action Report
- ☐ Participate in all debriefings and critiques of response to the emergency and provide input to the After Action Report
- ☐ Provide a final report to the Finance/Administration Chief and Planning/Intelligence Section Chief on total costs and reimbursement programs
- ☐ Verify that the closing tasks of all Finance/Administration positions have been accomplished
- ☐ Check out with Timekeeping; Leave a phone number where you can be contacted

Timekeeping

Vest Color:	Green
Function:	This unit is responsible for maintaining accurate and complete records of staff hours.
Section Assignment:	Finance
Reports to:	Finance Section Chief

Activation

- ☐ Check in with the Finance/Administration Section Chief for a situation briefing
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Locate and set up work space
- ☐ Check in with the Documentation Clerk to collect records and information which relate to personnel timekeeping

Operational Duties

- ☐ The Time Unit is responsible for tracking regular and overtime hours of staff, volunteers, contract labor, and all others. (Time records are vital records that will be utilized for seeking disaster reimbursement)
- ☐ The Time Unit is also responsible for ensuring that daily personnel time recording documents are turned in
- ☐ The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location
- ☐ Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy
- ☐ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept
- ☐ Maintain a list of cell phone numbers where employees who have checked out can be reached

Deactivation

- ☐ Close out all logs
- ☐ Secure all documents and records

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Purchasing Unit

Vest Color:	Green
Function:	Responsible for the procurement of essential supplies, equipment and services and for maintaining accurate and complete records of purchases. Oversees and coordinates all operations concerned with obtaining resources.
Section Assignment:	Finance
Reports to:	Finance Section Chief

Start-Up Actions:

- ☐ Check in with the Finance Section Chief for a situation briefing
- ☐ Put on a position identifier, such as a vest, if available
- ☐ Locate and set up work space
- ☐ Make sure you have an emergency purchasing system in place for when power is out, the internet does not work, emails and phones work sporadically, etc. You will need paper copies of your vendor lists, P.O. numbers, etc.
- ☐ Check in with the Documentation Clerk to collect records and information that relate to purchasing
- ☐ Conduct a radio test before you leave the Command Post or leave your cell phone number with Planning

Operational Duties:

- ☐ Meet with the Finance Section Chief to determine the process for tracking purchases.
- ☐ Determine the goods, equipment and services needed by the staff
- ☐ Obtain and arrange for delivery and distribution of the needed resources
- ☐ Conduct the process according to the applicable guidelines for disaster reimbursement in order to maximize the financial recovery
- ☐ Keep complete and accurate records for FEMA Documentation: provide them to the Finance Chief
- ☐ Make all logistical arrangements for procurement, delivery, payment and site contact of resources.
- ☐ Assist with the deactivation process, tracking the return of equipment and supplies, the cessation of services, and shut down of temporary services

Closing Down:

- ☐ Close out all logs
- ☐ Secure all documents and records

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