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Section One
Introduction to the Emergency Operations Plan

Introduction to the Emergency Operations Plan

What occurs in the first 20 minutes of an emergency will have the greatest impact on the outcome.

Introduction/Purpose

This document applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized Emergency Operations Plan. Emergency responses to any major emergency should be conducted within the framework of this plan. Exceptions or changes to the outlined procedures must be approved by the EOC Manager before implementation.

The plan is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is placed into operation whenever an emergency affecting the campus can not be controlled through normal channels. The primary emergencies envisioned by this plan are Medical / First Aid Emergencies, Earthquake, Fire / Explosion, Chemical and Hazardous Materials, Flooding, Severe Winds, Utility Failure, Wildlife Interactions, Suicide and Attempt Suicide Response, Terrorist Incident, Biological Emergency, Active Shooter, Violent or Criminal Behavior / Civil Defense / WMD, Disturbances and Demonstrations, Bomb Threat, and governmental response to pandemic flu.

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

LAWS, AUTHORITIES, AND SYSTEMS

Laws and authorities that provide legal basis for the Emergency Operations Plan:

FEDERAL

- Federal Disaster Act (Public Law 875)
- Higher Education Opportunity Act - Annual requirement to practice plan
- Homeland Security Act 2002
- Homeland Security Presidential Directive (HSPD) 5
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (FEMA 592, June 2007)
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))

STATE OF CALIFORNIA

- Government Code Title 1, Division 4, Chapter 8, Section 3100
- Civil Code, Section 1714.5 Exceptions from Liability for Disaster Service Workers
- Code of Regulations, Title 5 - Section 560 Civil Defense and Preparedness Plans
- Code of Regulations, Title 19, Sections 2400-2450 Emergency Managers Mutual Aide
- Disaster Assistance Act
- Earthquake Protection Law (Riley Act) Seismic Safety
- Education Code, Section 71095 Emergency Preparedness Standards for Community Colleges
- Education Code, Section 33031 Rules and Regulations Consistent with State Law
- Emergency Services Act

- Government Code, Sections 3100 - 3109, 3211.92, and 8607(a)
- Labor Code, Sections 4351-4355 Compensation Benefits for Disaster Service Workers
- Vehicle Code Sections 40830, 41401, and 41402

Plan Use

This plan is established as a supplement to the administrative policies, procedures, and practices of your college and its sites. When implemented, it serves as the College's Emergency Operations Plan, setting forth the authorities and policies for activation, personnel emergency assignments, operational procedures and recovery activities.

The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency. The format is also intended to be "Response Ready." Users are to utilize the checklists contained in this document when participating in drills, exercises, or in actual events. The completed ICS forms are then kept on file, as official records of the emergency response.

Users are encouraged to supplement this manual with additional materials in the Appendices Section in order to have complete information for an emergency.

Concept of Operations

The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

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

Level One

A major disaster where resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required. The College Chancellor or designee will declare a PROCLAMATION OF EMERGENCY.

Level Two

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the Chancellor or their designee.

Level Three

A minor to moderate incident where campus resources are adequate and available.

This Emergency Operations Plan provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation, at the time, are activated.

For example, a Level Three disaster occurring on campus would require minimal activation of the plan, where more serious situations would require increased activation.

Management and Control

The Chancellor or designee establishes the basic policies, which govern the Emergency Management Organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The Emergency Operations Plan is under the executive management of the EOC Manager and under the operational direction of the Chancellor.

Plans, Goals and Objectives

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

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

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

Plan Activation

When an emergency situation arises, the EOC Manager should activate the Emergency Operations Plan. College personnel and equipment will be utilized to provide priority protection for:

1. Life/Safety,
2. Preservation of Property, and
3. Restoration of Academic Programs.

The manner in which college personnel and equipment will be used will be determined by the Operational Plan under the direction of the EOC Manager.

If designated personnel are unavailable, the EOC Manager will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions in Management, Operations, Planning, Logistics, and Finance. These appointments will remain in effect until designated personnel arrive or more senior/experienced personnel are available. The acting representative will then become the assistant to the senior person. Refer to Section 7 (Checklists) for distribution of assignments.

The Chancellor or designee will be responsible for notifying the EOC Manager to deactivate the Emergency Operations Center when they deem it appropriate.

Emergency Operations Center (EOC) Locations

The primary Emergency Operations Center (EOC) is located in Canyons Hall, Room 261, at Valencia Campus at 26455 Rockwell Canyon Road, Santa Clarita, CA 91355.

The secondary Emergency Operations Center (EOC) is located at X-8, Campus Safety, at Valencia Campus at 26455 Rockwell Canyon Road, Santa Clarita, CA 91355.

Activation During Business Hours

When an emergency occurs during college office hours (8 am to 5 pm Monday-Friday) the following should take place:

If Telephone Services ARE Operational:

- The EOC Manager or designee will activate the Incident Command System for the emergency. They will evaluate the need to establish a Incident Command Post for the incident and/or open an Emergency Operations Center.

- The EOC Manager or designee will immediately notify designated Emergency Operations Center personnel and advise them where to report.

If Telephone Services ARE NOT Operational:

- Designated Emergency Operations Center personnel will immediately travel to a designated Emergency Operations Center to implement the Emergency Operations Plan as soon as they are aware that an emergency affecting the campus may have occurred.

- If the designated Emergency Operations Center personnel do not respond to the Emergency Operations Center (EOC) in a reasonable amount of time, messengers may be dispatched.

Activation During Non-Working Hours

There is a significant chance that an emergency affecting the campus 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. The ranking individual on duty will immediately notify superior officials of the situation so as to obtain verification or advice on their actions.

The Emergency Operations Center personnel should report to the EOC Manager at the established Emergency Operations Center.

Priority One Objectives

LIFE SAFETY EVACUATION: Evacuate people from hazardous or high-risk areas to safe zones.

RESOURCES:

1. Building Captains, Floor Wardens, Administrators, Department Heads (Faculty and Staff).
2. Law Enforcement and Campus Safety.
3. Facilities Staff.

FIRE SUPPRESSION: Evaluate fires or fire hazards and use resources to control and evacuate.

RESOURCES:

1. Fire Department.
2. Law Enforcement and Campus Safety.
3. Facilities Staff.

SEARCH AND RESCUE: Appoint search and rescue teams and initiate light rescue operations.

RESOURCES:

1. Fire Department.
2. Law Enforcement and Campus Safety.
3. Facilities Staff.

MEDICAL AID: Evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.

RESOURCES:

1. Health Services.
2. Local medical facilities.

HAZARDOUS SUBSTANCE CONTROL: Survey critical area and coordinate vendors disposal and/or coordination of clean-up. (i.e., biological, radiological, and chemical).

RESOURCES:

1. Environmental Health & Safety and Mutual Aid.
2. Fire Department.
3. County HAZMAT.

BUILDINGS: Evacuate, search, and close damaged buildings.

RESOURCES:

1. Law Enforcement and Campus Safety.
2. Facilities Staff.
3. Building Captains, Floor Wardens, Administrators, Department Heads.

COMMUNICATION NETWORK: Establish a communications network using available staff and equipment.

RESOURCES:

1. Information Technology
 - a. Mass Notification Systems.
 - b. Voice-Over Capabilities.
2. Operations Radio.
3. Radio/TVs.
4. Messengers (Volunteer Forces).
5. Los Angeles County Office of Emergency Management.

UTILITY SURVEY: Evaluate utilities. Shutdown or restore as able (gas, electric, and water).

RESOURCES:

1. Facilities.
2. Volunteer Forces (Faculty/Staff).
3. Local Gas/Electric and Water Utilities.
4. Telephone and Information Technology Communications.

Mass Notification Systems

The College has purchased a "cloud-based" Emergency Notification System (COC-Alert) that uses text messages, emails, voicemails, and other means to notify the campus community about the nature of an emergency situation and any initial actions to take. Periodic message updates utilizing the ENS system will keep you informed about the situation until the emergency is resolved. The system uses data you have entered on "My Canyons," so please make sure your cell phone numbers and email addresses are up-to-date.

The Alertis Mass Notification System sends potentially life-saving alerts across Santa Clarita Community College District's existing infrastructure and technology, including desktop computers, PA systems, digital signage, mobile devices, fire panels, and more. This is an "Opt-In" Emergency Notification System that will distribute emergency notifications to the campus community.

The Blackboard Connect Mass Notification System lets you send updates and emergency alerts through emails, phone calls, text messages, or social media channels.

The NEC program is a classroom and lab PA system program that, can connect with many groups of phones mounted in the classrooms and labs, using the speaker function of the phone as a mass-PA system.

Priority Two Objectives

SUPPLIES AND EQUIPMENT: Develop system to renew flow of supplies and equipment from outside sources.

RESOURCES:

1. Purchasing Staff.
2. Warehouse Staff.

3. Volunteer Forces.

VALUABLE MATERIALS SURVEY: Identify, survey and secure valuable materials on campus.

RESOURCES:

1. Faculty/Staff (Designate areas of responsibility).

RECORD SURVEY: Identify, survey and secure all college records.

RESOURCES:

1. Human Resources Staff.
2. Fiscal and Payroll Services.
3. Admissions Staff.
4. Information Technology.
5. Volunteers.

ACADEMIC SURVEY: Survey academic departments and determine requirements to begin academic operations.

RESOURCES:

1. Deans, Department Chairs, and Faculty.
2. Volunteer Forces.

The Priority Process

Emergency Operations Center personnel will concentrate efforts on Priority One Objectives until these objectives are substantially met. Priority Two Objectives will be addressed, as resources become available. It is expected that, as operations progress from Priority One through Priority Two, the administrative control of the college will move from the Emergency Operations Organization back to the normal college organizational structure. The Chancellor or designee will determine when to deactivate the Emergency Operations Center.

The Planning Process

- The EOC Manager is responsible for coordination of the emergency preparedness management system, including, but not limited to annual updates to this plan for state and federal compliance, documentation of mandated training for audit purposes, and an annual table top or field exercise to fulfill the Higher Education Opportunity Act requirement for practicing the Emergency Operations Plan.

SHELTER-IN-PLACE (SOFT LOCKDOWN)

Sheltering in place involves moving to a defensible space and making that space secure against a safety hazard. While we often think this applies to only shooters or other dangerous people on campus, it also applies to certain chemical or biological substance spills on area roadways, the conditions of which may preclude evacuation.

NOTIFICATION

While an emergency situation may occasionally be obvious by the smell of a chemical or the sound of a gunshot, the more likely way you will find out about an emergency situation that will require a shelter-in-place order will be by notification through our COC-ALERT Emergency Notification System.

Note: Cell phone providers have different coverage patterns, so you may receive a cell phone notification while someone sitting next to you (with another provider) may not. In the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

1. Go to a room you can lock. (Faculty, please discuss this with your students the first day of class, for each of your classes.)
2. Lock the door if possible, or move heavy furniture in front of the door or secure the door any way you can.
3. Close exterior blinds.
4. Turn off lights.
5. Silence phones, turn off radios, remain quiet. (At night, keep your phone screen brightness to a minimum.)
6. Remain in place until law enforcement or a campus authority known to you (including a COC-ALERT message) gives the "all clear."
7. Follow all directions received from COC-ALERT Emergency Notification System.
8. For a shooter or other law enforcement action, follow the additional steps in the Shooter section.

LOCKDOWN

In a lockdown, please follow the below procedures.

- Remain calm. Encourage others to remain calm.
- Immediately cease all activity (i.e. teaching, group work, meetings etc...).
- Lock or barricade all doors where possible. Card access doors will be locked during a lockdown but can be opened from the inside.
- If possible cover any windows or openings that have a direct line of sight to the interior.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors and barricade door(s) if possible; use furniture or desks as cover.
- Sit on the floor or crouch under or behind desks and bookshelves where possible, so as to be as invisible as possible.

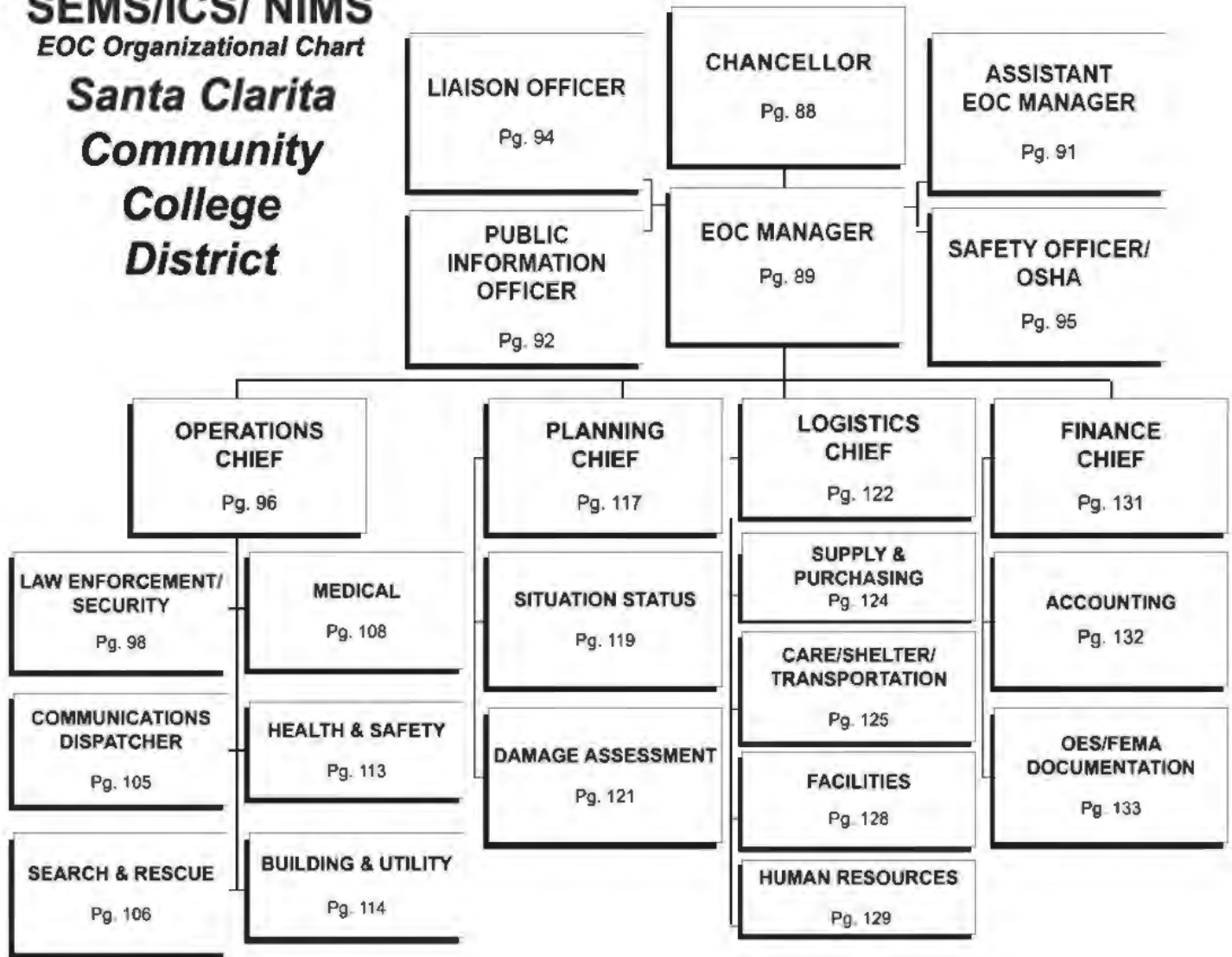
- **Immediately put all cell phones into "Vibrate" or "Silent" mode. Calls to Law Enforcement and Campus Safety should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.**
- **Be as quiet as possible.**
- **DO NOT respond to anyone at the door until an "all clear" text message is received or if you are certain it is safe to do so (i.e. if law enforcement are at the door).**
- **If you are directed by law enforcement to leave your secured area, assist others in moving as quietly and quickly as possible.**
- **Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.**
- **If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree). Notify Campus Safety of your location when safe to do so.**
- **Be aware of alternate exits if it becomes necessary to flee.**
- **Individuals should not attempt to leave the building until told to do so by law enforcement.**

Section Two
EOC Personnel &
Organizational Chart

Santa Clarita Community College District EOC Personnel

EOC Position Title	Employee Name	Position Title
Chancellor	_____	_____
Alternate Chancellor	_____	_____
Primary EOC Manager	_____	_____
Alternate EOC Manager	_____	_____
Primary Assistant EOC Manager	_____	_____
Alternate Assistant EOC Manager	_____	_____
Primary Safety Officer/OSHA	_____	_____
Alternate Safety Officer/OSHA	_____	_____
Primary Liaison Officer	_____	_____
Alternate Liaison Officer	_____	_____
Primary Public Information Officer	_____	_____
Alternate Public Information Officer	_____	_____
Primary Operations Chief	_____	_____
Alternate Operations Chief	_____	_____
Primary Law Enforcement/Security	_____	_____
Alternate Law Enforcement/Security	_____	_____
Primary Communications Dispatcher	_____	_____
Alternate Communications Dispatcher	_____	_____
Primary Search & Rescue	_____	_____
Alternate Search & Rescue	_____	_____
Primary Medical	_____	_____
Alternate Medical	_____	_____
Primary Health & Safety	_____	_____
Alternate Health & Safety	_____	_____
Primary Building & Utility	_____	_____
Alternate Building & Utility	_____	_____
Primary Planning Chief	_____	_____
Alternate Planning Chief	_____	_____
Primary Situation Status	_____	_____
Alternate Situation Status	_____	_____
Primary Damage Assessment	_____	_____
Alternate Damage Assessment	_____	_____
Primary Logistics Chief	_____	_____
Alternate Logistics Chief	_____	_____
Primary Supply & Purchasing	_____	_____
Alternate Supply & Purchasing	_____	_____
Primary Care/Shelter/Transportation	_____	_____
Alternate Care/Shelter/Transportation	_____	_____
Primary Facilities	_____	_____
Alternate Facilities	_____	_____
Primary Human Resources	_____	_____
Alternate Human Resources	_____	_____
Primary Finance Chief	_____	_____
Alternate Finance Chief	_____	_____
Primary Accounting	_____	_____
Alternate Accounting	_____	_____
Primary OES/FEMA Documentation	_____	_____
Alternate OES/FEMA Documentation	_____	_____

SEMS/ICS/ NIMS
EOC Organizational Chart
Santa Clarita
Community
College
District



Section Three
SEMS/ICS/NIMS

SEMS/ICS/NIMS

Standardized Emergency Management System (SEMS)

Originated in California, the Standardized Emergency Management System (SEMS) is a communications and coordination tool. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, and regions.

Incident Command System (ICS)

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

The purpose of mutual aid is to ensure that after an agency has committed or is about to exhaust all available resources, other public agencies may be called upon to provide assistance. Law enforcement and fire services use their mutual aid systems frequently, sometimes on a daily basis.

National Incident Management System (NIMS)

NIMS provides a consistent nationwide template to enable Federal, State, local, tribal governments, private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Since the September 11, 2001, attacks on the World Trade Center and the Pentagon, much has been done to improve prevention, preparedness, response, recovery, and mitigation capabilities and coordination processes across the country. A comprehensive national approach to incident management (NIMS), applicable at all jurisdictional levels and across functional disciplines, would:

- Further improve the effectiveness of emergency response providers and incident management organizations across a full spectrum of potential incidents and hazard scenarios.
- Also improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

SEMS/NIMS Features Adopted from Incident Command System

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

Essential Management

Functions: At the field response level, the five primary ICS functions of Management, Operations, Planning, Logistics and Finance are used.

Management by Objectives

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

Action Planning

There are two variations of action planning under SEMS/NIMS.

- First, are Incident Action Plans, written or verbal action plans at the field response level, which reflect the overall strategy and specific tactical action and support information.
- Second, Emergency Operations Center (EOC) Action Plans are developed at the local, operational area, regional, and state levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required.

Action plans provide a basis for measuring achievement of objectives and overall performance, in addition to providing direction.

Modular Organization

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

Organizational Unity

Every individual within the organization has a designated supervisor and hierarchy of command or management under the concept of organizational unity. Also, all organizational elements within each activated level are linked together to form a single overall organization within acceptable span-of-control limits.

Span of Control

Maintenance of an acceptable span-of-control is the responsibility of every supervisor. The optimum span-of-control is one to five, meaning one supervisor with supervisory authority over five subordinates. The recommended span-of-control at all levels is one to three through one to seven. A larger span-of-control can be acceptable if the supervised positions are all performing a similar function.

Personnel Accountability

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

status keeping systems.

Common Terminology

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

Resource Management

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

Integrated Communications

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

SEMS/NIMS Planning and Coordination Levels

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

Field Response Level

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

Local Government Level

The definition of local government includes cities, counties, and special districts (Colleges). They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS/NIMS when their Emergency Operations Centers are activated or when there has been a Declaration of Emergency by the State and/or Federal Government.

Operational Area

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

Regional Level

The SEMS/NIMS regions are also known as mutual aid regions. The purpose is to provide for more effective application and coordination of mutual aid and other emergency related

activities. At the Regional Level, information and resources are managed and coordinated among Operational Areas within the Region and between the Operational Areas and the State Level. In addition, coordination of state agency support for emergency response activities within the Region occurs at this level.

State Level

At the State Level (Cal OES State Operations Center in Mather, California), 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.

Federal Level

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the nation in a risk-based, comprehensive, emergency management system of preparedness, protection, response, recovery, and mitigation.

For Emergency Operations Planning purposes, the college is considered a special district, which means the guidelines for a local jurisdiction apply under SEMS/NIMS.

Emergency Management System Training and Exercises

The objective of the Emergency Management Organization is efficient and timely response during emergencies. An effective up-to-date plan is the first step toward this objective. However, planning alone will not guarantee preparedness. A comprehensive emergency management system must include ongoing hazard/vulnerability/risk assessment, plans, preparation, training, and exercise components.

West Coast Consulting Group, Inc. (<https://wccginc.com>) offers the following packages to fulfill these mandates and recommendations:

- Hazard/Vulnerability/Risk Assessments
- Fire Safety and Prevention Plans
- Evacuation Plans
- SEMS/ICS-100.HE/ICS-200/IS-700 Online and Classroom Courses
- Intermediate and Advanced Incident Command System (ICS-300 and ICS-400)
- National Response Framework (IS 800.b) Online and Classroom Courses
- Standardized Emergency Management System for Executives
- ICS-402: ICS Overview for Executives / Senior Officials
- Standardized Emergency Management System Emergency Operations Center (EOC) Training

- **Preparation Through Group Dynamics Action Planning Workshops**
- **Table Top/Field Exercises**
- **Independent Law Enforcement and Security Program Reviews**
- **Faculty, Staff, and Student Active Shooter Training**

Section Four
The Emergency Response Organization

The Emergency Response Organization

Assignments and Responsibilities

SEMS/NIMS requires that all public agencies use five designated functions to serve as the basis for organizing Emergency Operations Planning and response. The five functions are:

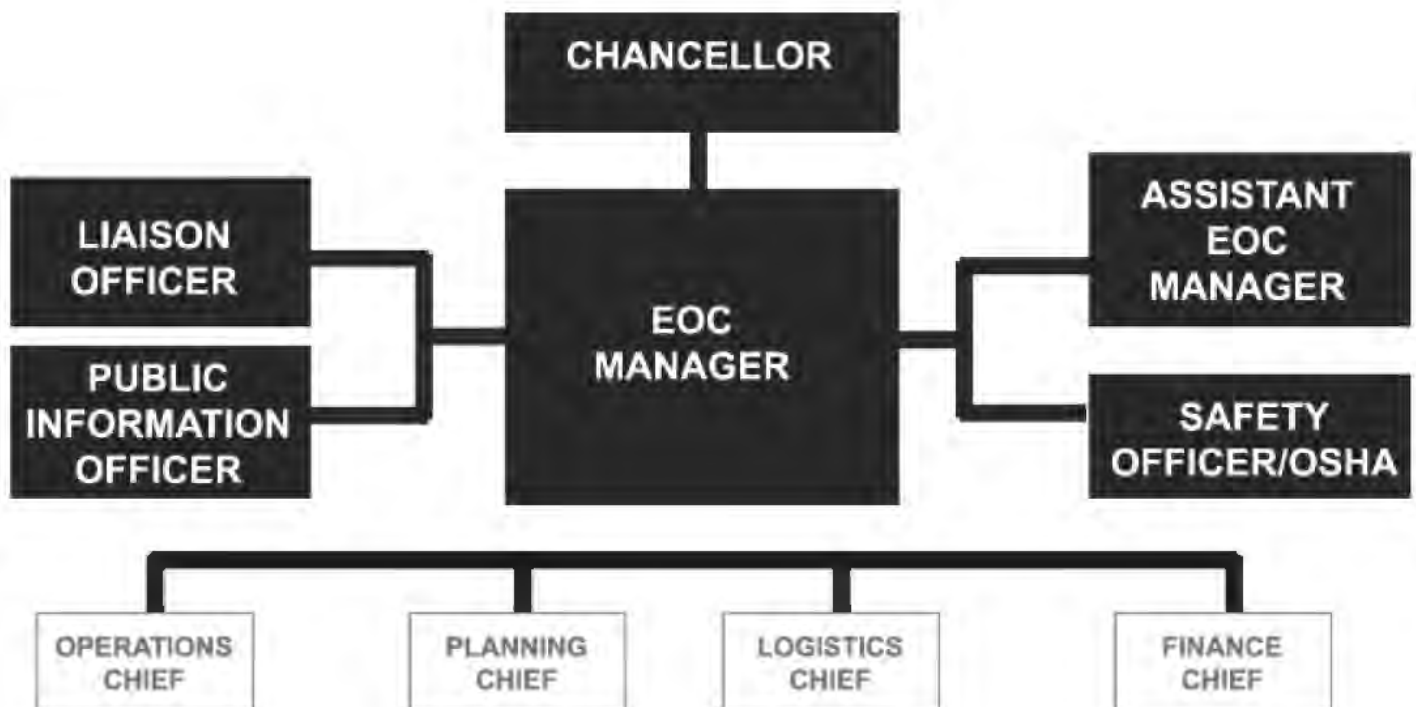
- Management
- Operations
- Planning
- Logistics
- Finance

The EOC Manager provides the executive management of the emergency organization. This position sets policy and provides support to the Chancellor.

- **The EOC Manager** serves under the Chancellor. The EOC Manager is supported by the Liaison Officer, Public Information Officer (PIO), Assistant EOC Manager, and Safety/OSHA Officer.
- **The Operations Section** is the responsibility of the Operations Chief. The Chief directs the efforts of various operational branches: Law Enforcement/Security, Communications Dispatcher, Search & Rescue, Medical, Health & Safety, and Building and Utility.
- **The Planning Section** is the responsibility of the Planning Chief. The Planning Section supports the Operations Section with confirmation of information, action plans, and status reports. The Chief is assisted by the Situation Status and Damage Assessment.
- **The Logistics Section** is the responsibility of the Logistics Chief. The Logistics Section supports the Operations Section with resources. The Chief is assisted by the Supply & Purchasing, Care/Shelter/Transportation, Facilities, and Human Resources.
- **The Finance Section** is the responsibility of the Finance Chief. The Finance Section works closely with each Section to effectively establish the proper documentation for cost recovery. The Chief is assisted by Accounting and OES/FEMA Documentation.

Management Section

The Management Section is responsible for overall emergency policy, direction, and coordination of the emergency response effort either at the EOC or an alternate EOC location or site. The EOC Manager staff is responsible for interacting with each other within the command center to assure the effective functioning of the organization. The various elements within the Incident Command are the Chancellor, EOC Manager, Liaison Officer, Public Information Officer, Assistant EOC Manager, and Safety/OSHA Officer.



The Management's primary function is to support the EOC Manager with official executive actions, liaison to other agencies and representation to the community and elected officials.

Chancellor

The Chancellor is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization,
- Proclaiming an emergency when required, and
- Functioning as the highest level of authority during an emergency.
- The Chancellor serves as the primary liaison to the Board of Trustees.

EOC Manager

The EOC Manager is responsible for all incident activities including the development of strategies and tactics and the ordering of and the release of resources.

The EOC Manager has complete authority and responsibility for the conduct of overall Operations. This includes activating, directing and managing the EOC, establishing objectives and strategies, approving the action plans developed by EOC staff to implement the objectives and strategies, and approving requests for ordering or releasing resources through mutual aid.

The EOC Manager directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegate's tasks, and provides the Chancellor with current information on the status of the emergency response.

The EOC Manager is assisted by the staff listed below, who are assigned to essential activities and responsibilities.

Management Support Positions

Assistant EOC Manager

The Assistant EOC Manager is responsible for:

- Ensuring the emergency organization follows established policies and procedures,
- Establishing priorities for the use of personnel and resources,
- Authorizing deviations of procedures for implementing the Emergency Operations Plan,
- Adjudicating conflicting demands for support, and
- Managing the recovery process.

Public Information Officer - PIO

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency.

The PIO with the assistance of an alternate provides information to employees, students, and the general campus community. The PIO is the point of contact for the public and the news media, coordinating releases for the college and with other agencies and holding news conferences as necessary.

The PIO is responsible for establishing a Rumor Control Center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

Liaison Officer

The Liaison Officer function is to serve as the point of contact for the supporting agencies and mutual aid agency representatives (particularly the Operational Area EOC). The Liaison Officer serves as the direct liaison with the field incident commander. The Liaison function assists with intergovernmental communications and liaison. This may include representatives from law enforcement agencies, fire services, emergency medical providers, American Red Cross, Public Works, Coroner's Office, School Districts, California Office of Emergency Services (Cal OES), Hospitals, and Health Services.

Safety Officer/OSHA

OSHA mandates the Safety Officer function for all hazardous materials incidents. For other incidents, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan.

The Safety Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

Emergency Alert System

General

The Emergency Alert System (EAS) was devised to provide the federal, state and local governments with a means of emergency communications with the general public, through non-government broadcast stations, during and following an emergency action condition.

The state has been segmented into "EAS Operational Areas" for the purpose of disseminating emergency information via a regular AM/FM broadcast station.

Each "EAS Operational Area" encompasses one or more county areas. Selected EAS stations have been provided with protected facilities. Other unprotected but authorized EAS stations will continue to operate as conditions permit.

All authorized stations in each "EAS Operational Area" will broadcast a common program. A "program entry point" has been established for each EAS area. Emergency services authorities for each jurisdiction will prepare emergency information and action instructions pertinent to the people in their respective jurisdictions, which will be routed to the designated program entry point for broadcast.

First responders (outside Law Enforcement and/or Fire) may also use reverse-911 or other mass notification systems at their disposal.

Local EAS Operational System

Background

The State of California has been segmented into "EAS Operational Areas" for the purpose of dissemi-

nating emergency information.

The EAS operational area encompasses the entire County. EAS radio stations have been provided with fallout-protected facilities. Other unprotected, but authorized, EAS stations continue to operate as conditions permit.

All authorized stations in each EAS operational area broadcast a common program. A "program entry point" has been established for each EAS area. Emergency Services authorities for each jurisdiction will prepare emergency information and action instructions pertinent to the people of their respective jurisdictions, which will be routed to the Public Information Plan.

Operational Considerations

Authorized stations continue to broadcast on regular assigned frequencies during an emergency. They will broadcast their call letter identification and the area identification, and listeners are advised to monitor those stations which serve the area in which they are located, since EAS announcements may vary according to the area served.

Stations

Additional information is available on the Emergency Alert System (EAS) which, for Los Angeles County, is comprised of the following radio frequencies:

850 kHz (fixed/portable/fixed RadioSTAT station)

KFI AM 640

KNX AM 1070

KBIG FM 104.3

Campus Closure

Background

The basic mission of the college is to function as an educational institution, which necessitates continuing the programs, classes and laboratories unless there is a compelling reason not to do so, such as immediate or potential danger to life and property. There may be times when only a certain area of the campus will necessitate closure for the protection of certain individuals or property. There may, however, be other times when the entire college must be closed.

Emergency Response and Actions

The decision to close shall be made by the Chancellor, or their acting designee at the time, and on the basis of recommendations received through the EOC Manager, or if the situation dictates, the senior executive on duty.

A. Informing the Campus Community / Mass Notification Systems

- The Public Information Officer should prepare a media release stating the campus will be closed. This statement should contain emergency instructions and explain why the closure is taking place.
- The release will be reviewed by the Chancellor and forwarded to the EOC Manager for implementation.

B. Closing the Campus

The EOC Manager will direct:

- Staff to begin advising people to leave the area.
- The Communications Dispatcher to begin calling administrators.
- Facilities crews will begin setting up barricades and signs to close off areas and assist personnel out of the area.

**Santa Clarita Community College District
PROCLAMATION OF EMERGENCY**

Date: _____ Time: _____

As result of _____

occurring on _____ at Santa Clarita Community College District,

conditions of extreme peril to the safety of college personnel and property now ex-

ist. These conditions cannot be fully responded to with available college resources. As the

_____ (Job title) of the College hereby proclaim this campus closed. All

non-essential personnel are required to evacuate the campus as-soon-as possible.

Official Signature

Print Name

**Santa Clarita Community College District
PROCLAMATION OF EMERGENCY**

Date: _____ Time: _____

As result of _____

occurring on _____ at Santa Clarita Community College District,

conditions of extreme peril to the safety of college personnel and property now ex-

ist. These conditions cannot be fully responded to with available college resources. As the

_____ (Job title) of the College hereby proclaim an emergency in order

to protect the lives and property of this institution and to comply with laws and regulations for request-
ing assistance and aid from local, state, and federal agencies.

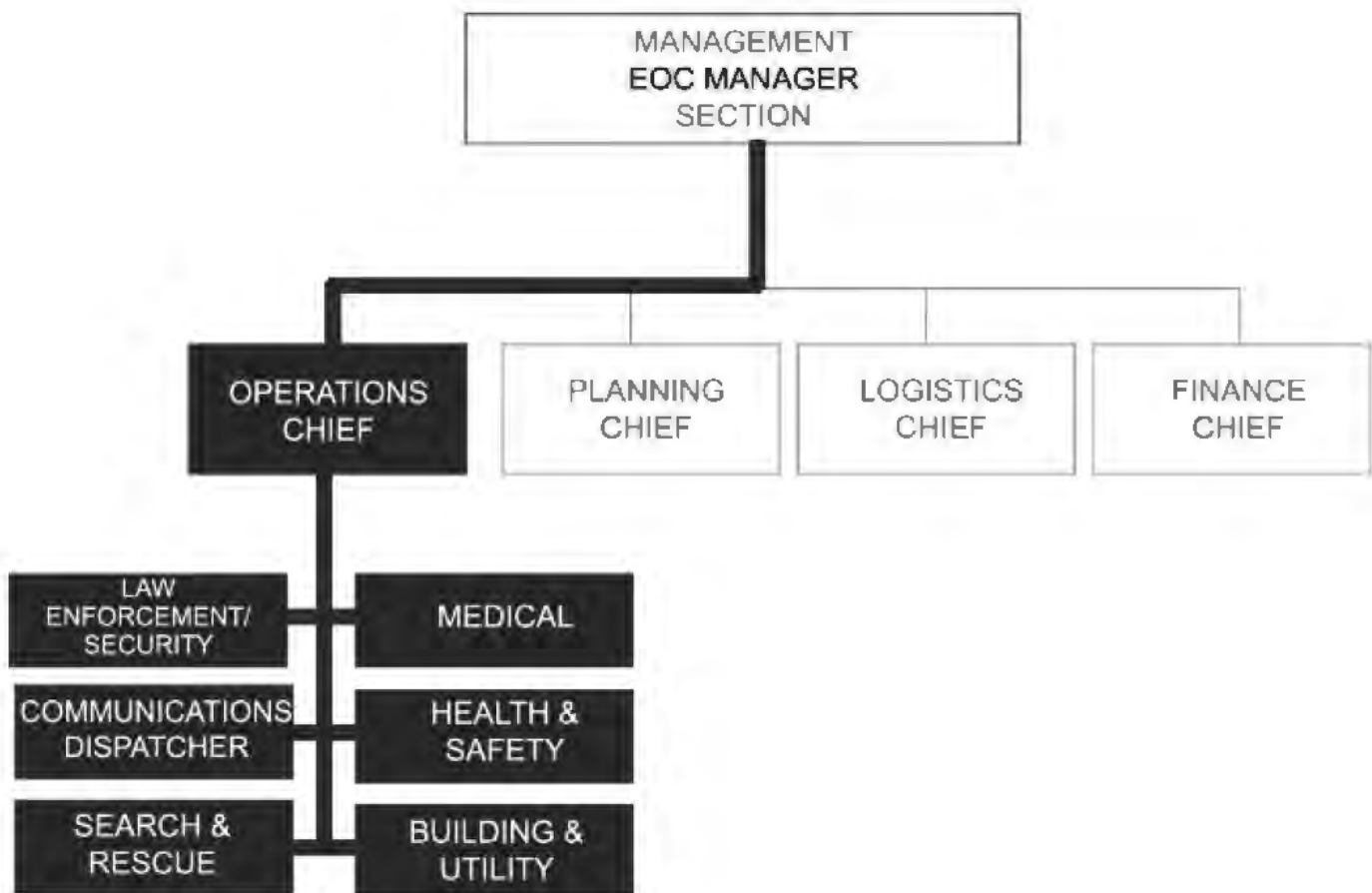
It is further proclaimed and directed that during these emergency conditions the powers, functions, and duties of the emergency organization of this college shall be those prescribed by the Emergency Operations Plan.

Official Signature

Print Name

Operations Section

The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. The Operations Section is supervised by the Operations Chief. The Chief oversees the operational response by functions or branches activated to deal with the emergency. Branches activated under Operations may include Law Enforcement/Security, Communications Dispatcher, Search and Rescue, Medical, Health and Safety, and Building and Utility.



Operations Chief

The Operations Chief is responsible for the implementation and management of all Operational plans and supervises the Operations Section. The Chief activates and supervises the organizational elements of the response in accordance with the Plan and directs its implementation. The Operations Chief supervises field tactics with other staff members, handles the request for or release of resources, makes situation changes to the plan as necessary and reports such changes to the EOC Manager.

Operational Support Branches

The structure of SEMS/NIMS allows for Branches under Operations to effectively deal with the incident. The following Branches could be activated and supervised under the Operations Chief.

Law Enforcement/Security

Law Enforcement/Security is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. In addition, Law Enforcement/Security assists with the search and closure of damaged buildings and the evacuation of the campus community.

Communications Dispatcher

The Communications Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident.

Search and Rescue

Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires.

Medical

Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, and arranging for hospital transportation. Also, if required, Medical should establish a temporary morgue.

Health and Safety

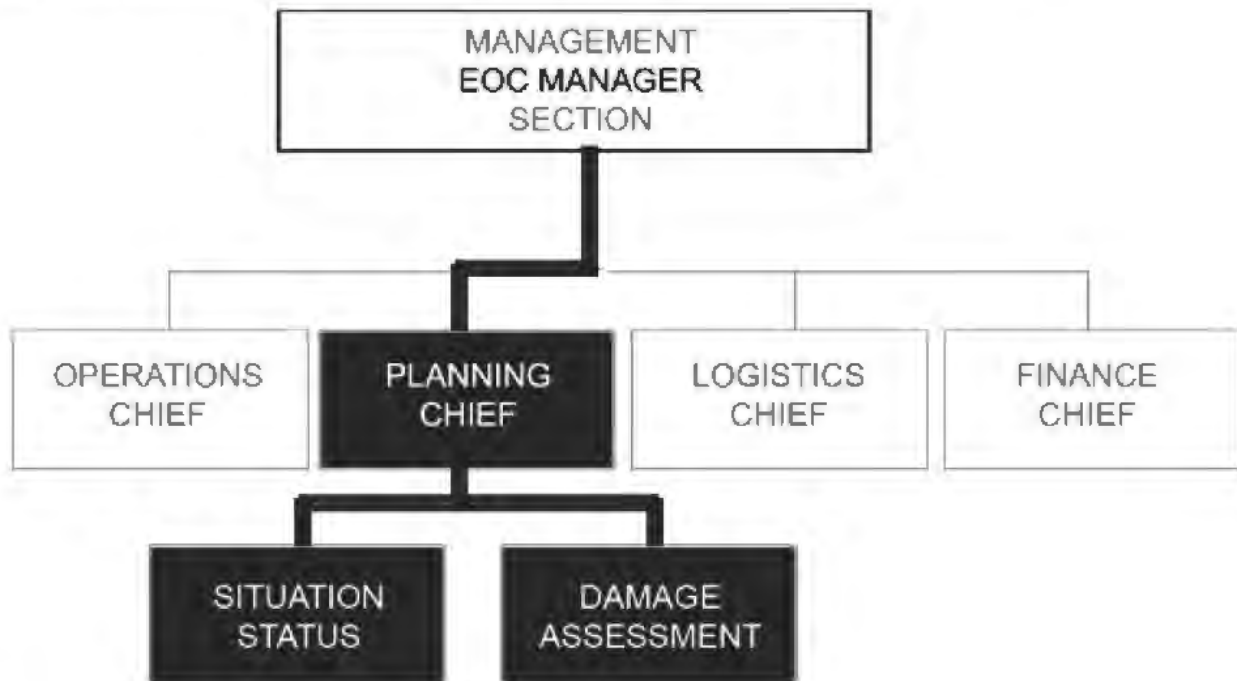
Health and Safety is responsible for coordinating the containment and clean up of hazardous materials, identifying unsafe conditions for campus facilities, sanitation, and developing measures for assuring personnel safety.

Building and Utility

Building and Utility is responsible for making safety inspections of all facilities that may have been damaged, initially or later. Also, they are responsible for turning off any utilities as required for safety, handling emergency construction or repairs and debris clearance from roadways.

Planning Section

The Planning Section is responsible for collecting, evaluating, processing and disseminating information; Developing the action plan, in coordination with the other section/functions/teams and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are Situation Status and Damage Assessment.



Planning Chief

The Planning Chief is responsible for the planning of ongoing Operations, supervision of the Situation Status and Damage Assessment. The Planning Chief provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies and controls operations for the incident, and coordinates with other staff members.

The Planning Chief directs the collection of information to determine the severity of damage caused by the disaster. The Chief writes Action Plans for:

- Control and containment of the emergency.
- Surveys of facilities and structures and inspections.
- The shut down and restoration of damaged structures.

In addition, the Planning Chief writes After Action Reports, regularly briefs the EOC Manager and supervises the message flow and EOC runners.

Planning Support Staff

The structure of Incident Command allows for special support staff under each Section to be established to effectively deal with the incident. For the campus setting the following support staff positions could be activated and supervised under the Planning Chief.

Situation Status

Situation Status is responsible for collecting and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested.

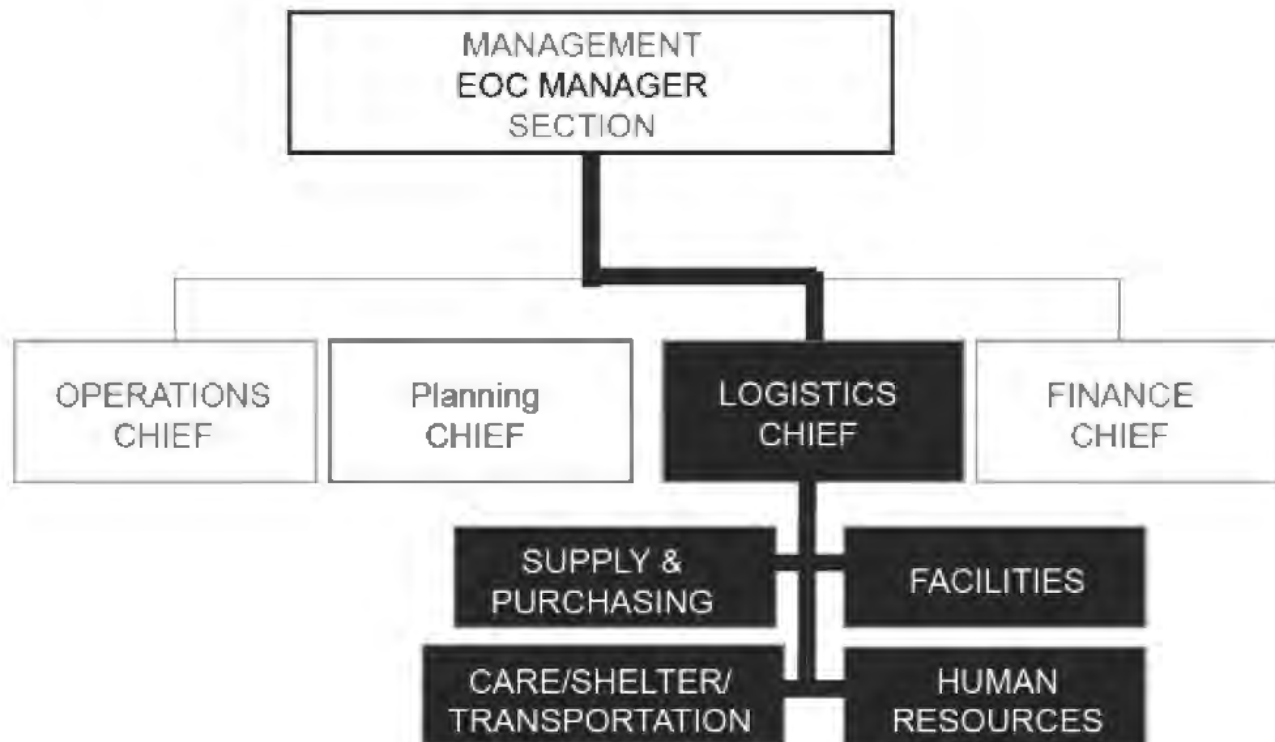
Damage Assessment

Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make the initial damage inspections, prepare the damage assessment reports, assess the loss, post damaged buildings, and mark hazardous areas.

Logistics Section

The Logistics Section is responsible for providing support for the Operations Section. This Section orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The functions under Logistics are Supply & Purchasing, Care/Shelter/Transportation, Facilities, and Human Resources.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.



Logistics Chief

The Logistics Chief is responsible for providing facilities, services, staffing and material in support of the incident, including the purchasing, delivery, and deployment of the resources.

The Logistics Chief ensures that all emergency expenses are tracked, by site, and that complete and accurate records are provided for OES/FEMA Documentation, using the accounting system specified by the Finance Chief. In smaller incidents the Logistics Chief may also be responsible for financial and cost analysis aspects of the incident.

Logistics Support Positions

The structure of Incident Command allows for special units under a Section to be established to effectively deal with the incident. For the campus setting the following units could be activated and supervised under the Logistics Chief.

Supply and Purchasing

Supply and Purchasing Officer orders, receives, stores, processes and allocates all disaster resources and supplies.

Care/Shelter/Transportation

The Care/Shelter/Transportation Officer provides food, water and other support for on site workers and shelters that are under the control of campus. In addition, this branch provides transportation for emergency personnel, medical operations, and evacuation of the impaired.

Facilities

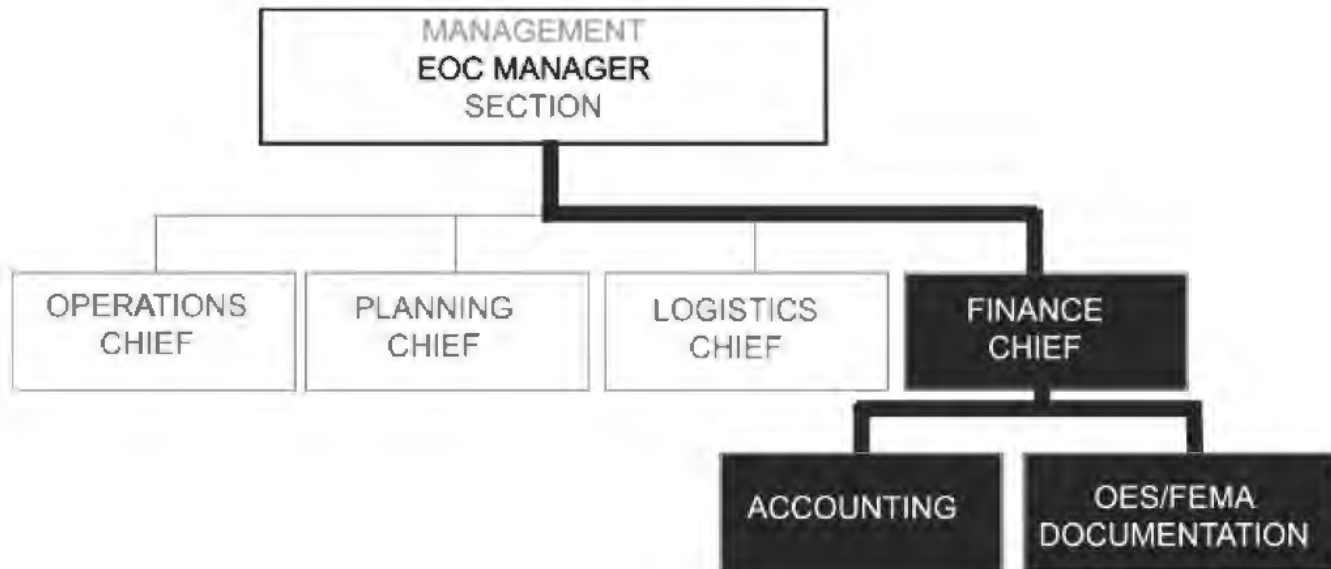
The Facilities Officer is responsible for assisting the campus in finding facilities for use as student residences (if applicable), classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Care/Shelter/Transportation with sites for rest and shelter areas.

Human Resources

The Human Resource Officer maintains and provides information to the EOC Manager regarding the status and availability of on and off-duty personnel. The Human Resources Officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers and technical experts and specialists, initiates and maintains records on any volunteers that are used.

Finance Section

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The functions under this Section are Accounting and OES/FEMA Documentation.



Finance Chief

The Finance Chief is responsible for the supervision of Accounting and OES/FEMA Documentation and financial aspects of the response, as well as all documentation and oversight of the process for the disaster assistance application.

Finance Support Positions

The structure of Incident Command allows for special units under a Section to be established to effectively deal with the incident. For the campus setting the following units could be activated and supervised under the Finance Chief.

Accounting

The responsibility of this function is to keep time records for all personnel involved in the disaster response and to obtain and record all damage cost information, by site.

OES/FEMA Documentation

The OES/FEMA Documentation staff initiates, prepares and maintains a documentation package (or binder) that contains the documentation files and records supporting the disaster assistance application process.

Section Five
Area Specific Emergencies

SUBJECT: MEDICAL / FIRST AID EMERGENCIES

Minor injury or illness

Response:

1. If possible, escort person to the Student Health and Wellness Center for treatment.
2. Notify leadership:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

3. Whether someone goes to the Student Health and Wellness Center or not, the details of any injury that occurs on college property should be reported to the Health Center and to Campus Safety within 24 hours.

Major, severe or critical injury, or illness

YOU may be the first person to come across a severely injured person or persons on campus. Medical distress may be from a car accident, to other types of accidents or human-related situations. Historically, we have experienced people who have been cut and are bleeding; people who experienced seizures, heart attacks or other ailments; people who have medical conditions resulting in the need for immediate medical attention; and other unpredictable situations.

Response:

1. Notify leadership:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

2. If reporting about a person who cannot or should not be moved, has breathing difficulty or a suspected heart attack and you don't immediately get a response by dialing “7” or Campus Safety, dial 911. Provide the 911 operator:
 - The specific location of the emergency.
 - The telephone number from which you are calling.
 - A brief description of what happened.
 - The number of people involved.
 - Approximate age of the injured person.
 - What emergency steps you have taken so far to assist the person(s)
 - Any other information the operator requires.
3. DO NOT MOVE A VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.
4. If CPR is necessary, find someone who is CPR-trained and continue to conduct CPR until the person revives or until relieved by other competent responders.
5. Until help arrives, keep the injured person warm and comfortable.

6. Stay with the person(s). Never leave them unattended.

FIRST - AID

First-aid has three objectives;

- To save a life.
- To prevent worsening injury(s) or condition(s).
- To relieve anxiety, pain and discomfort.

First-aid measures are taken until the arrival of HELP or professional assistance.***WHAT TO DO IF YOU ARE ALONE?***The most important thing to remember in dealing with medical emergencies is that quick and proper actions are extremely important.

1. Call Campus Safety (Valencia: Dial 7 or 661-510-3882, Canyon Country: Dial 6 or 661-362-3977), or dial **9-911 from a campus phone, or 911 from a non-campus phone.** It is important that Campus Safety is also notified so they may direct emergency vehicles and support groups.
2. State that medical aid is needed and provide the following information:
 - Address where aid is needed.
 - Location of injured person, i.e. building name, floor, room number or area.
 - Type of injury or problem.
 - The individual's present condition.
 - The events leading to the emergency.
 - Medical history and name of the injured person's doctor if known.
 - The phone number you are calling from.

The person making the call should stay on the phone with the dispatcher and answer any questions possibly regarding the condition(s) of the injured person(s) so information can be radioed to responding units.

SEVERE WOUNDS AND BLEEDING

- Using a clean cloth or hand apply direct pressure on the wound.
- Elevate body part. (**DO NOT** elevate a body part with broken bone(s)!)
(The first 2 directions will stop 80%-90% of bleeding wounds)
- Apply pressure to the pressure point closest to the injury. (arm wounds: brachial artery / leg wounds: femoral artery)
- Add more cloth if blood soaks through.

CAUTION: To prevent transmission of diseases, wear gloves and protective eye wear.

BROKEN BONES

- Do not move the victim unless they is in immediate danger of further injury.
- Check for:
 - Breathing - give mouth to mouth resuscitation if needed.
 - Bleeding - apply direct pressure to the wound.
 - Shock - keep the victim calm and warm.
- Call for help
- **DO NOT** try to push broken bone(s).
- **DO NOT** try to straighten or move a suspected fractured limb.
- **DO NOT** allow the victim(s) to walk around.

- **DO NOT** move a victim of a suspected back injury unless of an extreme danger.

BURNS: [THERMAL & CHEMICAL]

- Immerse burned area into cool water.
- Flush chemical burn with cool water.
- Cover burn with dry, clean, non-sticky, bandage or cloth
- Keep victim(s) warm and comfortable.

CHOKING

- If the victim(s) is coughing or speaking, **DO NOT** interfere. Encourage the victim to keep coughing.
- If the victim **CAN NOT COUGH, SPEAK, OR BREATHE, GIVE ABDOMINAL THRUSTS.**

DROWNING

- A. Get the victim immediately out of the water.
- B. Turn the victim(s) face downward. Allow a few seconds for water to drain from the lungs.
- C. If the victim coughs / sputters and starts breathing without assistance, he / she will rid self of the remaining water. You need someone to call Campus Safety (Valencia: Dial 7 or 661-510-3882, Canyon Country: Dial 6 or 661-362-3977). Stay with the victim to make sure recovery continues.
- D. But, if a victim is not breathing after a few seconds for water to drain from the lungs, turn the victim over on their back and start mouth to mouth resuscitation.
- E. If someone else is around, have them get help. Leave the victim only long enough to either get someone else to call for help or for you to get to a phone and call Campus Safety (Valencia: Dial 7 or 661-510-3882, Canyon Country: Dial 6 or 661-362-3977), or 9-911 from a campus phone, or 911 from a non-campus phone.

DRUG OVERDOSE / ALCOHOL POISONING

- A. Call immediately for help.
- B. Check the victim(s) breathing and pulse. If breathing stops or is weak, perform mouth to mouth resuscitation.

CAUTION: Revived victims of alcohol poisoning can be violent both toward themselves and others. BE CAREFUL!

- C. While waiting for help;
 - Watch breathing.
 - Cover the victim for warmth with a blanket.
 - Do not throw water in the victim(s) face.
 - Do not give liquor or stimulants.
 - Lie victim on their side to prevent vomiting and choking.

REMEMBER: Alcohol in combination with other drugs can be deadly.

ELECTRIC SHOCK

- A. Do not touch the person who has been in contact with electrical current until the electricity has been turned off. This must be done at the plug, circuit breaker or fuse box.
- B. If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- C. Check for breathing - if the victim(s) stops breathing or is weak, immediately start mouth-to-mouth resuscitation.

- D. Call for help. While waiting for help to arrive:
- E. Keep the victim warm (cover with a blanket or coat).
- F. Give the victim nothing to eat or drink, until he/ she has seen a doctor.
- G. Give the victim assurance that help is on the way.

FAINTING, UNCONSCIOUSNESS AND SHOCK

- A. Have the victim lie or sit down and rest.
- B. Keep the victim comfortable, not hot or cold, until help arrives.
- C. Treat other injuries.

FRACTURES AND SPRAINS

- A. Keep victim still.
- B. Keep injured area immobile.
- C. CAUTION: for suspected head, neck or back injuries; keep the victim still. Treat for shock and keep warm.

HEAD INJURIES

- A. If there is bleeding from an ear it may mean a skull fracture.
- B. When you suspect an existing skull fracture, special care must be taken to stop any scalp bleeding. Heavy bleeding from the scalp occurs even when injury(ies) are not serious.
- C. Do not press too hard. Be **extremely** careful when applying pressure over the wound so bone chips from a possible fracture will not be pressed into the brain.
- D. Do not bend the victim(s) neck as it may be fractured.
- E. Call for help. Let a professional medical person [paramedic, EMT, doctor or nurse] clean the wound and if necessary stitch it.

HEART ATTACK

- A. If the victim is conscious, they may be more comfortable sitting up.
- B. If unconscious, place the victim down on their back.
- C. If trained, give resuscitation or CPR, as necessary.
- D. Utilize any available Automated External Defibrillator (AED).
- E. Keep victim comfortable until help arrives.

INTERNAL BLEEDING

- A. If the victim(s) are coughing or vomiting up blood or "coffee ground" material, they may have internal bleeding.
- B. Have the victim(s) lie flat on their back and breath deeply.
- C. Call for help. Do not let the victim(s) take any medication until a professional medical person approves.
- D. Treat for shock.

POISONING

- A. If a child or adult is suspected of swallowing any substance that might be poisonous, assume the worst...."TAKE ACTION"!
- B. Call for help. Call 9-911 from a campus phone, or 911 from a non-campus phone for Paramedics AND Campus Safety (Valencia: Dial 7 or 661-510-3882, Canyon Country: Dial 6 or 661-362-3977). Have suspected item, substance or container available for responding emergency units.

C. If victim is unconscious:

- Make sure the victim is breathing. If not, tilt the head back and perform mouth to mouth resuscitation.
- Do not give anything by mouth.
- Do not attempt to stimulate the victim.

D. If victim is vomiting;

- Roll the victim over on their left side to prevent choking.
- Keep the victim calm and warm.

E. Be prepared, keep all emergency phone numbers near the phone and often review first aid procedures.

MOUTH TO MOUTH RESUSCITATION:

A. Place victim on their side and remove foreign matter from the mouth with your finger.

B. Place victim on their back.

C. Tilt victim(s) head back to open the air-way.

D. Close victim(s) nostrils with your fingers.

E. Inhale and close your mouth.

F. Exhale until victim(s) chest expands.

G. Repeat every five [5] seconds.

H. Continue until help arrives.

I. If a problem exists, check the victim(s) for air-way obstruction(s).

SEIZURES:

1. During the seizure:

- Let the seizure run its course.
- Help the victim lie down to avoid injury.
- Move items away from the victim that might cause injury.
- Loosen restrictive clothing.
- Do not try to restrain the victim **AND DO NOT PUT ANYTHING IN THEIR MOUTH!**
- Have someone immediately call Campus Safety (Valencia: Dial 7 or 661-510-3882, Canyon Country: Dial 6 or 661-362-3977), or dial 9-911 from a campus phone, or 911 from a non-campus phone.

2. After the seizure:

- Check to see if the victim(s) is breathing. If he / she is not, give mouth to mouth resuscitation.
- Check to see if the victim(s) is wearing a medical emergency alert or similar communication of medical emergency requirement.
- Check to see if the victim(s) has any burns around the mouth; this might indicate poison.
- Stay with the victim as they may be conscious, but not talkative when the intense movement stops.
- Send for help as soon as possible.

SUBJECT: EARTHQUAKE

How we react to an earthquake will be determined by the amount of shaking and the resulting damage in the spaces you occupy or nearby spaces. Our campuses are modern and have been built to sustain considerable shaking – even in quakes 6.5 and above on the Richter scale with a close epicenter. In a moderate to large quake, one space may sustain glass breakage, furniture movement, or other impacts while another room nearby is virtually untouched.

If you determine the safety of yourself and others is an issue, don't wait to be told what to do – consider taking the recommendations below. Our Incident Command Team members will react to all earthquakes and issue guidance regarding actions to take if necessary.

DURING AN EARTHQUAKE

1. **Duck, cover and hold on until the shaking stops.**
2. **After the shaking stops, stay calm and check yourself and others for injuries.**
3. **Evacuate the building (see Evacuation section) to your designated evacuation site.**
4. **Do not enter or exit the building during the shaking. Be prepared for aftershocks.**
5. **Do not use elevators.**

AFTER AN EARTHQUAKE

1. **Once at the evacuation site report injuries, locations where people were left behind, and immediate hazards/ issues to the Incident Command Center.**
2. **Assist persons with disabilities.**
3. **Do not return to any evacuated building unless directed to do so by an emergency team member.**
4. **Cooperate with/assist emergency personnel.**
5. **Be prepared for aftershocks.**
6. **If the situation precludes your evacuating the campus, consider volunteering to assist the Incident Command Team in whatever areas of interest or expertise you possess.**

If you have access to a battery operated radio, tune to a local Emergency Alert System station for information and instruction:

850 kHz (fixed/portable/fixed RadioSTAT station)

KFI AM 640

KNX AM 1070

KBIG FM 104.3

Listen to radio reports to learn magnitude of earthquake, epicenter of earthquake, estimated amount of damage, radio/highway accessibility. Before returning to your work area, look to your family needs. If you are a member of the EOC Personnel, refer to the appropriate assignment checklist.

SUBJECT: FIRE OR EXPLOSION

If you encounter a fire or explosion

Response:

1. Evacuate the building via the nearest, safe fire exit.
2. Sound fire alarms.
3. Notify leadership:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

4. Provide your name, location and the extent of the problem.
5. If caught in smoke within a building, drop to your hands and knees and crawl; breathe shallowly through your nose and use your blouse, shirt, jacket or other material as a filter.
6. If trapped in a room, place a moist cloth under the door to keep out smoke; then retreat and close as many doors as possible between you and the fire. Signal first responders from windows but do not break windows.
7. Do not use elevators.

When fire alarms sound on campus

When a fire alarm sounds in any building(s) on campus and it is not associated with a system test:

Response:

1. Evacuate the building and go to the pre-designated evacuation location.

When fire department arrives

Response:

1. Stay clear of fire equipment.
2. DO NOT try to assist in fighting the fire.
3. Pass any information via Campus Safety personnel.
4. DO NOT return to an evacuated building until directed to by appropriate campus authority.

SUBJECT: CHEMICAL AND HAZARDOUS MATERIALS

Minor Chemical Spill (on-campus source)

Less than 1 liter; no one has been exposed to the chemical; lab workers have sufficient equipment and training to clean up spill.

Response:

1. Avoid direct contact with the spilled material.
2. Do not walk through, or otherwise come into contact with the spilled material.
3. Follow faculty directions.

Major Chemical Spill (on-campus source)

The spill is greater than 1 liter; chemical is unknown, is flammable, reactive or highly toxic; someone has been exposed to/injured by the chemical.

Response:

1. Evacuate the building.
2. Follow all instructions.

Major Chemical Spill (on-campus source)

Response:

1. You will likely receive information via the COC-Alert system.
2. One of two actions will likely occur:
 - a. Evacuation with special, specific instructions.
 - b. Shelter in place (Soft Lockdown) – Chemical
 - Enter the shelter-in-place room and shut the door.
 - Shut and lock all outside doors and windows.
 - Turn off the air conditioner or heater.
 - Turn off all fans.
 - If you can, tape plastic over windows in the room. Use duct tape and make an unbroken seal. Use the tape over vents into the room and seal electrical outlets or other openings.
 - When you leave the shelter, follow instructions from local emergency personnel to avoid any contaminants outside.

SUBJECT: FLOODING

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

BACKGROUND

This procedure applies whenever storm water or other sources of water flood or threaten to flood college grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the site would not have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Administrative Staff:

- Initiate appropriate response actions, which may include In-Place Sheltering, On-Site Evacuation, or Off-Site Evacuation.
- Call Campus Safety and describe the nature and extent of the flooding.
- Supervise On-Site Evacuation; ensure staff and students evacuate affected buildings using prescribed routes or other safe routes to the assembly/evacuation area.
- Check with staff to ensure accountability for all students/staff.
- Coordinate with facilities to limit damage.

SUBJECT: SEVERE WINDS

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.

- At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down. Close windows.
- The best protection in severe winds is in permanent buildings. As a result, steps will be taken to ensure the safety of students/personnel within buildings rather than to evacuate.
- Time permitting, students in temporary structures will be moved to a permanent structure.
- Immediately after the cessation of severe winds, Facilities Management and Campus Safety will inspect the campus for damage and safety hazards.

SUBJECT: UTILITY FAILURE

When a power failure occurs

Response:

1. Remain calm.
2. Emergency lighting will activate.
3. Campus emergency generators will activate (key systems).
4. Elevators should automatically descend to the lowest level and open.
5. Electronic door access system will continue to function.
6. Heating and air-conditioning system blowers will shut down.
7. Fire alarm system will continue to function.
8. Should fire alarms sound, follow normal building evacuation procedures.
9. If no alarm sounds, no immediate danger exists. And if you determine you can continue your work safely, remain where you are and await clarifying information.

When a gas leak occurs

Response:

1. If you detect a strong odorized natural gas smell, move to a place where the odor is not detected and notify Campus Safety immediately.
2. Do not switch on lights or any electrical equipment.
3. Extinguish all flames and sources of ignition.
4. Evacuate the area and notify others in your building.
5. Prevent others from entering the building.
6. Wait at the evacuation site until you receive additional directions.

When the water supply is interrupted

Response:

1. The facilities department will assess the situation and potential impacts to the campus.
2. Information and/or direction will be provided to all affected groups and individuals via "COC-Alert" messaging.

SUBJECT: WILDLIFE INTERACTIONS

Please let our wildlife stay wild! Don't feed them, approach them, touch them, or otherwise interfere with them!

College of the Canyons' two campuses cover more than 220 acres of land and are (or were) the habitats of a variety of wildlife. They are also adjacent to some wild lands from which visitations of wildlife sometimes occur. Some of the wildlife that may show up on our campuses are:

- Bats
- Bees
- Bobcats
- Cougars
- Coyotes
- Owls
- Raccoons
- Snakes
- Spiders
- Tarantulas

If you encounter wild creatures on our campuses:

1. It is best to simply stay away from them and, in the case of animals that may cause a safety issue, to call the switchboard or Campus Safety and make a report.

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

What are the risks?

BATS: All bats are protected species in California. Despite that, recent years have shown a marked increase of rabies in bat populations. Each year a number of rabid bats have been positively identified in Santa Clarita. Any bat that is active by day or is found in a place where bats are not usually seen, or any bat that is unable to fly and is easily approached could very well be rabid and needs to be reported.

BEEES: There are a number of bees and wasps that you may come across on our campuses. Of particular note are the reports of Africanized Honeybee (AHBs) in Southern California. These bees are aggressive. Move to an enclosed, safe space, and report immediately.

BOBCATS: Bobcats are solitary animals and attacks on humans are rare. However, if you observe a bobcat that seems aggressive, it could be sick or rabid. Make loud noises and wave your arms while retreating to a safe place.

COUGARS: Cougars are generally quiet, solitary and elusive. They typically avoid people. While they once were frequent visitors to our campuses, their food supplies have dwindled and, therefore, sightings have been few and far between. If you encounter a cougar, do not run; instead, face the animal, make noise and try to look bigger by waving your arms; throw rocks or other objects. Pick up small children. Report the sighting.

COYOTES: The presence of coyotes is a fact of life in Southern California. If you encounter them on campus, let them know they are not welcome; make loud noises; throw rocks; don't let them get near you. Report the sighting.

OWLS: Owls are a protected species. We have had a number of nests on campus over the years. Owls feed on rodents that are plentiful on campus and can often be seen in the early evening hours. Please report any harassment of owls or anyone disturbing their nests.

RACCOONS: Raccoons are known carriers of rabies, canine distemper, encephalitis, mange and a host of other diseases/disorders. They can also be infested with fleas, ticks, lice and mites that are known transmitters of disease. Unfortunately, the Santa Clarita Valley is a robust habitat for these creatures, and many of them frequent both campuses. Steer clear of them and report any unusual encounters.

SNAKES: California has a variety of snakes, most of which are non-poisonous. The exception is the rattlesnake. Rattlesnakes have been found, from time to time, on both of our campuses. They are most active in spring and summer when temperatures are in the 80s. Be careful when walking in dirt or overgrown areas of our campuses or near water sources when it is hot outside. It is best to treat all snakes as dangerous, give them a wide berth, report what you've seen and let a snake-handling expert deal with them.

SPIDERS: The spiders of primary concern for our campuses are the black widow and a relative newcomer to southern California, the brown widow spider. The black widow's venom is the more powerful of the two and is the only spider whose venom is termed "medically significant" to humans. The body of an adult black widow spider is about ½-inch long; is normally shiny black with a red hourglass marking on the underside of the abdomen. The venom of a black widow contains a neurotoxin and can be extremely harmful to humans. The bite of the female black widow is three times more potent than their male counterparts. Bites generally include one or two bite marks and local swelling. Pain usually progresses from the bite site and eventually to the abdomen and back. Report all black widow spider sightings.

TARANTULAS: Tarantulas have been found on the Canyon Country campus since its inception in 2007. They are seen more frequently in the spring when they become more active. They are brown and black with hairy legs and are generally a couple of inches across. They are venomous, but their venom is weak, used primarily for stunning prey. There are cases where humans have been bitten, resulting in mild pain, with swelling and soreness around the bite. It is best to steer clear of tarantulas and report any sightings of them.

Please let our wildlife stay wild! Don't feed them, approach them, touch them, or otherwise interfere with them!

SUBJECT: SUICIDE AND ATTEMPT SUICIDE RESPONSE

• **Call Campus Safety:**

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

- Give your name, location, and description of person in crisis.
- Describe the type of action the person in crisis has taken or may take.
- If the person is talking about suicide, try to keep the person in one location until Campus Safety arrives on scene.
- If the person has overdosed, try to keep this person awake.
- If the person has a weapon, stay away from this person and warn others to do the same.
- If this person is contemplating jumping from a building, keep a safe distance and let the person know that help is on the way.
- Try to warn those below to keep the area clear of foot traffic.
- If a person is successful, the area will be treated as a crime scene and those in the area will be asked to cooperate as witnesses.
- If you believe another subject was involved with the person’s suicide or attempt, inform Campus Safety immediately.

NOTE: “Suicide by Cop” is another common form of suicide that one may try to utilize. “Suicide by Cop” is a colloquial term used to describe an incident in which a suicidal individual consciously engages in life-threatening behavior(s) to the degree that it compels a law enforcement officer to respond with deadly force.

Guidelines for dealing with potential suicide:

- **Call Campus Safety immediately.**
- Don’t try to minimize the situation by telling the person how well off they are compared to others.
- Don’t argue with the person.
- Don’t be judgmental or moralizing about the situation.
- Don’t deal with the person alone.
- Don’t leave the person alone.
- Try to make sure the person doesn’t have access to any harmful objects or substances.

Warning signs of suicide:

- Ideation (thinking, talking or wishing about suicide).
- Substance use or abuse (increased use or change in substance).
- Purposelessness (no sense of purpose or belonging).
- Anger.
- Trapped (feeling like there is no way out).
- Withdrawal (from family, friends, work, school, activities, & hobbies).
- Anxiety (restlessness, irritability, & agitation).
- Recklessness (high risk-taking behavior).

- **Mood disturbance (dramatic changes in mood).**

Additional warning signs of suicide:

- **Talking about suicide.**
- **Looking for ways to die (internet searches on how to commit suicide, looking for guns, pills, etc).**
- **Preoccupation with death.**
- **Loss of interest in things one cares about.**
- **Visiting or calling people one cares about.**
- **Making arrangements; setting one's affairs in order.**
- **Giving things away, such as prized possessions.**

Remember that the person who is in distress is asking for help from you in the only way possible for them at the time. You are not betraying the person by providing this help. It is best to have the person hospitalize themselves if necessary. It is important to know that the person can only be hospitalized in two ways: a) by choice, or b) by law enforcement if they are dangerous to themselves or others.

SUBJECT: TERRORIST INCIDENT

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

NOTE: There is usually little or no warning for a terrorist incident. An individual must use their own discretion during a terrorist incident as to how to respond. However, best practices for a terrorist incident are listed below:

At all times:

- Be aware of your surroundings.
- Note suspicious items, packages, or vehicles that seem out of place and report them to Campus Safety.

Potential targets recognized by the U.S. Government:

- Airports, seaports, and harbors.
- Major cities or landmarks.
- Large crowds.
- Infrastructure such as power plants, transportation centers, or communication centers.
- Businesses, industrial centers and large sporting events.
- K-12 and Institutions of Higher Education.

Types of terrorist attacks

- **Explosive devices** cause detonations which throw debris into the air and start fires. Explosive devices can be left in place and detonated remotely or carried by a vehicle or even an individual. Explosive devices are used in most terrorist attacks.
- **Biological agents** such as bacteria, viruses, and toxins typically make people sick.
- **Chemical agents** are toxic to people, plants, or animals, and are found in the form of solids, liquids, vapors, or aerosols.
- **Radioactive attacks** include nuclear explosions and “dirty bombs.” A “dirty bomb” is designed to spread radioactive material over a region.

Protective measures to implement following a terrorist incident:

- Distance yourself from the location of the incident and seek shelter as soon as possible.
- Follow instructions from Campus Safety or emergency personnel.
- If exposed to a chemical agent or if you have trouble breathing, use your clothing as a simple filter by covering your face and breathing through your clothing.
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible.
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent.

Chemical or Bio-Terrorism

The covert release of a chemical or biological agent will almost certainly go initially undetected in most areas of the country. Infected persons begin to be present at doctor's offices, managed care clinics, and hospital emergency rooms days, and perhaps weeks after the release of the chemical or biological agent.

In an overt release, officials will have advanced notice of the outbreak, but most local public health systems will be overwhelmed by community requests for information and treatment as soon as the threat is made public.

Campus response to confirmed incidents of this nature will probably be limited to the following possibilities, depending on circumstances:

- Act as an information source, passing on information from Center of Disease Control (CDC), and other government agencies, to students and staff via existing information channels. Information might include infection control precautions and treatment facilities, etc.
- Potential evacuation and closure of facilities.
- Cooperate with the use of college facilities, if requested, by local agencies.
- Use of universal precautions in the handling of victims to prevent the further infection or contamination of students and staff.

Suspicious Mail

- If a Radiological, Biological, or Chemical threat is identified in any letter, parcel, or package:
- Do not handle the mail piece or package suspected of contamination.
- Call Campus Safety immediately.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- List all persons who have touched the mail piece or package.
- Include contact information and have this information available for Campus Safety.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
- As soon as practical, shower with soap and water.

SUBJECT: BIOLOGICAL EMERGENCY

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

BACKGROUND

A Biological Emergency is an incident involving the release of, exposure to, toxins that are capable of causing bodily harm or death. A biological agent can come in the form of a solid, powder, liquid, or gaseous state.

A biological agent can be introduced through the following:

- By mail, via contaminated letter or package.
- Using a small explosive device to help it become airborne.
- Through a building’s ventilation system.
- Using a contaminated item, such as a backpack, book bag, or other parcel left unattended.
- By intentionally contaminating a food or water supply.
- By aerosol release into the air.
- By a missile warhead.

The following indicators may suggest the release of a biological substance:

Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing, severe vomiting, diarrhea, abdominal cramping (if food borne or waterborne). Also, severe skin reactions for certain other agents. Other indicators may include the presence of distressed animals or dead birds.

Anthrax

Anthrax is the most common of biological agents. Anthrax is a disease-causing organism, which can reproduce and keep spreading long after its release. Anthrax has a low mortality rate when properly treated. Anthrax is usually sent to individuals by letters or packages.

The following steps will assist to identify suspicious letters or packages:

- The mail is unexpected or from someone you do not know.
- It is addressed to a title, but no name.
- It is addressed to someone no longer at your address.
- It is handwritten and has no return address or bears one that you cannot confirm its legitimacy.
- The return address does not match the postmark.
- Common words are misspelled.
- It is lopsided or lumpy in appearance.
- It has wires or tinfoil protruding from the envelope/package.
- It is sealed with excessive amounts of tape or string.
- It is marked with restrictive delivery instructions, such as “Personal” or “Confidential.”
- It has excessive postage.
- It has oily stains, discoloration, crystallization, or a strange odor.
- It is leaking a powdery substance.

The following steps should be taken after a suspicious letter/package is identified:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.

- Do not shake or empty the contents of any suspicious envelope/package.
- Place the envelope/package in a plastic bag or other type of container to prevent leakage of contents.
- If a container is unavailable, cover with anything (e.g. clothing, paper, trash can) and do not remove cover.
- Leave room and close door, or section off area to prevent others from entering. Everyone who touched the letter should wash hands. Wash hands with soap and water to prevent spreading any powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Report incident to administration staff.
- Administration staff should contact Campus Safety. Give specific location of suspicious envelope/package and what makes it suspicious. List all the people in the room or area when the envelope/package was recognized. Give list to Campus Safety and health authorities for follow-up investigations and advice.

The following steps should be taken in the event an envelope/package with powder spills/leaks out onto a surface:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not clean up the powder. Cover spilled contents immediately with anything and do not remove cover.
- Leave the room, close and lock the door or section off the area to prevent others from entering.
- Wash hands with soap and water to prevent spreading powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Remove heavily contaminated clothing as soon as possible and place in a sealable plastic bag. Give sealed bag to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin.
- Report incident to administrative staff.
- Administrative staff should contact Campus Safety. Give specific location and type of spilled contents. List all the people in the room or area when envelope/package with powder spilled/leaked.
- If a site or building receives a biological threat by phone alleging a contaminated package, backpack, or book bag, administration staff should follow the appropriate procedures.

SUBJECT: ACTIVE SHOOTER

While every situation regarding guns and potential shooters is impossible to predict, law enforcement has provided us with a simple philosophy to consider for these situations: **Run; Hide; Fight.**

STEPS TO TAKE

1. **Run** to the safest place to hide;
2. **Hide** yourself and others the best you can, using the resources at hand. Hiding generally entails an action called Shelter In Place.
3. **Fight** as a last resort if the shooter(s) enters your space.

INSIDE A BUILDING

In addition to the basic shelter-in-place procedures:

- Have one person in the room call 911 and provide info requested by dispatcher. (If the shooter is in your building and you have not received a COC-ALERT message.)
- Remain in place until police or a campus authority known to you gives the "all clear." Do not be misled by a clever shooter posing as a law enforcement officer.
- Follow all directions received from COC-ALERT Emergency Notification System.
- If the shooter manages to enter your space, have a plan of action in place to neutralize the shooter. This plan should be designed to disarm and hold the shooter by whatever means is necessary.
- Since shooter scenarios may involve more than one gunman, simply fleeing a classroom or building could increase your risk. In general, only leave a building if you are told to do so by law enforcement, a campus official known to you or official COC-ALERT messaging.

OUTSIDE ON CAMPUS

- Run away from the sound of gunfire.
- Seek the nearest structure for shelter.
- If in a parking lot, return to your car, lock it and hide on the floor.
- Do not try to drive off campus. A gunman may focus on a moving car as a target and law enforcement will be blocking exits in search of gunmen.
- Follow directions from COC-ALERT messages.

WHEN LAW ENFORCEMENT ARRIVES

- Officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
- Officers may shout commands and may push individuals to the ground for their safety.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep your hands visible at all times.

- **Avoid making quick movements toward officers.**
- **Avoid pointing, screaming and yelling.**
- **Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Law enforcement 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 area authorities have designated.**

STUDENTS WITH DISABILITIES

- **Assist people with special needs as best you can by helping them to hide out and shelter-in-place until the situation has been resolved.**

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- **An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.**
- **Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.**
- **Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly.**
- **Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.**

LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze an active shooter situation and create an after-action report. The analysis and reporting contained in this report is useful for:

- **Serving as documentation for response activities**
- **Identifying successes and failures that occurred during the event**
- **Providing an analysis of the effectiveness of the existing Emergency Operations Plan**
- **Describing and defining a plan for making improvements to the Emergency Operations Plan**

Additional Ways to Prepare for and Prevent an Active Shooter Situation

- **Preparedness**
 - **Ensure that your facility has at least two evacuation routes.**
 - **Post evacuation routes in conspicuous locations throughout your facility.**
 - **Include local law enforcement and first responders during training exercises.**
 - **Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location.**
- **Prevention**
 - **Foster a respectful workplace.**
 - **Be aware of indications of workplace violence and take remedial actions accordingly.**

PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former student, employee, or an acquaintance thereof. Intuitive faculty, staff and managers may notice characteristics of potentially violent behavior. Alert your Human Resources Department if you believe anyone exhibits potentially violent behavior.

Indicators of Potential Violence

People typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- History of or displaying signs of mental illness.
- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism; vague physical complaints.
- Noticeable decrease in attention to appearance and hygiene.
- Depression / withdrawal.
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies.
- Increased severe mood swings.
- Noticeably unstable, emotional responses.
- Explosive outbursts of anger or rage without provocation.
- Suicidal; comments about “putting things in order.”
- Behavior which is suspect of paranoia, (“everybody is against me”).
- Increasingly talks of problems at home.
- Escalation of domestic problems into the workplace; talk of severe financial problems.
- Talk of previous incidents of violence.
- Empathy with individuals committing violence.
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes.

SUBJECT: VIOLENT OR THREATENING BEHAVIOR / CIVIL DEFENSE / WMD

When violent or threatening behavior occurs

Response:

1. If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately notify someone in authority:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

2. Provide the following:
 - Nature of the incident or threat
 - DO NOT USE ELEVATORS
 - Location
 - Description of person(s) involved
 - Description of property involved
 - Description of weapons involved
 - Description of injuries
3. Keep a safe distance from anyone acting violently or bizarrely and encourage others to keep clear until trained assistance arrives.
4. If a weapon is involved, flee to a safe area. If possible, keep the subject in view so you can assist responders.

Civil Defense Procedures / WMD (Weapons of Mass Destruction)

Signal

In all likelihood, there will be NO advanced warning for a WMD. If there is, tune radio to Emergency Alert Systems:

850 kHz (fixed/portable/fixed RadioSTAT station)

KFI AM 640

KNX AM 1070

KBIG FM 104.3

Action

1. Remain calm.
2. Evacuate.
3. Stay clear of glass windows.
4. Tune radio to Emergency Alert Systems:

850 kHz (fixed/portable/fixed RadioSTAT station)
KFI AM 640
KNX AM 1070
KBIG FM 104.3
5. Stay in evacuation area until directed by authorities to leave.

Surprise Attack

1. Take cover instantly.
2. Lie behind a solid object or in a ditch.
3. Assume the civil defense protective position:
 - Lie on your side and curl up.
 - Cover your head and close your eyes.

SUBJECT: DISTURBANCES AND DEMONSTRATIONS

Valencia – Dial “7” from campus phone or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from campus phone or call CCC Safety at (661) 362-3977.

BACKGROUND

Site administrators may be confronted with disturbances or demonstrations adjacent to a college site or on a college site.

The courts have held that demonstrations are lawful as long as the demonstrators' conduct does not materially disrupt class work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus may interfere with college activities and, therefore, could be unlawful.

Site administrators and Sheriff Deputies are empowered to order persons whose presence interferes with the peaceful conduct of the college, or disrupts the college or its students or college activities, to leave campus. Persons who fail to comply with such instructions are subject to arrest.

DISTURBANCE OR DEMONSTRATION (STUDENTS)

- Site Administration should carefully assess the situation. Designated free speech areas should be considered prior to any demonstration.
- With assistance from Campus Safety, determine the urgency of the situation, type of assistance needed, and if the crowd really needs to be dispersed.
- If Demonstrators are participating in an unlawful assembly on campus, or causing class disruptions, it is recommended the site administrator:
 - ***Consult with law enforcement deputies to establish the best plan of action.***

DISTURBANCE OR DEMONSTRATION (NON-STUDENT)

- Politely inform the individual(s) they are disrupting the college, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify Campus Safety. A deputy will be dispatched to your location. If a physical assault begins, call 9-911 from a campus phone, or 911 from a non-campus phone.
- The deputy and site administrator will devise a plan of action. The situation will dictate whether additional deputies will be needed and/or if the Emergency Operations Center needs to be activated.

OTHER CONSIDERATIONS

- Consider placing staff to answer telephone calls from concerned.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- With assistance from Campus Safety, try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

SUBJECT: BOMB THREAT

If you find a suspicious package

Response:

1. **DO NOT TOUCH IT!**
2. Report it immediately

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “6” from any campus phone extension or call CCC Safety at (661) 362-3977.

3. Keep others from approaching the package until Campus Safety arrives.
4. Meet Campus Safety and provide as much information as you can.
5. Follow instructions from Campus Safety or law enforcement authority.

If you hear or receive a threat call, note, email, Facebook, Twitter, etc.

Response:

1. Notify Campus Safety Immediately.
2. Try to remember what was said:
 - Where is the bomb located?
 - When is it set to explode?
 - What kind of bomb is it?
 - What does it look like?
 - Did he/she place the bomb?
 - How many devices are there?
 - Why is he/she doing this?
 - Did they identify themselves by name? (even a false one!)
3. Try to remember the EXACT WORDS used by the caller.
4. Note other details: gender, accent, age, speech patterns or impediments, disguised, angry, crying, familiar to you, etc.
5. Time and date of threat and the means that it was made: overheard, email, Facebook, twitter, phone call, text, etc.

SUBJECT: FACTS AND GOVERNMENTAL RESPONSE TO PANDEMIC FLU

A. Introduction

The purpose of this Influenza Pandemic Response Plan is to lessen the impact of an influenza pandemic on the residents by providing a guide for health care providers for detection and response to an influenza pandemic event.

B. Background/Threat

The worst natural disaster in modern times was the infamous “Spanish flu” of 1918–1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, an influenza pandemic can occur and affect populations around the world.

The West Coast of the United States has major ports of entry for flights and shipping from Asia (a likely location for the development of a novel virus), would likely be among the first U.S. locations for an influenza pandemic to establish a foothold.

An influenza pandemic is unlike any other public health emergency or community disaster:

- Many experts consider influenza pandemics to be inevitable, yet no one knows when the next one will occur.
- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.
- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.
- The effect of influenza on individual communities will be relatively prolonged – weeks to months – when compared to minutes-to-hours observed in most other natural disasters.
- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of the pandemic. Effective preventive and therapeutic measures –including antiviral agents – will likely be in short supply, as may some antibiotics to treat secondary infections.
- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.
- Health-care workers and other first responders will likely be at even higher risk of exposure and

illness than the general population, further impeding the care of victims.

- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in other sectors who provide critical community services: military personnel, law enforcement, firefighters, utility workers, and transportation workers, just to name a few.

Benefits of pre-event planning

In addition to preparing to respond to an actual pandemic, increasing awareness among the public health, medical, and emergency response communities will foster greater concern about “routine”, annual influenza epidemics, which kill an average of 20,000 Americans every winter.

Prompt improvements in infrastructure to address the major elements of pandemic preparedness can have immediate and lasting benefits and can also mitigate the effect of the next pandemic. For example, increasing routine, annual influenza vaccination coverage levels in high-risk patients will not only reduce their risk of dying or being hospitalized during the prepandemic period, but will also facilitate access to such patients – through greater confidence in the benefits of influenza vaccination and expanded programs to access those patients -- when the next pandemic occurs. Similarly, increasing the coverage of pneumococcal vaccine in such patients could have a significant impact on the incidence and severity of secondary bacterial pneumonia.

C. Concept of Operations

1. Stages of Alert

For purposes of consistency, comparability, and coordination of the national, state, and local response, identification and proclamation of the following “stages” will be done at the national level:

Pandemic Phase	Definition
Novel Virus Alert	<ul style="list-style-type: none"> • Novel virus detected in one or more humans • Little or no immunity in the general population • Potential, but not inevitable precursor to pandemic
Pandemic Alert	<ul style="list-style-type: none"> • Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area
Pandemic Imminent	<ul style="list-style-type: none"> • Novel virus causing unusually high rates of morbidity and/or mortality in multiple, widespread geographic areas
Pandemic	<ul style="list-style-type: none"> • Further spread with involvement of multiple continents; formal proclamation made
Second Wave	<ul style="list-style-type: none"> • Reoccurrence of epidemic activity within several months following the initial wave of infection
Pandemic over	<ul style="list-style-type: none"> • Cessation of successive pandemic “waves,” accompanied by return (in the U.S.) of more typical wintertime “epidemic” cycle

As the pandemic develops, the World Health Organization (WHO) will notify the Centers for Disease Control and Prevention (CDC) and other national health agencies of progress of the

pandemic from one stage to the next. CDC will communicate with other state agencies about pandemic stages, vaccine availability, virus laboratory findings, and national response coordination. The State will communicate with local health agencies.

2. The Federal Role

The Federal government has assumed primary responsibility for a number of key elements of the national plan, including:

- Vaccine research and development.
- Coordinating national and international surveillance.
- Assessing and potentially enhancing the coordination of vaccine and antiviral capacity, and coordinating public-sector procurement.
- Assessing the need for and scope of a suitable liability program for vaccine manufacturers and persons administering the vaccine.
- Developing a national “clearinghouse” for vaccine availability information, vaccine distribution, and redistribution.
- Developing an adverse events surveillance system at the national level.
- Developing a central (national) information database/exchange/clearinghouse on the Internet.

3. The State Role

Novel Virus Alert Stage

During this stage, the California Department of Public Health (CDPH) activities will be limited to monitoring reports of progress of the disease and surveillance to detect the arrival of disease caused by the novel virus in California. Novel virus detection will be carried out by WHO and CDC.

Pandemic Alert Stage

During this stage, CDPH will monitor reports of disease spread and meet with surveillance partners to activate and augment surveillance systems.

The CDPH will maintain close contact with CDC and the Food and Drug Administration to obtain information on plans for vaccine delivery. They will work with local health departments (LHDs) and representatives of the private medical sector to plan delivery and administration of vaccines when they are available.

The CDPH will provide technical information, public information, and press releases. Public information will include travel alerts, guidelines on limiting the spread of the disease, and information about when and where to obtain medical care. They will ensure communication among epidemiology efforts, laboratory surveillance, and emergency management agencies (EMAs).

Pandemic Imminent Stage

In the pandemic imminent stage, the pandemic alert activities will continue at an intensified level. Surveillance efforts will be increased for both influenza illness and the circulation of the influenza virus. If vaccine is available, the distribution system will be implemented and security measures will be put in

place to ensure that vaccine will be given first to groups with highest priority for receiving them. The CDPH will step up information flow to LHDs, medical providers and all other stakeholders.

Local coroners and funeral directors will be advised to prepare for increases in the number of dead they will have to handle.

Pandemic Stage

Surveillance efforts will be overwhelmed. Emphasis will be shifted from detecting cases caused by the influenza virus to monitoring demographic characteristics that may indicate a need to revise priority groups for receiving vaccine and antiviral medications if available supplies are limited. Vaccine delivery will be at its highest level, and the system to detect possible adverse reactions to the vaccine will be closely monitored. EMAs will establish alternative treatment sites since hospitals will be overwhelmed.

Second Wave

All agencies and health care providers must make use of the interim period to prepare for a resurgence of disease. This includes addressing shortfalls in supplies and personnel.

Although there are likely to be medical resources and technical assistance available from state and federal agencies, local counties should expect to manage the local response at the time of the pandemic, including temporary redirection of personnel and financial resources from other programs.

D. Department of Public Health Response Procedures

In the early stages of a pandemic, there may be no vaccine at all. The federal Planning Guide indicates that a minimum of six to eight months would elapse before the tens of millions of doses needed could be produced for distribution. When vaccine first becomes available the demand will likely exceed the supply.

Pharmaceutical delivery will become an important issue during a pandemic. While antiviral agents will play a role in both prophylaxis and treatment of influenza, the existing supplies would certainly fall short of the need. As the pandemic progresses, there may not be sufficient supplies of antibiotics for treating persons with complications of influenza. In addition to supply problems, other difficulties are associated with use of antiviral agents. Priorities for target groups and the use of limited supplies for prophylaxis versus therapy have not yet been established. Widespread use of antivirals and antibiotics could lead to emergence of drug-resistant viral strains. Adverse antiviral reactions and liability issues will also be of concern.

1. Novel Virus Alert Stage

Novel virus detected in one or more humans. Little or no immunity in the general population. Potential, but not inevitable, precursor to a pandemic.

a. Surveillance

- Monitor bulletins from the CDPH regarding virologic, epidemiologic, and clinical findings associated with new variants isolated within or outside the U.S.
- Meet with appropriate partners and stakeholders and review major elements of enhanced surveillance activities; modify and update plan as needed.

- Activate enhanced local surveillance to detect importation and local spread.
- Obtain appropriate reagent, if appropriate, to detect and identify the novel strain.

b. Vaccine and Pharmaceutical Delivery

- Meet with hospitals, health care providers, and other partners and stakeholders to review major elements of the vaccine distribution plan, including plans for storage, transport, and administration of vaccines and antivirals.
- Modify plan as needed to account for updates, if any, on recommended target groups and projected vaccine supply.

c. Emergency Response and Communications

- Test local communication systems to ensure that local and statewide communications are functional.
- Notify hospitals, health care providers, and other partners and stakeholders of the novel virus alert.
- Modify communications plan (and written materials) as needed (in collaboration with state officials) to account for updates, if any, on projected effects of the novel virus.
- Implement contingency plans, if any, for obtaining critical hardware, software, or personnel to expand communications systems if needed for a pandemic.
- Ensure ongoing coordination among surveillance, epidemiology, laboratory, EMS, and other local response efforts.
- Develop and/or update press release templates. Develop materials for responding to questions that may come from the media.

2. Pandemic Alert Stage

Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area.

Novel virus alert activities will be continued at a more advanced level and other activities will be added.

a. Surveillance

- Fully activate enhanced surveillance activities. Assess functionality, timeliness, and completeness of data entry and dissemination, data links, and feedback mechanisms throughout the local the system.
- Monitor daily CDC and state reports
- Meet with surveillance partners to increase the amount of patient demographic information collected, in order to identify groups with increased risk.
- Inform surveillance partners of the need to increase specimen collection for detection of novel virus and alert laboratories to prepare for increased numbers of specimens.
- Recruit pharmacies to participate in reporting antiviral prescriptions filled.
- Assess inventory of laboratory equipment and supplies, noting what is needed.
- Assess inventory of medical equipment and supplies, noting what is needed.
- Develop contingency plans for procurement of laboratory equipment and supplies, and also for possible redirection and hiring of additional laboratory employees, including clerical/data

entry personnel.

- Explore re-certification of non-traditional labor pool and redirection of staff with appropriate skills to alleviate need for additional laboratory personnel.

b. Vaccine and Pharmaceutical Delivery

During the pandemic alert stage, vaccine would not yet be available, and may not be for several months.

- Monitor reports from the CDC, FDA, and CDPH to obtain information on plans for vaccine manufacture.
- Prepare to implement plan for storing and delivering vaccine as it becomes available DHS (vs. private distribution).
- Review elements of plan for vaccine delivery with partners and stakeholders.
- Ensure that human resources, equipment, and plans for mass immunization clinics are in place.
- Obtain latest CDPH recommendations for priority groups for vaccine allocation and modify as necessary based on current surveillance data.
- Meet with local pharmacists and medical association to discuss potential need to:
 - o increase antiviral and antimicrobial supplies.
 - o increase role of pharmacists in vaccine delivery.
- Coordinate with CDPH to receive the state satellite broadcast training/refresher on vaccine administration techniques for persons who do not normally administer vaccines, but will be enlisted to do so in a pandemic:
 - o arrange for viewing by appropriate groups.
 - o provide video copies of the broadcast for local training.

c. Emergency Response and Communications

- Ensure communication among the epidemiology and laboratory surveillance programs and emergency management.
- Alert surveillance groups to increase surveillance activities.
- Identify contact person (and backup person) for communication with CDPH.
- Identify spokesperson (and backup person) for communication with press, public, etc.
- Prepare fact sheets detailing responses to questions coming from the media and the public:

- o include documents intended for electronic distribution.
- o include telecommuting advice to employers, labor organizations, and others.
- o include travel alert information received from the State and/or CDC.

- Respond to media inquiries regarding outbreak.

- Notify hospitals, health care providers, emergency responders, coroners, and mortuary organizations as needed.

- Increase laboratory surveillance and disease surveillance.

- Alert emergency responders to work with EMS to inventory critical supplies and solve problems arising from high response volumes.

- Identify methods to address personnel and supply shortfalls.

- Plan for implementation of emergency medical treatment sites and temporary infirmary locations, in coordination with local mass-care organizations such as American Red Cross and/or Salvation Army.
- Send bulletins to private providers via local medical association and/or lists acquired from state licensing boards.

- Issue guidelines on influenza precautions for workplaces, emergency departments, airlines, colleges, jails and prisons, public safety agencies, and individuals.

3. Pandemic Imminent Stage

Novel virus causing unusually high rates of morbidity and mortality in widespread geographic areas.

In the pandemic imminent stage the pandemic alert activities will continue at an intensified level.

a. Surveillance

- Outside of normal surveillance season, verify that hospital and health care surveillance has been activated and CDPH is receiving ongoing reports of cases within the county.

- Report the data collected to all participating facilities as well as to CDPH.

- Analyze the inpatient data to determine which population groups are at greatest risk and provide the information to CDPH and to those determining priority groups for vaccine allocation when the supply is limited.

- Maintain increased laboratory surveillance and other activities outlined previously in the pandemic alert section.

b. Vaccine and Pharmaceutical Delivery

- **Continue activities as listed in pandemic alert stage, including meetings with the local pharmacist and medical associations.**
- **Increase public information effort designed to keep ill persons at home.**
- **If vaccine delivery date is predicted by CDC, work with CDPH to:**
 - o **establish local delivery date.**
 - o **review distribution plan and update when new information is available.**
 - o **alert to need for security at immunization sites.**
- **If vaccine is available, fully activate the immunization program.**

4. Pandemic Stage

Further spread of influenza disease with involvement of multiple continents.

a. Surveillance

Influenza morbidity and mortality surveillance systems will likely become overwhelmed.

- **Use data to establish priority groups for immunization as vaccine availability changes, providing data to CDPH, hospitals, and private providers.**
- **Continue to monitor reports from WHO, CDC, and CDPH on national and worldwide morbidity and mortality data.**
- **Laboratory surveillance will focus on detection of antigenic drift variants and resultant viruses that could limit the efficacy of vaccines produced against the original pandemic strain.**

b. Vaccine and Pharmaceutical Delivery

Continue all pandemic imminent activities. Presumably vaccine would be available for a sizable proportion of the population.

- **Monitor data for evidence of adverse reactions to the influenza vaccine. Report findings routinely to CDPH.**
- **Modify recommendations and agreements on priority groups for receiving the vaccine to reflect greater availability of vaccine.**
- **Review surveillance data for changes in risk factors that could require modification of recommendations for priority groups for receiving vaccine.**
- **Monitor availability of antivirals and, when appropriate, recommend changes in priority groups for receiving vaccine or antivirals.**

c. Emergency Response and Communications

All of the activities of the pandemic imminent stage and the following:

- **Implement emergency medical treatment sites and temporary infirmary locations as needed in coordination with local mass-care organizations, such as American Red Cross and Salvation Army, to respond to the overwhelming caseload.**
- **Increase public information effort designed to keep ill persons at home, providing translations into Spanish and other major languages.**
- **Request law enforcement mutual aid, if needed. If law enforcement mutual aid system is overwhelmed, the Governor may issue a waiver to allow National Guard and military to act as law enforcement.**
- **If the medical/health mutual aid system is overwhelmed, the State may request healthcare workers from other states and/or the federal government.**
- **Obtain data on antiviral and antimicrobial supplies.**
- **Prepare or update recommendations and plans for allocation of antiviral and antimicrobial supplies.**

c. Emergency Response and Communications

- **Update documents and fact sheets based on current surveillance information.**
- **Monitor the ability of hospitals and outpatient clinics to cope with increased patient loads.**
- **Implement health education campaign with emphasis on the following:**
 - o **hand washing.**
 - o **stay home rather than be exposed to/spread the influenza virus.**
 - o **check on family, friends living alone.**
 - o **vaccination clinic locations.**
 - o **signs, symptoms.**
 - o **vaccine safety and storage.**
- **Work with employers and labor organizations to implement a telecommuting system so more people can stay home.**
- **Implement mutual aid or other procedures to address supply and personnel shortfalls.**
- **Conduct inventory of critical supplies/personnel and solve problems: shortage of supplies (gloves, safety needles, ventilators), personnel shortage (how to get nontraditional labor pool re-certified or alternative staff redirected).**
- **Develop plan for counseling/psychiatric services**

5. Second Wave

Typically in a pandemic, the number of new cases of influenza peaks and then declines, giving the impression that the pandemic is over. Then within a few months, influenza incidence once again increases. State and local officials and health care providers need to remain vigilant for a return of the epidemic activity. This is especially difficult given that all personnel and supplies involved in responding to the epidemic will be exhausted by efforts to respond to the pandemic. The perceived "end of the pandemic" may be viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status. Public health personnel who provide the data to CDPH will probably still be backlogged with reports, but should be encouraged to maintain extra staffing levels.

All sources of surveillance data will need to be convinced that their contributions are still essential because of the likelihood of a second wave. If the decline in the number of cases occurs outside the normal influenza season, it will be necessary to explain the importance of maintaining vigilance because the second wave could occur at any time.

Immunization efforts in lower risk groups should continue as vaccine becomes available.

Laboratory surveillance should also return to pandemic imminent status while maintaining surveillance for possible antigenic drift.

E. Public Information and Risk Communication

Dissemination and sharing of timely and accurate information with the health care community, the media, and the general public will be one of the most important facets of the pandemic response. Instructing the public in actions they can take to minimize their risk of exposure or actions to take if they have been exposed will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services.

The Public Health PIO in consultation with the Health Officer and Communicable Disease staff will identify public health issues and concerns that will or may need to be addressed through public information messages regarding pandemic influenza and will identify affected target audiences for messages.

Messages will address, but not be limited to, vaccine supply, antiviral use, low-tech prevention methods, and maintenance of essential services. They will also identify appropriate strategies for dissemination of messages including postings to the Public Health website.

E. References

Influenza (the Flu) Questions and Answers. National Center for Infectious Diseases (CDC) (October 2003). <http://www.cdc.gov/ncidod/diseases/flu/facts.htm>

Pandemic Influenza: A Planning Guide for State and Local Officials (Draft 2.1). CDC National Vaccine Program Office (January 2003). <http://www.cdc.gov/od/nvpo/pubs/pandemicflu.htm>

Prevention and Control of Influenza: Recommendations of the Advisory Committee on

Immunization Practices (ACIP). MMWR April 12, 2002 / 51(RR03); 1-31.
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5103a1.htm>

Additional Influenza links

1. The National Immunization Program (NIP), CDC

(<http://www.cdc.gov/nip>)

The NIP is a part of the Centers for Disease Control and Prevention, located in Atlanta, Georgia. As a disease-prevention program, NIP provides leadership for the planning, coordination, and conduct of immunization activities nationwide.

2. Influenza Branch, National Center for Infectious Diseases, CDC

The Influenza Branch provides leadership for the prevention and control of influenza in the U.S. and worldwide. Major activities include coordinating surveillance and conducting research. The

Influenza Prevention and Control home page

(<http://www.cdc.gov/ncidod/diseases/flu/fluvirus.htm>) contains information on influenza vaccine, antiviral agents, and surveillance.

The Influenza Branch operates one of the four World Health Organization (WHO) Collaborative Centers for Reference and Research on Influenza and is the main reference laboratory for characterizing influenza viruses in the U.S. and North America. It also:

- Characterizes influenza viruses circulating in the U.S. and worldwide, using molecular and serological techniques to detect new strains and the emergence of viruses with pandemic potential.
- Coordinates U.S. influenza surveillance and publishes a weekly influenza surveillance update (<http://www.cdc.gov/ncidod/diseases/flu/weekly.htm>) from October through May.

3. Center for Biologics Evaluation and Research (CBER), FDA

(<http://www.fda.gov/cber/index.htm>)

The mission of CBER is to protect and enhance the public health through regulation of biological products including blood, vaccines, therapeutics, and related drugs and devices according to statutory authority. The regulation of these products is founded on science and law to ensure their purity, potency, safety, efficacy, and availability. CBER plays a critical role in the manufacture and licensing of influenza vaccine.

4. National Institutes of Health (NIH), National Institute of Allergy and Infectious Diseases

(NIAID) (<http://www.niaid.nih.gov/>)

The National Institute of Allergy and Infectious Diseases (NIAID), part of the NIH, conducts and supports research aimed at finding better ways to treat and prevent influenza infections. This site includes NIAID fact sheets, brochures and news releases on influenza, as well as links to influenza information maintained by other federal agencies.

5. Animal and Plant Health Inspection Service, Veterinary Services, U.S. Department of Agriculture (<http://www.aphis.usda.gov/>)

The U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Veterinary

Services (VS) protects the health, quality, and marketability of our nation's livestock and poultry resources. Within VS, the Emergency Programs staff coordinates efforts to prepare for and respond to outbreaks of exotic animal diseases, including highly pathogenic avian influenza. Surveillance for influenza A viruses in avian species in the U.S. are reported each year by the USDA, APHIS, VS, National Veterinary Services Laboratories in the Proceedings of the U.S. Animal Health Association Annual Meeting (<http://www.usaha.org/reports/poult97.html>).

6. The USDA Agricultural Research Service (ARS) (<http://www.ars.usda.gov/>)

The ARS conducts research to develop and transfer solutions to agricultural problems of high national priority and provides information access and dissemination. The ARS' Southeast Poultry Research Laboratory publishes information on avian influenza research and contacts for further information.

7. The Department of Defense Global Emerging Infections Surveillance and Response System (<http://www.geis.ha.osd.mil/main2.html>).

(DoD-GEIS) was created in response to Presidential Decision Directive NSTC-7. In the directive, former President Clinton recognized the threat posed by emerging infectious diseases to the health of our global community and to our national security. Responsibilities and actions to improve our nation's ability to identify and respond to the threat are assigned too many organizations and agencies, including the DoD.

8. The World Health Organization (<http://www.who.org>)

The World Health Organization's Influenza Program (<http://www.who.org>)

(<http://who.int/emc/diseases/flu/>) was created in 1946 as an international centre to collect and distribute information, coordinate laboratory work on influenza, and train laboratory workers. After 50 years, WHO's global surveillance of influenza now maintains 110 National Influenza Centres in 83 countries and four WHO Collaborating Centres for Virus Reference and Research in Atlanta, USA; London, UK; Melbourne, Australia; and Tokyo, Japan.

Section Six
Glossary of Terms

For the purposes of the SEMS/NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the EOC Manager. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the EOC Manager, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially proclaimed emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal,

State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the EOC Manager. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for manage

ment of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible in the field for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information

plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with the Field Incident Commander and representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitiga

tion can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by 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, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively

with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). **Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the in-

cident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Site Administrator: Administrator or Supervisor in charge.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations,

infrared technology, and communications, among various others. **Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Weapons of Mass Destruction (WMD): a chemical, biological or radioactive weapon capable of causing widespread death and destruction.

Section Seven
Checklists

Checklist	Title	Position
1-A	Chancellor	Primary: Alternate:
	During the emergency, the CHANCELLOR determines if a PROCLAMATION OF EMERGENCY is warranted. They authorize the official request for assistance or notification to appropriate state and federal agencies and support the management of emergency forces involved with the response to situations associated with the emergency. The Chancellor serves as the primary liaison to the Board of Trustees.	

FOR CONSIDERATION OR ACTION

- Keep a detailed log of your activities.
- Assess situation; obtain information through EOC MANAGER.
- Proclaim a Proclamation of Emergency when warranted.
- Confer as needed with local and state officials.
- Activate EMERGENCY OPERATIONS PLAN on recommendation of EOC MANAGER or designee.
- Evaluate the need for closure of the college or evacuation. Ensure that the following are notified:
 - EOC MANAGER
 - College Vice Chancellors/Deans
 - PUBLIC INFORMATION OFFICER
- Review and approve media releases.
- Activate Management System.
- Inform and brief the Management System on the emergency situation and status as it affects their areas.
- Issue any necessary public statements through the PUBLIC INFORMATION OFFICER.
- Obtain periodic situation updates from EOC MANAGER.
- Authorize the EOC MANAGER to announce the end of the Proclamation of Emergency when appropriate.
- Child Care Center (Safety, Parent Notification, and Pick-Up)
- Special Populations (Disabled, etc...)

Items to Focus On

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Campus Closure

- Will the incident require the closing of the campus? How long will the campus be closed? What information will students and employees need?

Recovery Expectations

- When will the academic process resume?

Checklist	Title	Position
1-B	EOC Manager	Primary: Alternate:
	<p>During the emergency, the EOC MANAGER implements the opening and staffing of the Emergency Operations Center (EOC), focusing on the highest priorities (life & death) and controlling problems. The EOC MANAGER initiates intelligence gathering concerning casualties and damage, reviewing the vast amount of information coming in from field units, identifying immediate problems, performing rapid assessment of casualties and damage, prioritizing response teams to incidents. The EOC MANAGER also provides the CHANCELLOR with recommended courses of action.</p>	

PRIMARY RESPONSIBILITIES

- Function as the EOC MANAGER of the EMERGENCY OPERATIONS CENTER.
- Conduct an initial situation assessment to determine:
 - Type of emergency
 - Location of emergency
 - Type of structure/vehicles involved
 - Size of area involved
 - Number of additional people required
 - Incident Command Post location
 - Staging Area locations
 - Access routes for emergency vehicles
 - Assistance required (e.g., medical, fire, facilities, environmental safety)
 - Number and type of casualties/injuries

FOR ACTION

- Keep a detailed log of your activities.
- Implement the plan, activate an EOC
- Evaluate the need for a incident command post.
- Inform the CHANCELLOR of the current situation: casualties, damage, nature of the problem, and the location of the EOC
- Establish a communication link with the Field Incident Commander and dispatch center.
- Set priorities, delegate tasks, and manage the EOC
- Assign personnel to staff SEMS/NIMS functions:
 - Operations
 - Planning
 - Logistics
 - Finance
- Develop and implement control plans which may include:
 - Perimeter control provisions/Interior patrol provisions
 - Evacuation procedures
 - Liaison with other emergency agencies
 - Traffic control plans
 - Mobilization of on-duty personnel
 - Mutual Aid contingencies

- Update the CHANCELLOR with current information on the status of the emergency response and the Incident.
- Request personnel and equipment resources needed for control of the incident.
- Provide the PUBLIC INFORMATION OFFICER with information for release to the media.

FIRST PRIORITY TASKS/CONSIDERATIONS

- Human resources immediately available.
- Immediate fire and medical needs.
- Initial damage to the campus and infrastructures.
- If evacuation will be needed and set up a plan.
- If campus closure is ordered, implement closure procedure.
- If emergency alert or warning will be needed.
- Child Care Center (Safety, Parent Notification, and Pick-Up).
- Special Populations (Disabled, etc...)

CONTINUING PRIORITY TASKS /CONSIDERATIONS

- The status of emergency communications.
- Need for closure and advise the CHANCELLOR.
- Request from Chiefs ongoing status reports on their activities and resources.
- Evaluate the need and use of incident command post.
- Request recommended sites for casualty collection point, and coroner operations.
- Establish contact with local (city, county) emergency operations centers.
- Implement mutual aid plans (Consider Law Enforcement, Fire, Emergency Medical Services, American Red Cross, Primary/Secondary Schools, Churches, Unified School Districts, and Hospitals).
- Determine the impact of the incident beyond the campus; advise the CHANCELLOR.
- Direct situation analysis (planning) staff to prepare detailed assessment of damages, injuries, and casualties.

ADDITIONAL ITEMS THAT THE EOC MANAGER SHOULD FOCUS ON:

Continued Operations and Resources

- Estimate the duration of the response and develop plans for replacing human and physical resources.
- Identify staging areas for incoming resources.

Security and Access Control

- Perimeter security needs and resources for night operation.
- Will the campus become a reception point for outside victims?

Checklist	Title	Position
1-C	Assistant EOC Manager	Primary: Alternate:
	During the emergency, the ASSISTANT EOC MANAGER serves as primary link to the EOC MANAGER and ensures the emergency organization performs according to established procedures and oversees the operation of emergency plan. In addition, the ASSISTANT EOC MANAGER guides the management of emergency forces involved with the response to situations associated with emergency by establishing operational policies as needed and adjudicating conflicting demands for support.	

FOR ACTION

- Keep a detailed log of your activities.
- Notify the EOC MANAGER of the situation and inform them of changes and conditions.
- Report to EOC as the situation dictates.
- Keep a written log of phone messages.
- Obtain authorization from EOC MANAGER to activate Emergency Operations Plan. Consider proclamation of emergency, activation of an EOC, evacuation sheltering, and closure.
- Direct activation of an EOC if required.
- Establish communications with incident command personnel and EOC
- Determine if all emergency notifications have been made.
- Authorize deviations of procedures for implementing the emergency plan.
- If closure is directed, implement the closure procedure.
- Authorize emergency messages and dissemination of public education/information to the campus.
- Obtain information on the situation and actions taken from the EOC MANAGER and brief the chiefs.
- Establish priorities and adjudicate conflicting demands for support.
- When the emergency is over, assist EOC MANAGER in notifying the emergency organization and, as appropriate, the campus community.
- Direct the recovery effort.

Items to Focus On:

Communicating the Problem to the Campus Community

- Members of the campus community need to know the problem is being handled and what they (Students, faculty & staff) should do. When can they help and how can they help.

Closure

- Will the incident require the closing of the campus? How long will the campus be closed? What information will employees whom may be sent home need? When will the academic process resume?

Documentation

- Remind Emergency Chiefs concerning documentation of their activities for recovery records.

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? Will the campus be called upon to be a reception area for off campus victims?

Checklist	Title	Position
1-D	Public Information Officer (PIO)	Primary: Alternate:
	During the emergency, the PUBLIC INFORMATION OFFICER will provide the rapid dissemination of accurate instructions and information to the general public and campus community and oversee the establishment of a Media Center to provide information concerning the incident to representatives of the print and electronic media. The PUBLIC INFORMATION OFFICER establishes a Rumor Control Center as it relates to the situation and responds to inquiries from relatives and friends outside the impacted area concerning the college and students.	

PRIMARY RESPONSIBILITIES

- Release emergency instructions/information to faculty, staff and students about the emergency and what steps individuals should take.
- Release emergency instructions/information to the college and electronic print media.
- Produce news releases to media and campus community on a regular basis (i.e. Hourly).

FOR ACTION

- Keep a detailed log of your activities.
- Open Media Center.
- Ensure that all information is clear, concise, confirmed, and approved by appropriate authority before release to the media or public.
- Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.
- Gather information on the emergency situation and response actions.
- Assign a Public Information Representative, if appropriate, to:
- Establish Media Control Point near incident site.
- Keep Emergency Operations Center (EOC) Staff informed of the media situation at the incident site.
- Establish and release a "media only" telephone number(s).
- Post press releases on College Web Site.
- Monitor published and broadcast Emergency Alert System (EAS) for accuracy. Correct serious misinformation whenever possible.
- Maintain Emergency Alert System (EAS) status boards and maps. Post hard copy of news releases.
- Attend periodic EOC briefings and policy meetings.
- Consider additional methods for distributing emergency instructions as required.

PRIORITY TASKS FOR CONSIDERATION

- Schedule media briefings/press conferences and tours as conditions permit.
- Arrange for media access to the incident site when appropriate.
- Establish a center for rumor control.

ADDITIONAL ITEMS THAT THE PUBLIC INFORMATION OFFICER SHOULD FOCUS ON:

Communicating the Problem to the Campus Community

- Members of the campus community need to know the problem is being handled and what they (Students faculty & staff) should do. When can they help and how can they help?

Closure

- Will the incident require the closing of the campus? What is the best process to communicate this information?

Checklist	Title	Position
1-E	Liaison Officer	Primary: Alternate:
	During the emergency, the LIAISON OFFICER functions as the campus point of contact for the Field Incident Commander and outside responding agencies.	

PRIMARY RESPONSIBILITIES

- Provide a point of contact for assisting mutual aid agency representatives.
- Provide information and maintain a liaison with other public and private agencies.
- Serves as the direct liason with the field incident commander.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC).
- Talk to the EOC MANAGER to determine:
 - Field Incident Commander and means of communication.
 - The extent and nature of the emergency.
 - Are outside agencies responding; i.e. fire services, medical?
 - What location will be used for receiving and staging responding agencies?
 - What will be the communication and coordination frequency used?
 - Will mutual aid be requested?
- Notify the responding outside agencies where to check in and the staging location.
- Identify agency representatives from each agency including the Communications link and their location.
- Monitor the incident operations to identify what might be potential inter-organizational problems.
- Provide the EOC MANAGER with status reports concerning the arrival times of responding agencies, number of personnel responding, and the type of resources expected.
- Provide information to other Section officers on the number and type of resources coming to the campus to assist with the emergency.

ADDITIONAL ITEMS THAT THE LIAISON OFFICER SHOULD FOCUS ON:

Outside Agency Issues

- Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts are not going at cross-purposes.

Extended Operations

- Some incidents could extend for several hours or days. The LIAISON OFFICER must determine the continued availability of the resources and arrange for long-term stays.

Deployment and Release

- It is important that the LIAISON OFFICER closely monitor the use and release of outside resources. Outside agencies are not familiar with the campus and should be either thoroughly briefed or assisted by a member of the campus.

Section Seven - Extra Checklists

Checklist	Title	Position
1-F	Safety Officer/OSHA (Occupational Safety & Health Administration)	Primary: Alternate:
	During the emergency, the SAFETY OFFICER monitors and assesses hazardous and unsafe situations and develops measures for assuring personnel safety.	

Activation of the position is at the option of the EOC MANAGER unless it is a hazardous materials incident. OSHA mandates the Safety Officer position for all hazardous materials incidents. For other incidents, the Safety Officer has the authority to stop all unsafe activity deemed to be outside the scope of the incident action plan.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC).
- Talk to the EOC MANAGER to determine the extent and nature of the emergency operation.
- Monitor and assess hazardous and unsafe situations and develop measures for assuring personnel safety.

Checklist	Title	Position
2-A	Operations Chief	Primary: Alternate:
	The OPERATIONS CHIEF initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & death), and controls problems. Based on information obtained and resources available, the OPERATIONS CHIEF will establish appropriate branches to deal with the emergency.	

PRIMARY RESPONSIBILITIES

- Assumes operational command of the response.
- Manages the OPERATIONS Section of the Emergency Operations Center (EOC), including the following response teams:
 - LAW ENFORCEMENT/SECURITY
 - MEDICAL
 - COMMUNICATIONS DISPATCHER
 - HEALTH & SAFETY
 - SEARCH & RESCUE
 - BUILDINGS & UTILITIES
- Keeps the EOC MANAGER informed of response team activities.
- Evaluates operational information and determines priorities.
- Deploys teams to address problems.

SUPPORT RESPONSIBILITIES

- Recommends mutual aid needs and resources.
- Provides information to the SITUATION STATUS representative.

FOR IMMEDIATE ACTION

- Keep a detailed log of your activities.
- Report to the EOC for briefing, then organize and activate the OPERATIONS Section.
- Establish a journal/log for recording activities.
- Establish a communication link with the COMMUNICATIONS DISPATCHER.
- Evaluate operational needs and response based on:
 - The type of emergency.
 - Location of emergency and types of facilities involved.
 - Size of area involved (limited area or campus wide).
 - Assistance required (e.g., Medical, Fire, Facilities & Environmental Health and Safety).
 - Number and type of casualties/injuries.
 - Access routes for emergency vehicles.
- In coordination with the EOC MANAGER and the PLANNING CHIEF, develop a tactical plan.

FIRST PRIORITY/CONSIDERATION

- Number one priority is LIFE & SAFETY. Determine if the following branches need to be activated:
 - MEDICAL for emergency triage or first aid.
 - SEARCH & RESCUE to find and rescue injured and trapped students and staff.
 - LAW ENFORCEMENT/SECURITY to evacuate people away from a danger zone.
 - HEALTH & SAFETY to assist with control and containment of a hazardous material.
- 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

- 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. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the EOC MANAGER determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance. EOC MANAGER determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance.

MEDICAL ACTIONS

- Direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for Medical Treatment First Aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility.

ACCESS CONTROL ACTIONS

- Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.
- Ensure traffic control is established to provide access for emergency vehicles.
- Direct the establishment and control of on-campus evacuation reception areas.
- Deal with requests to re-enter buildings, coordinate with the EOC MANAGER.

PLANNING & SITUATION STATUS ACTIONS

- Coordinate with DAMAGE ASSESSMENT regarding safety and initial damage inspections, support damage assessment with BUILDING and UTILITY Teams, as required. Following DAMAGE ASSESSMENT, continue to have SECURITY inspect and ensure people are kept out of damaged and/or dangerous areas.
- Coordinate with PLANNING and INTELLIGENCE and DAMAGE ASSESSMENT to identify priorities for further inspections, repairs, service restoration, and facility restoration. Forward information to SITUATION STATUS and others in the EOC. Keep the EOC MANAGER informed of events and actions. Work closely with SITUATION STATUS to keep track of site operations.

RESOURCE LOGISTICS ACTIONS

- Request site food/water and other personnel support for response teams from the LOGISTICS CHIEF. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION).
- Plan for on-going operations if damage is severe or field activities appear to be extensive. Coordinate with LOGISTICS, PLANNING and the EOC MANAGER 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 lists of personnel on duty and any preliminary information on personnel matters or claims to HUMAN RESOURCES.
- 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 THAT THE OPERATIONS OFFICER SHOULD FOCUS ON

Continued Operations and Resources

- Estimate the duration of the response and develop plans for replacing human and physical resources.

Extended Operations

- Some incidents could extend for several hours or days.

Security and Access Control

- Perimeter security needs and resources for night operation.
- Will the campus become a reception point for outside victims?

Checklist	Title	Position
2-B	Law Enforcement/Security	Primary: Alternate:
	LAW ENFORCEMENT/SECURITY will provide assistance with first priority (life threatening) tasks: warnings, immediate evacuation of hazardous areas, etc... In addition, LAW ENFORCEMENT/SECURITY will provide for traffic control, access containment, and property protection.	

PRIMARY RESPONSIBILITIES

- 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).
- Traffic control.
- Protect property.

FOR ACTION

- Report to the staging area at the Emergency Operations Center (EOC). Contact the OPERATIONS CHIEF with the list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS CHIEF briefed.
- Develop an Action Plan for your assignment.
- Advise SITUATION STATUS of the LAW ENFORCEMENT/SECURITY mission and assignment.

IF ASSIGNED TO WARN THE CAMPUS OF A 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, etc.).

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.

IF ASSIGNED TO EVACUATE AN AREA OR THE CAMPUS

- Plan should include:
- Assembly areas and safe exit routes.

- Traffic control devices, barricades, and signs.
- Accommodations for relocating the physically impaired.
- Review the CLOSURE PLAN.
- Determine if special transportation is needed.
- Assign staff to the reception area.

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 hazard (electrical, fire, hazardous materials, etc.) to personnel, 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 to non-crime scene areas on a controlled basis by the PUBLIC INFORMATION OFFICER.
 - **LIMITED ACCESS**
Allow persons into closed area according to criteria established by EOC MANAGER. 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.
- Determine the pass system for entry and exit for the area secured.

Security Alert and Warning

RESPONSE - ALL HAZARDS

One aspect of emergency management is the process of issuing an effective warning of danger or hazard to the community. Depending upon the nature of the emergency, there may be time to plan

and organize or it may only permit a spontaneous reaction. Alert & Warning is a function of the Emergency Management Operation that deals with the process of notifying the campus community of impending or existing hazards.

OBJECTIVES

The overall objectives of Alert and Warning are:

- Providing a process where the community is advised of potential or existing hazards.
- Protecting lives by issuing alerts that will reduce the potential of risk.
- Providing a rapid notification on short notice to the community.

CONCEPT OF OPERATION

During an emergency the Alert and Warning will be coordinated by Management and carried out by Operations. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

Mode 1 - During the first few hours of the emergency, operations staff will provide rapid warnings to people in the area with the greatest risk.

Mode 2 - Once the immediate threat of the emergency has been contained; the alert and warning will involve planned information concerning evacuation and closure of areas.

GENERAL PROCEDURES

Short Notice Warnings

This process usually does not allow time to develop specific plans and the objective will be to quickly warn personnel to move from a high-risk area to a low risk assembly area. Methods for this process will generally involve one or all of the following:

- Staff with portable public address systems walking through the area.
- Telephone calls, if the system is operational and time permits.

Advance Notice Warnings

When time permits, other appropriate methods may be used to get the message disseminated to the public.

Law Enforcement/Security Incident Command Post

RESPONSE - ALL HAZARDS

A Incident Command Post (ICP) is a designated, secure area, where those responsible for the incident direction and control can function. Key considerations include security, access and a staging area of all necessary command personnel, regardless of what agency they each represent. The department may establish a ICP for a variety of daily routine operations. This concept is not restricted only to major disasters.

CONCEPT OF OPERATION

The EOC MANAGER shall evaluate the need for establishing a incident command post based on the criteria listed below for an unusual occurrence or major incident:

- Will direction and command be improved by establishing a secure area close to the incident in progress?
- Will other agencies both on and off campus be responding and participating? If the answer to either or both of the above questions is yes, then a ICP should be established during an emergency. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

Mode 1 - At the beginning of the emergency, the EOC MANAGER will be involved with determining the location of the Incident Command Post, purpose of the ICP, communications, staffing and equipment.

Mode 2 - Once the Incident Command Post has been established, the EOC MANAGER will evaluate continued operations, replenishing staff & resources, access control, security, and long range operations.

COMMAND POST SITE SELECTION FACTORS

Often the rapid pace of the incident will limit your choices. Select your location with the considerations listed below.

Usefulness

Selection of a site, which will provide you with most of the basic necessities, such as, restrooms, telephones, water and power.

- The first preference for a ICP site would be a building, which would have one or all of the following: telephone, Local Area Network (LAN), rest rooms, back-up electricity, and a parking lot. You will have to make arrangements for basic needs if the event is extended over a longer period of time.

NOTE: When you make a site choice it should be made with plans to remain there until the duration of the incident. Relocating during the incident creates numerous problems. Plan wisely.

Accessible

An important factor of site selection is the ICP's accessibility by responding personnel.

- The responding personnel, especially outside agencies, should be easily directed to the location. Do not pick an obscure location.
- The COMMUNICATIONS DISPATCHER should advise responding agencies with the ICP location and the best route.
- There should be sufficient area for vehicle parking and staging of personnel and equipment. Consider how heavy equipment would get in, if needed.
- Consideration should be given for establishing a helipad.

Safety

The third factor of site selection is safety. The location should be defensible from hostile action or impending hazards.

- The site during HAZMAT incidents should be at least 2,000 feet from the incident and NOT down wind.
- The site should have the ability to provide access control.

Security Access Control

RESPONSE - ALL HAZARDS

During an extraordinary emergency, particularly following a major disaster or technological incident, it may be necessary to control the movement of persons and vehicles into and out of an area. Access control may be necessary at a vital facility, an area around an incident, or the entire campus.

CONCEPT OF OPERATION

During an emergency the access control function is the responsibility of Facilities with the assistance of Security. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

Mode 1 - During the first few hours of the emergency, Campus Safety along with Facilities staff and college resources will be used to quickly limit the access to high hazard areas or specific emergency operations.

Mode 2 - Once the immediate threat of the emergency has been stabilized, the access control operations will shift toward control and protection of specific areas, such as building(s), casualty collection sites, resource staging areas, etc. or the campus in general. An emergency could justify the need to close all or part of the campus for a short period of time or up to several days or weeks, depending on the emergency and its severity.

First:

- Determine what places on campus will need to be closed off.
- Determine what type of area or facility will be controlled.
- Determine how large the area to be controlled is.
- Determine if the closure will involve vehicles and/or pedestrians.
- Determine if people need to be evacuated out of the controlled area first.
- Coordinate with Management.

If the area is a vital facility, THEN:

- Determine how many people will be needed.
- Determine if the incident requires protection and access control.
- Determine if the personnel need to be armed.
- Determine who may get access and what types of controls will allow entry.

If the area is an incident or emergency operations scene THEN:

- Determine the size of the area to be controlled and how many people will be needed.
- Determine if both vehicles and pedestrians are to be controlled.

- Determine equipment needs: radios, flares, reflective vests, lights, etc.
- Assign a person to provide breaks and replace equipment.
- Check access control needs for all pedestrian walkways through the area.
- Contact Resource and Logistics for staff, barricades, and signs.
- Arrange for transportation to move staff and equipment.
- Coordinate with Management for handling media requests to enter the area.
- Determine who and what may enter the area and advise control point staff.
- Determine where the Media will check in and assemble.
- Advise the EOC when the control measures are in place.
- Confirm with the EOC the policy and procedure for unauthorized entry.
- At street control points, make provisions for emergency vehicles to enter and exit.

If the entire campus is to be closed. THEN:

- Follow the campus closure procedures.

Additional Considerations

- Weather conditions.
- Night operations.
- Wind direction change during hazardous material operations.
- Develop contingency plans for reducing or expanding the perimeter.
- Using outside security personnel or volunteers.
- What special equipment may be needed?
- Personnel to direct and staff control points.
- Signs to control or restrict traffic.
- Radios to communicate to personnel within and outside the secured area.
- Establish additional control points.
- Additional street markers indicating closure of the area.
- Markers on the surface streets leading to the secured area.
- Officer patrols within and outside the secured area.
- Establish a pass system for entry and exit for the secured area.
- Handle Security duties within and outside secured area.
- Direct the placement of barricades and traffic control devices.
- Initiate the entry system.

Access Policy

The criteria for allowing entry into a closed area will be established by the EOC MANAGER for an incident. The basic options are either of the following:

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 as necessary will be permitted entry. Media representatives will be allowed access to non-crime scene areas on a controlled basis by the Public Information Officer.

LIMITED ACCESS:

Allow persons into closed area according to criteria established by the EOC MANAGER. Persons entering must abide by the policies established in order to gain entry.

Volunteers

After the initial stages of the incident, people may begin to arrive volunteering their help. Listed below are some of the uses of volunteers:

- Traffic direction and information posts.
- Assist with loading and distributing signs and barricades.
- Information runners in the event of non-operational communications.

Checklist	Title	Position
2-C	Communications Dispatcher	Primary: Alternate:
	The COMMUNICATIONS DISPATCHER implements and operates a communications network, handles radio traffic, and makes priority notifications.	

PRIMARY RESPONSIBILITIES

- Serve as the central point for receiving and sending communications.
- Assist with staff recall.
- Assesses communication capabilities and makes recommendations.
- Assign and distribute department communications equipment.
- Provide the Emergency Operations Center (EOC) with communications, including runners, and establishes communication links with other agencies.

SUPPORT RESPONSIBILITIES

- Assists the campus with communications.

FOR ACTION

- Keep a detailed log of your activities.
- Immediately assess the communications capabilities (telephone, radio, computer networks, etc.) and set up the emergency communications system.
- Initiate priority notifications:
 - EOC MANAGER.
 - Key emergency managers and administrators.
 - Additional Security staff.
- Establish a priority communication network with any INCIDENT COMMAND POST that has been established.
- Develop an Action Plan for operation of the COMMUNICATION CENTER. The plan should have contingencies for:
 - Separating radio operations and telephone operations.
 - Maintaining status boards of staging areas, medical operations, and evacuation assembly sites.
 - Tracking the use of radio equipment.
 - Long-term operations.
- Receive and forward to the LOGISTICS OFFICER information such as notifications, warnings, and other communications.
- Assist with staff recall, as needed.
- When advised, establish and maintain communications with other agencies, as appropriate, beginning with the Operational Area EOC (county).
- Assign and distribute communications equipment, as available.
- Assist departments and organizations with communications, as possible.
- Provide information and recommendations to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE DISPATCHER SHOULD FOCUS ON CONTINUED OPERATIONS AND RESOURCES

- Estimate the duration of the response and develop plans for replacing human and physical resources.

Checklist	Title	Position
2-D	Search and Rescue	Primary: Alternate:
	SEARCH & RESCUE coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved.	

PRIMARY RESPONSIBILITIES

- Search the campus.
- Assists and rescues victims.
- Evacuates and removes persons trapped or injured.

SUPPORT RESPONSIBILITIES

- DAMAGE ASSESSMENT – collect and report information concerning damaged facilities searched.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the staging area at the Emergency Operations Center (EOC). Make contact with the OPERATIONS CHIEF with team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS CHIEF briefed.
- Develop an Action Plan for SEARCH & RESCUE operations. The plan should have contingencies for:
 - Safety instruction for emergency team members.
 - Protective equipment and clothing.
 - Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim.
 - Implementing SEARCH & RESCUE mutual aid plans.
- Report the results of assignment operations to the SITUATION STATUS OFFICER under the PLANNING Section (deaths, injuries, etc.).

ADDITIONAL ITEMS THAT SEARCH & RESCUE SHOULD FOCUS ON:

Outside Agency Issues

- Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

Extended Operations

- Some incidents could extend for several hours or days; SEARCH & RESCUE must determine continued availability of staff and resources and arrange for replacements.

Deployment and Release

- It is important that SEARCH & RESCUE closely monitor the use and release of outside resources. Outside agencies are not familiar with the campus and should be either thoroughly briefed or assisted by a member of the campus.

Search & Rescue Support

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

- Fire Department has overall responsibility for rescue operations.
- Facilities will assist with heavy equipment, trucks, forklifts, and personnel.
- Technical faculty and staff, when available, will provide expert advice on buildings and structures.
- Fire Departments will be requested for specialized rescue operations.

Checklist	Title	Position
2-E	Medical	Primary: Alternate:
	MEDICAL establishes a safe site for medical treatment, activates and staffs a First Aid Center, provides first aid to injured victims, arranges and coordinates hospital transportation, and establishes a temporary morgue, if necessary.	

PRIMARY RESPONSIBILITIES

- Coordinate with damage assessment to determine location of a safe building for the First Aid Center.
- Activate and staff a First Aid Center.
- Provide first aid to injured persons.
- Arrange for and coordinate hospital transportation.
- Establish a temporary morgue, if necessary.

SUPPORT RESPONSIBILITIES

- Rescue operations.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the staging area at the Emergency Operations Center (EOC). Make contact with the OPERATIONS CHIEF with a list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS CHIEF briefed.
- Develop an Action Plan for MEDICAL operations. The plan should have contingencies for:
 1. An emergency FIRST AID STATION for the campus community and emergency workers.
 2. Transporting the critically injured to medical facilities.
 3. Set up a triage operation at specific location for mass injuries.
 4. Implementing the medical mutual aid.
 5. Implementing a coroner operation and a temporary morgue.
- Report the results of assignment operations to SITUATION STATUS under the PLANNING Section (deaths, injuries, etc.).

ADDITIONAL ITEMS THAT MEDICAL SHOULD FOCUS ON:

Outside Agency Issues

- Responding medical agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

Extended Operations

- Some incidents could extend for several hours or days. MEDICAL must determine continued availability of staff and resources and arrange for replacements.

Medical Support Operations

RESPONSE - ALL HAZARDS

- Request that field teams report persons needing medical assistance.
 - Determine number and location of persons requiring medical attention.
 - Report information to the EOC.
 - Request assistance with incoming ambulance and medical personnel.
 - Assign staff until county responders arrive.
 - Request MEDICAL staff be sent to the site or transport victims to nearest Triage Center.
 - Provide assistance to the EOC in accordance with the County Medical Casualty Incident Procedures.
 - Obtain and record information on identify of victims and destination of transported casualties.
-

If county medical units cannot respond sufficiently under extreme emergency situation, consider the following actions as appropriate.

- Establish contact with the EOC and determine condition of the local hospitals.
- Request the EOC contact outside public and private medical organizations to determine the availability of personnel and services.
- Contact the EOC and determine which facilities will be used to support the MEDICAL operation.
- Mobilize and brief volunteer medical personnel. Allocate staff to the following locations or activities as required.
 - Casualty Collection Point.
 - Triage Center.
 - Transport of injured.
 - Staging location of medical support.
 - Location of temporary morgue.
- Assign volunteer medical staff to medical care sites.
- Ensure that briefings for staff and volunteers include:
 - Triage.
 - Arrest of significant bleeding.
 - Use of intravenous solution.
 - Pain relief.
 - Tagging injured.
 - Patient tracking.
 - Identification and handling of facilities.
- Ensure that injured requiring supplemental treatment are taken to the Casualty Collection Point site.
- Determine the following support needs and request from the EOC:
 - Medical supplies.
 - Portable generators.
 - Communications radio.
 - Transportation for victims to other medical facilities.
 - Food and water.
- Conduct a periodic poll of injured and casualties to determine additional support requirements.

Medical Support - Emergency Triage Procedures

During disaster situations that produce mass casualties and tax or overwhelm available campus medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle.

The emergency medical-care triage procedure initiated at campus disaster sites and disaster medical care facilities should be in accordance with the following guidelines:

Priority I - Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or re-view may be necessary so only those "transportable" cases are taken first. Some may require extensive stabilization at the scene before transport.

Priority II - Delayed transport of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aid staff.

The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the Coroner team as soon as practicable.

Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

Medical Support - Multiple Casualty Incident Plan

Emergency Medical Services (EMS) are normally provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents. Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If an incident occurs on campus, the County Multiple Casualty Incident Operational Procedures will be activated by the EMS system. The COMMUNICATIONS DISPATCHER would contact the local fire department by dialing 9-911 from a campus phone, or 911 from a non-campus phone.

In an area wide emergency that results in casualties on campus and delays or reduces the County EMS system's ability to respond, the campus medical response will be managed by the MEDICAL Branch under the OPERATIONS Section.

The response of campus personnel to the incident will be governed by the following guidelines:

- The COMMUNICATIONS DISPATCHER will request an EMS response. Information will be provided on the number of casualties, conditions, and any special hazards.
- LAW ENFORCEMENT/SECURITY will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
- LAW ENFORCEMENT/SECURITY personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first aid to the victims.
- Health Services will be notified and placed on stand by. A campus medical team will respond to the scene if the incident is a major medical emergency or larger incident, or if ambulance response is unduly delayed. Any medical personnel on scene will identify themselves to the EOC MANAGER or medical supervisor and provide assistance as requested.

Coroner Operation Support

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

- Health Services is the primary unit for supporting coroner operations on campus.
- The County Coroner has support responsibility for coroner operations countywide including the campus.

Coroner Operation Support

RESPONSE - ALL HAZARDS

- Determine the impact of the incident and have the EOC contact the County Coroner.
- Make recommendations to the EOC for sites that would be suitable as a temporary morgue.
- Refer all inquiries concerning number of the deceased to the EOC.
- Determine the number of personnel immediately available for assistance.
- Ensure personnel assisting the recovery teams understand the County Coroner policies and procedures.

If the county coroner/medical examiner cannot be contacted under extreme emergencies, consider the following actions as appropriate:

- Designate Fatality Recovery Teams and prioritize assignments.
- Check condition of critical equipment and supplies. Obtain body bags, tags, gloves, masks and other support items.
- Assign staff for the following functions as needed:
 - Recovery teams.
 - Identification records.
 - Morgue.
- Assign a person to handle records and personal effects.
- Establish a communication system between the temporary morgue and EOC.
- Check with OPERATIONS before using or entering a damaged facility. Ensure staff has adequate protective clothing and equipment.
- Coordinate activities with LAW ENFORCEMENT/SECURITY, FIRE, MEDICAL, and SEARCH & RESCUE operations.
- Observe assigned staff carefully for indications of stress.
- Evaluate the need for security of the temporary morgue.
- Advise transportation of the coroner transport needs.

Checklist	Title	Position
2-F	Health and Safety	Primary: Alternate:
	HEALTH & SAFETY quickly identifies hazardous material problems that will or could impact the emergency response, provides warnings, and assists with containment of hazardous materials.	

PRIMARY RESPONSIBILITIES

- Identify, control, and contain chemical, biological, and radiological hazards that impact the emergency response.
- Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission.
- Provide and implement a sanitation plan for emergency operations.

SUPPORT RESPONSIBILITIES

Assist SEARCH & RESCUE and BUILDING & UTILITIES with identifying chemical, biological, and radiological hazards.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the staging area at the Emergency Operations Center (EOC). Make contact with the OPERATIONS CHIEF with a list of team members and to obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS CHIEF briefed.
- Develop an Action Plan for HEALTH & SAFETY operations. The plan should have contingencies for:
 - Safety instruction for emergency workers.
 - Providing protective equipment and clothing.
 - Providing critical information to fire fighters concerning hazardous materials contained inside buildings.
 - Analyzing building HAZMAT conditions for rescue worked, repair operations, and building inspection.
 - Preparing a sanitation plan.
 - Implementing the HEALTH & SAFETY mutual aid.
- Report the results of assignment operations to SITUATION STATUS under the PLANNING Section (deaths, injuries, etc.).

ADDITIONAL ITEMS THAT HEALTH & SAFETY SHOULD FOCUS ON:

Outside Agency Issues

Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

Checklist	Title	Position
2-G	Building & Utility	Primary: Alternate:
	BUILDING & UTILITY will focus on shutting off and/or the restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection.	

PRIMARY RESPONSIBILITIES

- Inspect and document damage to facilities, in accordance with DAMAGE ASSESSMENT.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and streets, debris clearance for emergency equipment, and building inspection.

SUPPORT RESPONSIBILITIES

- Assist SEARCH & RESCUE Teams with the securing of utilities and initial inspection for structural integrity.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the staging area at the Emergency Operations Center (EOC). Make contact with the OPERATIONS CHIEF with the list of team members and to obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS CHIEF briefed.
- Develop an Action Plan for BUILDING & UTILITY operations. The plan should have contingencies for:
 - Shutting off gas, power, and broken water lines.
 - Restoring utilities to emergency operations.
 - Providing protective equipment and clothing.
 - Clearing streets and areas for emergency vehicles and equipment.
 - Inspection of buildings.
 - Installing lighting for night operations.
 - Emergency construction to sustain the emergency operation.
 - Implementing construction and engineering mutual aid.
- Report the results of assignment operations to SITUATION STATUS under the PLANNING Section (deaths, injuries, etc.).

ADDITIONAL ITEMS THAT BUILDING & UTILITY SHOULD FOCUS ON:

Outside Agency Issues

- Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

Extended Operations

- Some incidents could extend for several hours or days. BUILDING & UTILITY must determine continued availability of these resources and arrange for long term operations.

Building & Utility Branch Support

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

- Plant Operations has the overall responsibility for construction and engineering operations on campus.
- Purchasing will procure goods, services, and equipment.
- Fiscal Services arranges for financing and will maintain financial records.
- Structural Engineers should provide expert advice on structural problems.
- Facilities will assist in turning off utilities, repair, and debris clearance.
- Technical Faculty and Staff will provide expert advice as requested.
- Campus Safety will provide facility security.

Building & Utility Branch - General Response

RESPONSE - ALL HAZARDS

- Review initial reports on facility damage and recommend action required to the EOC to evacuate severely damaged areas. Report what repairs are necessary to remaining facilities.
- Report:
 - Any damage/hazards and general conditions on campus to the EOC.
 - Roads that are impassable.
 - Alternate routes that are available.
 - Buildings which are safe for usage.
 - Buildings which are unsafe for usage.
 - Parking lots, fields, which can be, used as holding areas for supplies, people, etc.
- Request information regarding damage or debris problems.
- Check for chemical and electrical hazards.
- Report injuries to the EOC.
- Keep PLANNING CHIEF advised of information reported from field personnel.
- Determine resources required for emergency repair and debris clearance.
 - County of Jurisdiction
 - Local contractors
 - City
 - Other schools/colleges/universities in the area.
- Arrange for contractor assistance through LOGISTICS CHIEF.
- If closure is ordered, implement closure procedures.
- Provide FINANCE CHIEF with estimated damage/loss costs to facilities, and other property.

EARTHQUAKE - SPECIFIC ACTIONS

- Check key facilities to determine extent of damage and ability to operate.
- Determine capacity and safety of any key roadways.
- Report all unsafe structures and roads.
- Post all hazardous structures.
- Post and close routes as required.
- Establish priorities for repair and debris clearance in conjunction with the EOC.
- Identify major debris problems.
- Determine status of available equipment for repair and for debris removal.
- Determine volunteer worker force needed.

- Identify need for barricades/cones. Procure or fabricate as necessary.
- Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement. Submit this information to LOGISTICS CHIEF.
- Determine fuel requirements for vehicles and equipment, advise LOGISTICS CHIEF.

HAZARDOUS MATERIALS - SPECIFIC ACTIONS

- Provide or construct barricades for hazardous areas on campus in coordination with LAW ENFORCEMENT/SECURITY.
- Assist LAW ENFORCEMENT/SECURITY in controlling on campus routes and exits to surrounding communities.

FLOOD -SPECIFIC ACTIONS

Problems may develop over a few hours or a few days. Monitoring of susceptible areas should be initiated whenever torrential rains occur.

- Assign personnel to monitor known flood or rain damage.
- Prepare a plan for sand bagging flooded areas.
- Assign personnel to assist in moving material and equipment from endangered areas to upper floors, as needed.
- Shut down systems in locations where electrical hazards are present.
- Assign personnel to assist Campus Safety in barricading flooded areas on campus.

Building & Utility Branch - Utility Emergencies

RESPONSE - ALL HAZARDS

The following action may/will be taken under any major emergency affecting the campus.

- Review initial reports on utility outages and problems and recommend to the command center necessary action required to restore service.
- Report to the EOC any dangerous areas or hazards:
 - Transformer leaks
 - Broken high voltage electrical lines
 - Electrical substation damage
 - Ruptured gas lines
 - Ruptured water lines
 - Ruptured sewage lines
- Post danger signs and barricade as necessary.
- Establish contact with various utilities:
 - Electric Company
 - Gas Company
 - Water and sanitation
- Coordinate telephone utility requirements with telephone services.
- Act as point of contact for information flow between the EOC and utility companies on problems and report progress.
- Schedule all utility repairs as directed by the EOC.

Checklist	Title	Position
3-A	Planning Chief	Primary: Alternate:
	During the first few hours of the emergency, the CHANCELLOR determines if a PROCLAMATION OF EMERGENCY is warranted and authorizes the official request for assistance or notification to appropriate state and federal agencies. The PLANNING CHIEF supports the management of emergency forces involved with the response to situations associated with emergency.	

PRIMARY RESPONSIBILITIES

- Oversee the management, display, and maintenance of all information about the following:**
 - Situation status.
 - Planning for ongoing operations, developing the action plan.
 - Engineering safety.
 - Damage inspections.
 - Damage assessment.
 - Recovery aspects.
- Coordinate with the OPERATIONS Section for damage inspection team operations.**
- Coordinate damage assessment with the OPERATIONS Section and others in the Emergency Operations Center (EOC).**
- Manage the shutdown and restoration of damaged facilities.**
- Ensure the survey of all structures and that posting and restricting entrance to campus is completed.**

SUPPORT RESPONSIBILITIES

- OES/FEMA DOCUMENTATION and program.**

FOR ACTION

- Keep a detailed log of your activities.**
- Report to the EOC and manage the PLANNING Section; provide and maintain current and updated information on the emergency situation.**
- Activate SITUATION STATUS, ensuring the displays are set-up and maintained and the proper reports are made.**
- Activate DAMAGE ASSESSMENT, assuring that:**
 - **Initial facility inspections are made and that proper reports and assessments are made.**
 - **All damage to the college facilities is fully documented, damage estimates are made, and damaged buildings are posted and secured.**
- Coordinate with the OPERATIONS Section regarding facility inspections and posting; determine whether follow-up inspections are required.**
- Advise need for structural engineers or other structural specialists. Coordinate damage assessment with other EOC functions.**
- **Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs.**
- Identify immediate repair and construction projects, prioritizing for public and employee safety and assure containment of hazards and unsafe areas and priority use of buildings.**
- Coordinate with the EOC MANAGER to begin on projects.**

- Determine that information is verified for accuracy and consistency before it is recorded or reported.
- Assist with the OES/FEMA DOCUMENTATION for disaster assistance programs.
- Provide copies of inspection reports and photographs to substantiate damage and estimates.
- Collect information from all response staff and prepare the After Action Report for the EOC MANAGER'S signature.
- Assist FISCAL SERVICES with the continuing application process for disaster assistance.

ADDITIONAL ITEMS THAT THE PLANNING CHIEF SHOULD FOCUS ON

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Campus Closure

- Will the incident require the closing of the campus? How long will the campus be closed? What information will students and employees need?

Recovery Expectations

- When will the academic process resume?

Types of Intelligence Reporting

During a disaster there are three types of intelligence reporting. These types are listed under the PLANNING CHIEF's Checklist and are ranked in order of priority of collection.

• FLASH REPORTS

This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally these are verbal via portable radios.

• SITUATION REPORTS

These are more refined reports, which have been confirmed. These reports provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.

• DETAILED REPORTS

Following situation reports, the Emergency Management team at all levels will require more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.

Checklist	Title	Position
3-B	Situation Status	Primary: Alternate:
	SITUATION STATUS collects, verifies and processes all information and intelligence. They evaluate and disseminate information throughout the Emergency Operations Center (EOC); maintains the current status of all college buildings, facilities, and operations and posts and maintains status boards and other EOC displays.	

PRIMARY RESPONSIBILITIES

- Collect, verify and process all information and intelligence.
- Evaluate and disseminate information throughout the EOC. Monitor radio and television for information.
- Maintain the current status of all college buildings, facilities, and operations.
- Post and maintain status boards and other EOC displays.
- Identify inconsistencies and verify information for accuracy.

SUPPORT RESPONSIBILITIES

- Assist the PUBLIC INFORMATION OFFICER with information verification, rumor control, and event posting.
- Assists the OPERATIONS Officer with keeping track of field operations, staff, numbers and the progress of building inspections.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the EOC and check in with the PLANNING CHIEF; install and set-up status boards, maps, and other displays.
- Collect information from all available sources and post it for easy access and interpretation, keeping the displays current and updated as new information is received.
- Quickly collect PRIORITY 1 information necessary to determine operational problems and immediate needs of the victims:
 - Type of emergency (fire, earthquake, etc.).
 - Location of emergency.
 - Types of facilities involved (classrooms, etc.).
 - Size of area involved (limited area or campus wide).
 - Incident Command Post location.
 - Staging Area locations.
 - Access routes for emergency vehicles.
 - Assistance required. (e.g., Medical, Fire, EHS)
 - Number and type of casualties/injuries.
- Identify inconsistencies or information that obviously are not correct.
- Refer to the appropriate EOC section to verify and clear up any problems.
- Refrain from posting information until it is verified.
- Maintain the EOC Activity Log.
- Record major events, situation reports, major decisions, etc.
- Provide copies to the EOC MANAGER and other EOC staff as needed.
- Evaluate information and disseminate it to EOC staff, assisting with periodic briefings.

- Provide information to DAMAGE ASSESSMENT for use in compiling damage cost estimates.
- Assist the PUBLIC INFORMATION OFFICER by providing and verifying information and assisting with rumor control.
- Monitor radio and television broadcasts for information that is of importance to college operations, including:
 - Weather.
 - Transportation routes status.
 - Local sheltering sites.
 - Reports from other college campuses, if affected.
 - Major Activities from the City and County.
- Take pictures of status boards at regular intervals as a record keeping measure to track the progress of operations.
- Provide information, recommendations, and assistance to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE SITUATION STATUS OFFICER SHOULD FOCUS ON:

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Documentation

- Remind other Section Officers to document their activities for recovery records.

Checklist	Title	Position
3-C	Damage Assessment	Primary: Alternate:
	DAMAGE ASSESSMENT makes initial damage inspections; assesses and documents damage to the buildings and facilities; determines the occupancy status of buildings; posts and secures unsafe buildings; and recommends building emergency repairs.	

PRIMARY RESPONSIBILITIES

- Determine a safe locations for Emergency Operations Center (EOC) and a First Aid Center.
- Assign teams to make the initial damage inspections, coordinating with the OPERATIONS Section.
- Assess and document damage to buildings and facilities.
- Determine the occupancy status of buildings then post and secure unsafe buildings.
- Recommend building emergency repairs.
- Maintain complete records of all damage and losses, by site location.
- Assess repair and restoration costs.
- Provide contract management for all emergency repair contracts.

SUPPORT RESPONSIBILITIES

- Assist the PUBLIC INFORMATION OFFICER with damage assessment information.
- Assist the OPERATIONS CHIEF with inspections and field operations.
- Assist the OES/FEMA application process.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and check in with the PLANNING Section and set up the Damage Assessment position. Initial building inspections and develop a priority list; also determine if it is safe for the inspectors.
- Coordinate with the OPERATIONS CHIEF to assign the BUILDING and UTILITY teams and schedule inspections of the buildings, ensuring they are provided with safety and personal protective equipment.
- Receive reports and keep files on damaged buildings.
- Forward copies of reports and information to OES/FEMA DOCUMENTATION.
- Post and secure damaged buildings and recommend emergency repairs.
- Follow the damaged building guidelines. If inspection operations require further inspection, contact the Operational Area EOC to request inspections.
- Contact utility and contracted resources as needed for special areas.
- Identify and categorize specific locations of damage and amounts of loss, updating as necessary; provide the reports to the EOC MANAGER, the PLANNING CHIEF and SITUATION STATUS.
- Obtain copies of all field inspection reports; establish files by site location; keep and maintain originals of all reports and other documentation of college damage and losses by site location.
- Assess repair and restoration costs; provide assessments to the PLANNING CHIEF; update as more information is received.
- Provide information, recommendations, and assistance to the PLANNING CHIEF for the After Action Report.
- Support FISCAL SERVICES with the OES/FEMA disaster assistance application process.

Checklist	Title	Position
4-A	Logistics Chief	Primary: Alternate:
	The LOGISTICS CHIEF provides all resources and support for the response operation, including purchasing and delivery arrangements, including facilities, transportation supplies, equipment maintenance, food/water/shelter and personnel support.	

PRIMARY RESPONSIBILITIES

- Provide all resources and support for the response operation, including purchasing and delivery arrangements for:
 - Facilities.
 - Transportation vehicles and supplies.
 - Equipment maintenance.
 - Food/water/shelter supplies and facilities.
 - Communications equipment and personnel.
 - Personnel support.
- Arrange emergency service contracts.
- Ensure information is maintained regarding the status of all college personnel, members of the public, visitors and contractors on college property. Tracks all emergency expenses.
- Manage compensation claims and related matters. Manage the deactivation process.

SUPPORT RESPONSIBILITIES

- Support FINANCE with collecting documentation and records.
- Support OPERATIONS with identifying mutual aid resources.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and function as the LOGISTICS Section Head.
- Set-up and organize the LOGISTICS Section.
- Check with OPERATIONS and PLANNING to identify resources that will be needed.
- Arrange for the inventory and distribution of available resources and equipment.
- Prepare for the provision of all resources for the operation, including purchasing and delivery arrangements for the following possibilities:
 - Facilities.
 - Transportation vehicles and supplies.
 - Equipment maintenance.
 - Food/water/shelter supplies and facilities.
 - Communications equipment and personnel.
 - Personnel support.
- Make all logistical arrangements for purchasing, delivery, payment and site contact of resources.
- Contact the Operational Area (City/County) to request mutual aid resources.
- Advise the Operational Area (City/County) if any college resources are used for mutual aid.
- Support the provision of college facilities for American Red Cross Shelter sites, as directed by the EOC MANAGER.
- Prepare to order resources needed from off-site locations.
- Prepare to arrange emergency service contracts, as requested.
- Provide resources to the campus, as requested and approved by the EOC MANAGER.

- Ensure that information is maintained regarding the status of all college personnel, members of the public, visitors and contractors on college property; coordinating with the EOC.
- Track all emergency expenses, maintaining complete records and using the specified accounting system.
- Manage compensation claims and related matters.
- Manage the deactivation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides.
- Assist FINANCE with the collection of documentation and records.
- Provide information and recommendations to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE LOGISTICS CHIEF SHOULD FOCUS ON:

CONTINUED OPERATIONS AND RESOURCES

- Estimate the duration of the response and develop plans for replacing human and physical resources.

SECURITY AND ACCESS CONTROL

- Perimeter security needs for storage and distribution sites and resources for night operations.
- Will the campus become a reception point for outside victims?

Extended Operations

- Some incidents could extend for several hours or days. LOGISTICS must determine continued availability of staff and resources and arrange for replacements.

Checklist	Title	Position
4-B	Supply and Purchasing	Primary: Alternate:
	SUPPLY AND PURCHASING orders, receives, stores, processes, and allocates emergency supplies and resources. Conducts the supply process to ensure reimbursement. Assists with the deactivation process.	

PRIMARY RESPONSIBILITIES

- Order, receive, store, process, and allocate emergency supplies and resources.
- Conduct the supply process to ensure reimbursement.
- Keep complete and accurate records.

SUPPORT RESPONSIBILITIES

- Assist with OES/FEMA DOCUMENTATION.
- Assist with the deactivation process.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and check in with the LOGISTICS CHIEF and set up the supply and purchasing operation.
- Determine the goods, equipment and services needed by the college 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 OES/FEMA DOCUMENTATION: provide them to FINANCE CHIEF.
- Make all logistical arrangements for purchasing, delivery, payment and site contact of resources.
- Assist with the deactivation process, tracking the return of equipment and supplies, the reactivation of services, and shut down of temporary services.
- Provide information and recommendations to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE SUPPLY & PURCHASING OFFICER SHOULD FOCUS ON:

CONTINUED OPERATIONS AND RESOURCES

- Estimate the duration of the response and develop plans for replacing human and physical resources.

SECURITY AND ACCESS CONTROL

- Perimeter security needs for storage and distribution sites and resources for night operations.

Checklist	Title	Position
4-C	Care/Shelter/Transportation	Primary: Alternate:
	CARE/SHELTER/TRANSPORTATION provides emergency food and water during the emergency. Provides for the support of the Emergency Operations Center (EOC). Sets up and manages a Rest Station for employees and emergency workers. Arranges for the use of campus transportation vehicles and drivers.	

PRIMARY RESPONSIBILITIES

- Provide emergency food and water for the site.
- Arrange support for on-site shelter, if needed.
- Provide for support for the EOC.
- Set up and manage a Rest Station for College employees and emergency workers.
- Arrange for the use of College transportation vehicles and drivers.

SUPPORT RESPONSIBILITIES

- Assist with OES/FEMA DOCUMENTATION.
- Assist with the deactivation process.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the EOC and check in with the LOGISTICS CHIEF.
- Determine the needs of the EOC staff and field staff.
- Set-up a Rest Area for college workers that is secured from public view and access.
- Advise the OPERATIONS CHIEF of the Rest Area location and services.
- Coordinate with the PLANNING Section to determine the expected duration of the emergency response and need for food and water.
- Coordinate with SUPPLY and PURCHASING Officer to obtain and arrange for delivery and distribution of the needed resources.
- Coordinate with the EOC to determine if there is an anticipated need for temporary shelter to be provided at the site.
- Check with the EOC MANAGER for sheltering requests. Remember that if the American Red Cross selects college for shelter use, they are responsible for all shelter support.
- If shelter needs are anticipated, make arrangements for the resources, beginning with contacting the American Red Cross. It is expected these resources will only be needed on a short-term basis, as every effort will be made to remove everyone to more suitable sites.
- Take an inventory of the college vehicle resources and fuel supplies.
- Be prepared to provide transportation resources as requested. Be sure to include a licensed driver with buses and trucks.
- Provide temporary lodging and other support for responding outside agencies and others as requested by the EOC MANAGER.
- Provide information and recommendations to the PLANNING CHIEF.

Care and Shelter

The following action may/will be taken under any major emergency affecting the campus.

- Contact DAMAGE ASSESSMENT Unit for a rest/break building.
- Determine what numbers of campus community members (students, faculty, and staff) will require emergency care and shelter.
- Determine which designated campus facilities will be needed for emergency care and shelter. Contact the FACILITIES Officer for this information.
- Determine status and safety of care and shelter facilities. Contact SITUATION STATUS and FACILITIES for this information.
- Coordinate actions with following campus organizations: Business Services, Fiscal Services, and the Foundation.
- Contact HUMAN RESOURCES for volunteer staff.
- Request assistance from American Red Cross (through the EOC) if necessary.
- Activate campus care centers as needed. Activation sequence should be:
 - Have HUMAN RESOURCES alert basic staff (e.g., administrators, building safety coordinators, etc.) and have them recruit additional volunteers.
 - Have FACILITIES arrange building for operations, place signs, etc.
 - Obtain required supplies.
 - Arrange for food service for shelters.
 - Set up Registration & Inquiry desk.
- Use the following as emergency care and shelter planning guidelines when normal water and sanitation are not available:
 - 1 toilet per 40 persons, 40 square feet sleeping space (5'x 8') per person, 1 quart of drinking water (minimum per person, per day).
 - 5 gallons of water per person per day (all uses), 2500 calories per person per day (approx.3 1/2 lb. unprepared food).
- Provide communications, where needed, to link mass care centers to the EOC.
- Request necessary food supplies, equipment and supplies to operate care facilities.
- Coordinate with neighboring jurisdictions for care of students if evacuation is required.
- Evacuate and relocate any mass care facilities, which become endangered by any hazardous conditions.
- Coordinate efforts with American Red Cross, Salvation Army, campus religious centers and other emergency welfare agencies.

- **Ensure procedures are in effect to link Registration & Inquiry operations at different care centers with the EOC.**
- **Develop plans to close down the care centers as the emergency stabilizes or other temporary housing becomes available.**

Transportation

The following action may/will be taken under any major emergency affecting the campus.

- **Determine status and location of all campus owned vehicles and drivers.**
- **Determine status of fuel storage pumps and determine if they are operable, if not proceed to make necessary repairs, supply emergency power, etc.**
- **Determine spare parts inventory and establish repair schedule for damaged vehicles.**
- **Stage all available vehicles at a designated location.**
- **Determine probable requirement for vehicle use during the anticipated duration of the emergency.**
- **When directed by COMMAND, request additional transportation resources as necessary through city, county, or private rental agencies.**
- **When directed by COMMAND, request through city, county, or private concerns, heavy duty equipment as necessary i.e.: earth movers, forklifts, tractor trailers, cranes, etc.**
- **Provide equipment operators as needed.**
- **Dispatch vehicles and equipment as requested the EOC. Ensure the FINANCE CHIEF is aware of any direct arrangements made with off campus vehicle and/or equipment providers.**

Checklist	Title	Position
4-D	Facilities	Primary: Alternate:
	FACILITIES sets up and maintains College facility needs to support the emergency.	

PRIMARY RESPONSIBILITIES

- Assist with finding temporary facilities.
- Set up and maintain emergency facilities.

SUPPORT RESPONSIBILITIES

- Assist CARE/SHELTER/TRANSPORTATION with establishing temporary campus rest areas and shelter sites as needed.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and check in with the LOGISTICS CHIEF.
- Provide information and recommendations to the PLANNING CHIEF for facilities and locations (playing fields, parking lots) that can be used for emergency operations.
- Coordinate with the EOC to determine the facility needs of the campus.
- Set up any emergency operations facilities, as requested. These might include:
 - An alternate Emergency Operations Center
 - First Aid station
 - An alternate Communications dispatch center
 - Assembly locations for evacuations
 - Rest areas for emergency workers
- Coordinate with BUILDING AND UTILITIES to verify sites are safe for occupancy.
- Assists CARE/SHELTER/TRANSPORTATION with establishing temporary campus rest areas and shelter sites as needed. Provide information on available locations.
- Provide information and recommendations to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE FACILITIES SHOULD FOCUS ON:

SECURITY AND ACCESS CONTROL

- Perimeter security needs and resources for night operation.
- Will the campus become a reception point for outside victims?

Extended Operations

- Some incidents could extend for several hours or days. The FACILITIES must determine continued availability of staff and resources and arrange for replacements.

Checklist	Title	Position
4-E	Human Resources	Primary: Alternate:
	HUMAN RESOURCES determines the status and location of all personnel. Provides information about available staff. Assists in determination of staff recall needs. Receives and process injury reports, compensation claims and other personnel related matters.	

PRIMARY RESPONSIBILITIES

- Determine the status and location of all personnel.
- Provide information about available staff.
- Register and assign all volunteer workers.
- Assist in determination of staff recall needs.
- Receive and process injury reports, compensation claims and other personnel related matters.
- Make family notifications, as needed.

SUPPORT RESPONSIBILITIES

- Compile personnel information for OES/FEMA DOCUMENTATION.
- Assist OPERATIONS CHIEF with policy decisions regarding extended work hours and duties.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and check in with the LOGISTICS CHIEF.
- Coordinate with the EOC and other staff to determine the status of all college faculty, staff, and students.
- Provide information to the LOGISTICS CHIEF about available staff.
- Coordinate with EOC staff to determine staffing needs and provide staff as available.
- Assist OPERATIONS with determining policy for overtime hours, extended workdays and special duty assignments.
- Compile overtime costs and provide, along with other personnel information, for OES/FEMA.

DOCUMENTATION

- Receive (from the MEDICAL Team) and keep on file, records of all injuries and casualties. Handle notifications and family messages for employees.
- Arrange for the recruitment and orientation of any temporary employees.
- Register and maintain records on any volunteers that are used.
- Provide information and recommendations to the PLANNING CHIEF for the After Action Report.

ADDITIONAL ITEMS THAT THE HUMAN RESOURCE OFFICER SHOULD FOCUS ON:

CONTINUED OPERATIONS AND RESOURCES

- Estimate the duration of the response and develop plans for replacing human and physical resources.

SECURITY AND ACCESS CONTROL

- Perimeter security needs for storage and distribution sites and resources for night operations.

Volunteer Workers Operation

RESPONSE - ALL HAZARDS

The following action may/will be taken under any major emergency affecting the campus.

FIRST PRIORITIES:

- Identify personnel resources on duty and available.
- Determine the number of additional personnel needed and skills required.
- Establish a pool of available personnel.
- Activate community resource plans.
- Provide the EOC MANAGER with current status of staff.
- Establish a clearinghouse for employee information.
- Maintain employee records for payroll or claims purposes.
- Contact functional chiefs and determine staffing needs.
- Establish a process to register all volunteers and issue ID cards.
- Set up volunteer assignments and schedules.
- Establish schedules for work crews and arrange for relief.

EARTHQUAKE CONSIDERATIONS:

- Coordinate with SITUATION STATUS Officer to determine structural status of buildings before assigning volunteer workers.
- Plan for the possibility that prior established routes will be blocked and impassable.
- Coordinate with Medical staff the use of volunteer personnel for rescue of injured.
- Determine specialized equipment and personnel needed.

HAZARDOUS MATERIAL INCIDENT/FIRE CONSIDERATIONS:

- Develop staging area away from the hazard for volunteers.
- Ensure personnel has adequate protective clothing and equipment.
- Ensure the operational area has been evaluated by HEALTH AND SAFETY personnel.

ADDITIONAL CONSIDERATIONS:

- Identification of staff, equipment, and supplies needed for long term operations.
- Special equipment needed for night operations.
- Staging areas and requirements for incoming assistance.

Checklist	Title	Position
5-A	Finance Chief	Primary: Alternate:
	The FINANCE CHIEF sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster.	

PRIMARY RESPONSIBILITIES

- Function as the head of the FINANCE Section.
- Set up the accounting system to be used for the emergency.
- Oversee all accounting and financial aspects of the disaster.
- Prepare periodic budget reports for the _____ and college files for each major site, for tracking expenses for the OES/FEMA disaster assistance application requirements.

SUPPORT RESPONSIBILITIES

- Assist with damage estimates.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC), activate and organize the Fiscal Services, activate the Accounting and OES/FEMA Documentation functions.
- Establish a journal/log for recording major activities.
- Set up the accounting system for the emergency, including labor purchasing contracts and all other accounts.
- Oversee all accounting and financial aspects of the disaster.
- Prepare periodic budget reports for the EOC MANAGER, containing estimated damage amounts (coordinated with Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics).
- Ensure that OES/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements.
- Compile the overtime costs and provide other personnel information for OES/FEMA documentation.
- Assist the Damage Assessment Officer with the preparation of reports and damage estimates.
- Provide information and recommendations to the PLANNING CHIEF for the After Action report. Continue to follow through with the OES/FEMA disaster assistance application process.

ADDITIONAL ITEMS THAT THE FINANCE CHIEF SHOULD FOCUS ON:

Campus Conditions

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Recovery Expectations

- When will the academic process resume?

Documentation

- Remind Emergency Section Chiefs and Officers concerning documentation of their activities for recovery records.

Checklist	Title	Position
5-B	Accounting	Primary: Alternate:
	ACCOUNTING provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the OES/FEMA DOCUMENTATION.	

PRIMARY RESPONSIBILITIES

- Provide accounting documentation of all emergency expenses.
- Audit all expenditures and records.

SUPPORT RESPONSIBILITIES

- Support the OES/FEMA DOCUMENTATION.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC), to the FINANCE CHIEF and set up the Accounting function by computer. If the power is out, use a manual system.
- Assign a disaster account code for use in all emergency related transactions, to provide a tracking mechanism for calculating all disaster costs.
- Obtain copies of all purchase orders, contracts, labor hour reports and other expense records pertaining to the emergency response.
- As soon as possible, provide a disaster cost estimate to the FINANCE CHIEF, updating the report as requested.
- Set up an accounting file by facility; prepare files to provide detail on additional work force labor, individual invoices for expenses, time records, etc.
- Maintain the files throughout the emergency and forward for OES/FEMA DOCUMENTATION. (It is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application.)
- Provide information and recommendations to the PLANNING CHIEF Officer for the After Action Report.
- Assist with the OES/FEMA disaster assistance application process.

ADDITIONAL ITEMS THAT THE ACCOUNTING UNIT SHOULD FOCUS ON:

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Checklist	Title	Position
5-C	OES/FEMA Documentation	Primary: Alternate:
	OES/FEMA DOCUMENTATION prepares and maintains the OES/FEMA documentation package, maintains the documentation files, and supports the disaster assistance application process.	

PRIMARY RESPONSIBILITIES

- Prepare and maintain the OES/FEMA documentation package.
- Maintain the documentation files, supporting the disaster assistance application process.

FOR ACTION

- Keep a detailed log of your activities.
- Report to the Emergency Operations Center (EOC) and the FINANCE CHIEF.
- Coordinate with the FINANCE CHIEF to obtain source documentation for every OES/FEMA expense area.
- Set up and maintain a binder or other system for documentation information.
- Make arrangements to attend the briefing with a representative appointed by the FISCAL SERVICES and be prepared to submit a Notice of Interest at that time. Time records, etc.
- Make sure you have a valid document on file to substantiate every expense listed in your application.
- Provide information and recommendations to the PLANNING CHIEF for the After Action report.
- Manage the OES/FEMA disaster assistance application process. Keep a duplicate of the binder ready for inspection and review during the application and reimbursement process.

ADDITIONAL ITEMS THAT THE OES/FEMA DOCUMENTATION UNIT SHOULD FOCUS ON:

Campus Condition

- What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community.

Section Eight
Electronic ICS Forms

For the most up to date ICS forms, printable and in an electronically fillable Word form, please visit FEMA's website here:

<https://training.fema.gov/icsresource/icsforms.aspx>

If this doesn't work, please Google "FEMA ICS Forms."

Section Nine
Evacuation

BUILDING AND CAMPUS EVACUATION

BUILDING EVACUATION

Response:

1. **Wherever you teach or work on campus, know your pre-designated evacuation site. Students will look to faculty and staff to lead.**
2. **Know where your nearest exit is.**
3. **Take car keys, purse, cell phone, medication, glasses, flashlight, wallet, etc.**
4. **Leave the building safely and efficiently:**
 - **Do not use elevators.**
 - **Walk. Do not run.**
 - **Feel doors for heat before opening. If hot, seek another, safer route.**
 - **Evacuate quietly so you can hear emergency instructions.**
 - **Use handrails in stairwells and stay to the right.**
 - **Assist people with disabilities.**
 - **Watch for falling glass and other debris.**
 - **Do not return to the building for any reason until instructed to do so by authorities.**
 - **Report injuries and anyone left behind to Incident Command.**

Campus Evacuation

Response:

1. **Drive carefully through campus parking lots.**
2. **Drive to nearest campus exit, even if it may not be your normal egress point.**
3. **Follow the directions of campus safety or other emergency preparedness personnel.**
4. **At campus exits, do not attempt to cross traffic on main roadways. In most cases, you will need to turn right on main roadways to avoid bottlenecks behind you.**
5. **Carpool if feasible.**
6. **Do not return to campus unless directed to by authorities.**

Employee Guidelines for Evacuating Persons with Disabilities

1. Faculty should encourage students who would need assistance with evacuation in case of an emergency to identify two buddies to assist them. You can put the suggestion in your syllabus and/or announce it on the first day of class. The student will explain to the "buddies" what assistance they will need.
2. Supervisors of employees with disabilities who would need assistance should encourage the employee to identify two buddies within their same workspace to assist them.
3. Always ASK how you can help before attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person.
4. Notify law enforcement or fire personnel immediately about persons remaining in the building and their locations. If it is possible to do so safely, wait for emergency personnel to assist with difficult evacuations, such as assisting an individual with mobility impairment down stairs.
5. In the event of a disaster, assist the person with the disability to the designated Disability Assembly Area on campus. College emergency personnel will have a list of emergency contacts for all individuals who have identified themselves as needing assistance.
6. If you need to assist the individual because emergency personnel are unable to reach you, check with the individual's cell phone for an ICE ("in case of emergency") contact number. Individuals with disabilities have been encouraged to carry emergency information with them regarding contacts, medications or any other special needs. If they are unable to communicate this information with you verbally, check backpacks, wallets, etc.

Assisting Individuals with Limited Mobility

1. Attempt a rescue evacuation ONLY if you have had rescue training, unless the situation is life threatening. Some persons have such minimal mobility that lifting them may be dangerous.
2. Help clear the exit route of debris so the floor is clear for wheelchairs or persons using other mobility aides.
3. Be sure the person has crutches, canes, walkers or other mobility devices with them.

Assisting Individuals who are Non-Ambulatory

When evacuating always ask what method of assistance the person prefers:

- Not all persons can be removed from their wheelchairs and carried safely.
- A person may have a physical condition that contraindicates lifting, such as heart conditions, back problems or other severe physical complications.

- Non-ambulatory persons frequently have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously in danger.
- Persons with chronic pain, catheter leg bags, fragility, or braces may not be able to extend or move extremities.

Transferring a person out of a wheelchair:

- Check that the individual is not at risk when transferred or carried.
- Note the location of the wheelchair and upon exiting the building immediately inform Campus Safety or emergency personnel of the location of the wheelchair so they can retrieve it. The wheelchair is essential to the person's mobility and safety.
- If there is a power outage or elevators are inoperable, utilize evacuation wheelchairs, if agreed to by the individual. It is preferable to have four assistants to carry the chair, but a minimum of two. Be sure to fasten the seat belt. (If the situation is not life threatening, wait for trained emergency personnel to move the individual.)
- If an evacuation chair is not available, use a two-person chair carry. The two assistants link arms to form a backrest and grip wrists to form a seat.
- A semi-ambulatory person may lean against assistant's back while assistant holds both people's arms over assistant's shoulders. The assistant leans forward slightly to take most of the person's weight.
- A third option is for two assistants to carry the person by their extremities. One assistant stands behind and wraps arms around person's chest under person's arms. Second assistant stands facing away from the person between their legs and lifts person's legs under knees.
- A sturdy chair, preferably with arms, can also be used.

To move a person in their wheelchair down a flight of stairs:

- It is desirable to have a minimum of two assisting persons, with four assisting persons preferred for adults with heavy wheelchairs.
- Secure the wheelchair seat belt.
- The wheelchair battery may have to be removed from an electric wheelchair because they are very heavy.
- The strongest person(s) should be placed at the back of the chair and will grip the chair handles.
- The other assisting person(s) will note what parts of the chair are removable, such as wheels, armrests, footplates, so they do NOT lift the chair by those parts. They will grip the front seat frame or non-removable leg rests.
- Always keep the wheelchair facing away from the stairs.
- ROLL the wheelchair up or down the stairs. Do NOT carry as this may cause back trouble for the assistant. Let the wheelchair carry the weight.
- Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far as this could cause the assistant to lose balance and pitch forward.
- Moving a person in a wheelchair over a curb or single step.
- Secure the wheelchair seat belt.
- Just before reaching the edge of the curb or the step turn the wheelchair down.
- The assistant will hold tightly to the handles and slowly back the wheelchair so the rear

- wheels roll down the edge. The assistant will press a hip against the back of the chair as the rear wheels slowly roll off the edge.
- The assistant will press a foot on the anti-tipping bar as the chair is very slowly lowered to the ground.
 - Turn the wheelchair around being careful to avoid the ankles of other people passing by.

Moving a person in a wheelchair over rough terrain:

- Secure the wheelchair seat belt.
- When approaching surfaces that may cause a problem for wheels such as grates, soft lawns, pitted floors or sand turn the wheelchair around and go backwards.
- Lift the front wheels up very slightly to put the weight of the chair on the rear wheels. Do not tilt the chair too far back.

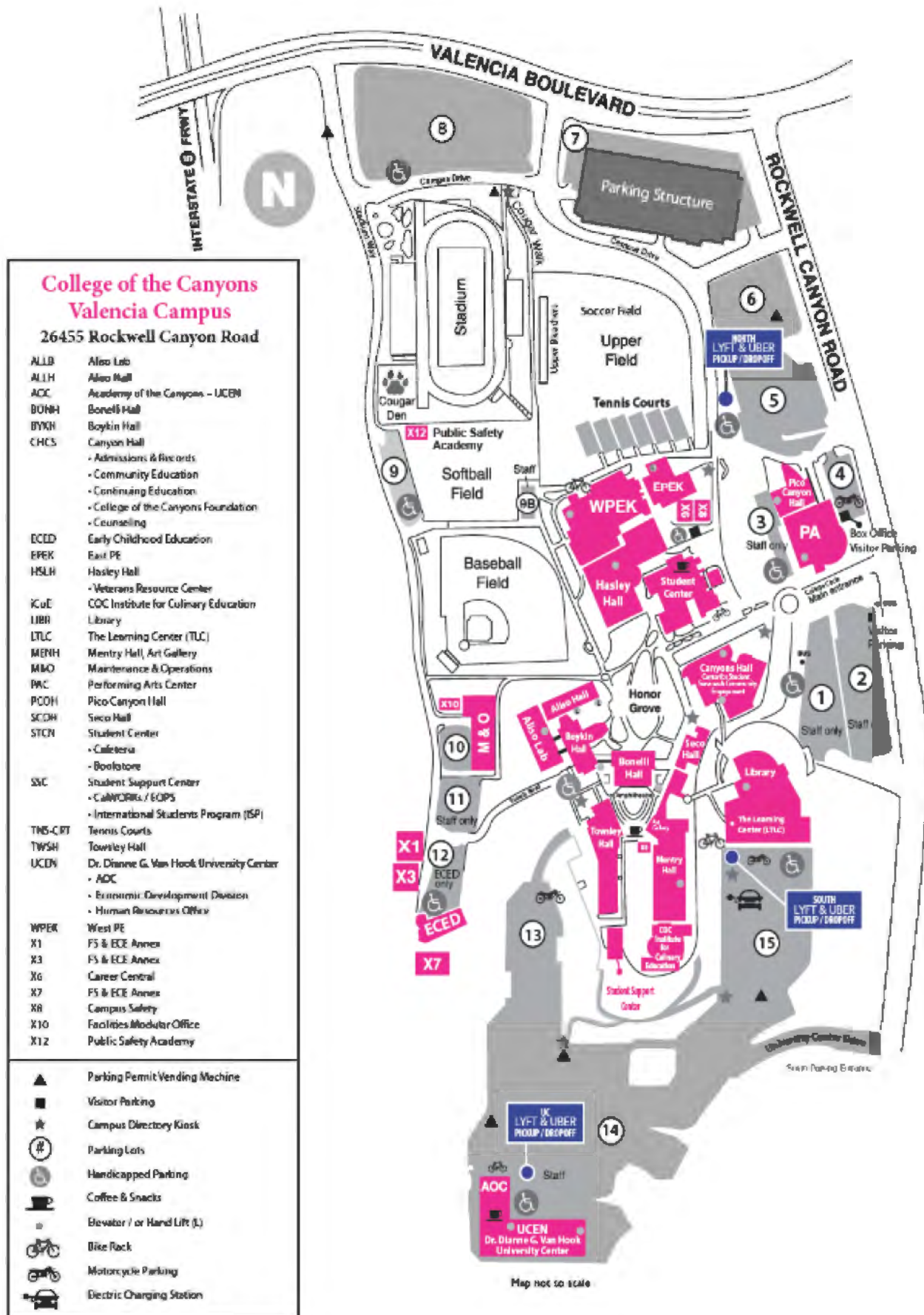
Assisting Individuals Who Are Blind

1. Tell the person the nature of the emergency and offer to guide them by offering your left elbow. Do not grab a person with a visual impairment by the person's arm.
2. Be sure the person brings all mobility aides, such as white canes, with them.
3. The individual may have a guide dog that is disoriented. Ask the advice of the person who is blind regarding your level of assistance. Never touch or interact with a guide dog without the owner's permission.
4. Give verbal directions to advise about the safest routes. Use compass directions, estimated distances and directional terms to orient the person. As you walk, describe where you are and advise of any obstacles, such as overhanging objects, uneven pavements, curbs or narrow passageways.
5. When you have reached a safe location, orient the person to where she/he is and ask if any further assistance is needed.

Assisting Individuals Who are Deaf

1. Write a note stating what the emergency is and what the evacuation route is. (e.g. "Fire - go out the rear door to parking lot.")
2. Turn the room lights on and off to gain attention, then indicate through hand gestures or writing on the blackboard what is happening and where to go.
3. Offer visual instructions to advise of safest route or directions by pointing toward exits or evacuation map.

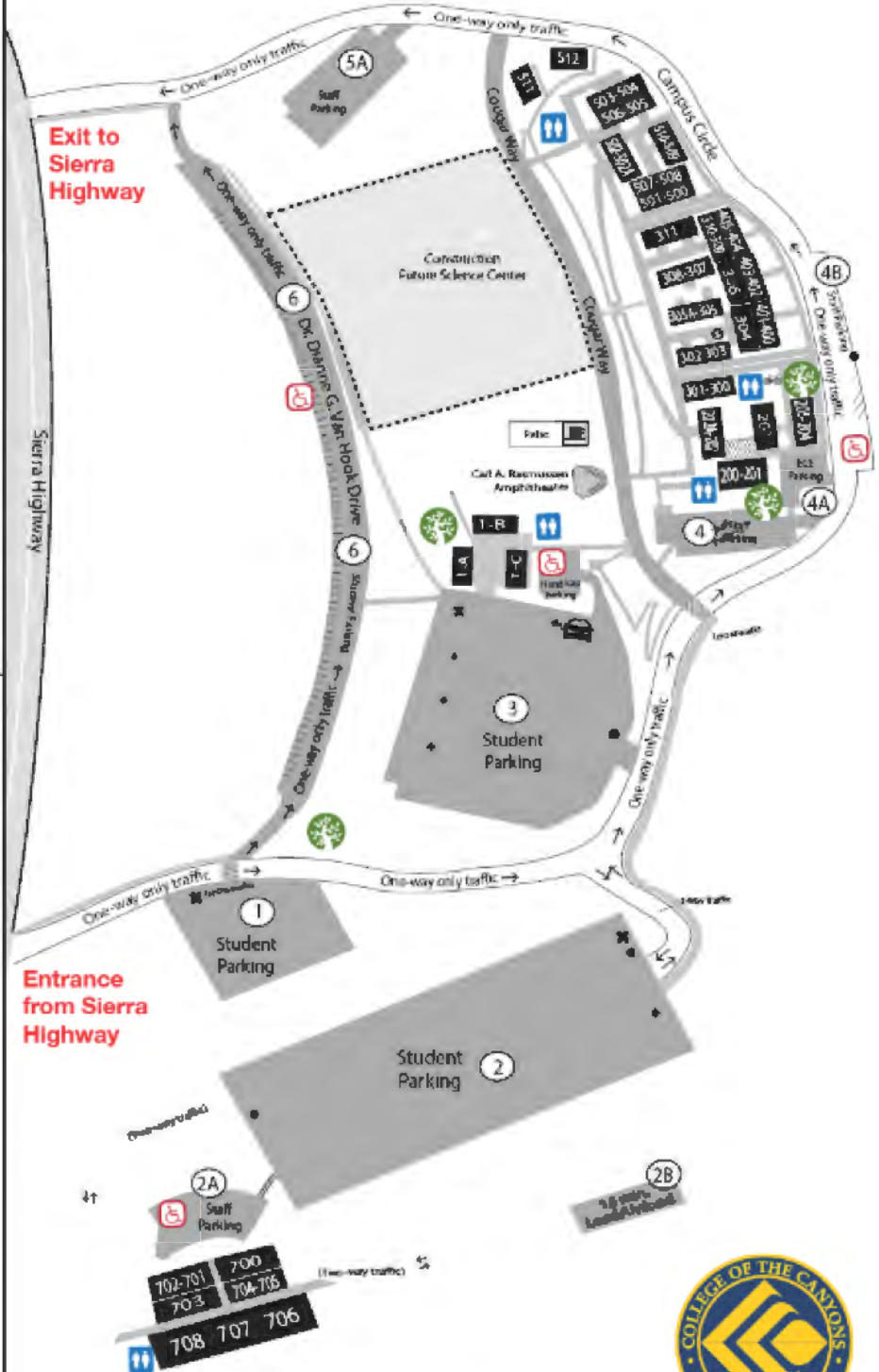
Section Nine - Evacuation



College of the Canyons CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351-1622
(661) 362-3800 • (661) 362-3979 Fax

1-A	VP's Office, Counseling & Program Advisement, Financial Aid
1-B	Student Health & Wellness Center, EOPS, CalWorks, DSPS, Veterans Resource Center, Computer Lab, Assessment Center
1-C	Admissions & Records, Dean's Office, Student Business Office
200-201	Early Childhood Education (ECE)
202A	Job & Career Center, MakerSpace
204	ASG Computer Lounge
206	Computer Support/Technology Center
302	Student Study Lounge
303	Vending Cafe
304-305	Classroom Computer Labs
306A	TLC Testing
308	The Learning Center (TLC)
307	Library
308	Skills 4 Success Lab
308-311	Classroom Science Labs
502A	Communication Center (Switchboard/Reprographics)
507	Faculty Offices
511	Campus Safety
512	Faculty Offices
Applied Technology Education Center (ATEC):	
700	Faculty Offices
703	Classroom Computer Lab
706	Auto Workshop
707	Plumbing Workshop
708	Solar/Alternative Energy Workshop
Student Parking Lots 1, 2, 3 and Campus Drive (6)	
	Parking Permit Vending Machines Lots 1, 2, and 3
	Handicapped Parking
	Restrooms
	Coffee/Food Services
	Motorcycle Parking
	Bicycle Rack
	Bus Stop
	Electric Charging Station
	Campus Evening Shuttle Stops
	ATM Machine in Room 303
	Campus Gardens
Food/Vending Machines:	
• Outside room 300; 311	
• Room 303 Snack/Supply Vending Machines	
• North side of room 508	
• ATEC: Snack/Supply Vending Machines	
• Cougar Way: Coffee / Food Services	



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