SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Emergency Operations Plan

November 2013

SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

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EOP IN PERSPECTIVE

This Emergency Operations Plan (EOP) is the ultimate authority for coordinating response and recovery operations in the San Bernardino Community College District. Its primary intent is to govern such operations following incidents that require the involvement of the District and its multiple campuses, off-site facilities with other external local and regional organizations/jurisdictions, and all levels of government and mutual aid.

Any all-hazard incident can potentially exceed the resources of any District and require a larger emergency response from outside resources to sustain multiple operational periods. As such, this EOP should always be on the minds of all college responders. EOC activation should be considered whenever one or more of the following apply to an incident:

• An incident triggers the need for an outside/organizational response.

• One or more campuses are involved, exceeding District resources.

• There has been activation of the Operational Area and adjoining regional cities.

• The situation is escalating.

• Anticipated duration of the incident will exceed a 12-hour operational period.

• When activation has been requested by the District Chancellor or College President, or their Designee.

LETTER OF PROMULGATION

The San Bernardino Community College District's Emergency Operations Plan addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It conforms to the tenets of the National Incident Management System and California State Emergency Plan and the Standardized Emergency Management System.

The purpose of this Plan is to provide the framework for coordination and full mobilization of the district site, colleges, and external resources. It clarifies strategies to: 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the district, the campuses, or the region. As part of this strategy, this plan:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities;

- Identifies the scope of potential hazards that form the basis for planning;

- Establishes the emergency management organizational structure that will manage the response;

- Identifies those divisions or departments of the San Bernardino Community College District tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan;

- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated; and

- Outlines the process of disseminating emergency information and instructions to the college's population.

It is expected that divisions or departments identified as being tasked with the development and maintenance of standard operating procedures and checklists for contingency operations actively participate in the planning process with the Emergency Preparedness Coordinator (Police Chief) to ensure that their assigned responsibilities actively support implementation of this Plan.

Personnel assigned specific emergency responsibilities must have a working knowledge of functions and actions described herein. The enclosed emergency action checklists will provide guidance for each function to be performed.

Departments not tasked with campus-wide emergency responsibilities must also conduct emergency planning to ensure that they can resume normal operation as soon as possible after an emergency event. The Emergency Preparedness Coordinator (Police Chief) is a resource in this effort.

The viability of this plan will be ensured by the annual review and the update process.

Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
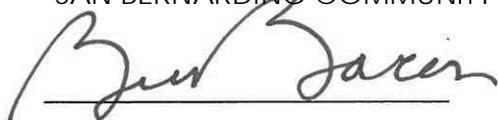
Bruce Baron

November 2013

CONCURRENCE OF
PRINCIPAL DEPARTMENTS AND CAMPUSES

Emergency Operations Plan Approval

Having reviewed the foregoing San Bernardino Community College District Emergency Operations Plan and approved of the same, I hereto set my signature.

Bruce Baron – District Chancellor
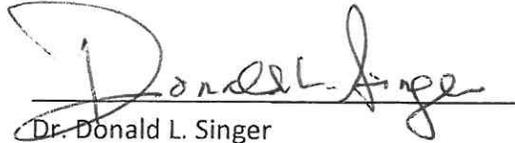
Dr. Donald L. Singer
Board of Trustees President
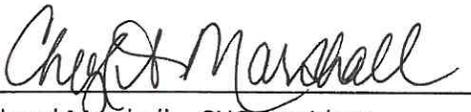
Cheryl Marshall – CHC President

Dr. Gloria M. Fisher – SBVC Interim President

REVISION TABLE

Revision Description	Section/Page Number	Date

Each revision of the EOP will be transmitted District-wide with instructions similar to those shown below.

Revision Table

Revision Number: _____   Revision Date: _____

The attached pages provide revisions to the San Bernardino Community College District EOP.   Please replace pages as described below. Retain this page for future reference. In addition, the Revision Table above should be updated to reflect this change.

Plan Section/Component: _____

Remove Pages: _____ (numbered) from Version: _____

Insert Pages: _____ (numbered)

Description of Change: _____

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PART I, SECTION 1 — BASIC PLAN: INTRODUCTION

EOP Purpose

The San Bernardino Community College District's Emergency Operations Plan (EOP) provides authority during an emergency for coordinating response and recovery operations throughout the San Bernardino Community College District. The purpose of the EOP is to ensure an effective, professional, and well-organized response to a natural disaster or major incident. The primary objectives of the plan are to protect public safety and property and assure overall well-being of the population. Specifically, the plan addresses the following:

1. Guidelines for activating the EOP.

2. The organization and responsibilities of the Incident Command Team to evaluate and direct the overall response to the emergency.

3. Guidelines for establishing an Emergency Operations Center (EOC) including the location and resources required.

4. Govern operations that require integration district-wide.

5. Integration and coordination with other jurisdictions, county, state and federal agencies, and the private sector.

Function of Plan – This plan defines the emergency management system that will be used for all emergencies either occurring on or affecting a college campus or any off-site center. It describes the San Bernardino Community College District's emergency management organization and is supported by other contingency plans and operating procedures. A matrix of emergency planning, related to various threats, is included in Part Two.

The District's Chancellor, College Presidents and Board of Trustees President will be responsible for the final review and approval of this plan.

The Emergency Management Coordinator is responsible for ensuring the development, implementation, and required training necessary to effectively staff the District's EOC. During an emergency, prepared staff whose leadership, staffing, and functions have been predetermined and rehearsed will activate the District EOC.

Scope of Plan – This plan applies to all elements of the District-wide emergency management organization during all phases of emergency management. The college's learning centers are responsible for ensuring their preparedness in

coordination with this plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations. The primary audience of this plan is intended to be the District's emergency management organization.

Intended Audience

The intended audience of this EOP consists of emergency management professionals from San Bernardino Community College District. This plan is also a reference for emergency managers from other jurisdictions, the operational area, state and federal government, and other interested members of the public. It is intended as an overview of emergency management for San Bernardino Community College District.

Disclosure Exemptions

Portions of this document contain sensitive information pertaining to the deployment, mobilization, and tactical operations of the San Bernardino Community College District in response to emergencies. Although the vast majority of this plan is available for public review, certain sensitive portions that include personal privacy information or information with significant implications on the District, County, or State security have been secluded to attachments that are exempt from public disclosure under the provisions of the California Public Records Act §6254.

EOP Distribution

The District's Emergency Management Coordinator will prepare, coordinate, publish, and distribute this EOP and any annual changes to it. Changes are distributed to all San Bernardino Community College District Board of Trustees, Chancellor, Campus Presidents, and executive personnel identified in the table below. The plan is also available upon request to the external organizations identified below.

San Bernardino Community College District*	External Organizations*
Board of Trustees	San Bernardino County Operational Area
Chancellor	City of San Bernardino
Vice Chancellor Fiscal/Vice Chancellor HR	City of Yucaipa
Presidents	State of California, Cal OES
Vice Presidents	San Bernardino Police Department
Deans	San Bernardino Fire Department
Police Chief/Public Safety	San Bernardino Sheriff's Department
Environmental Health & Safety Office	Colton Police Department
Public Information Officers	Colton Fire Department
Police Chief/Public Safety	
Fire Chief	

*Additional distribution for each site to be determined by campus administration.

How to Use This EOP/Plan Organization

The EOP provides readers with a clear understanding of the emergency organization and the process of preparing response and recovery operations during an emergency for the San Bernardino Community College District. In the event of an emergency, people can become overwhelmed and stressed. The EOP is meant to allow individuals a point of reference, overview of their responsibilities, and step-by-step procedures for actions to be taken during the emergency.

Depending on the emergency situation, not all areas or sections of the EOP may be applicable; therefore, individuals and users of the plan should become familiar with the context of the plan. It is recommended that the San Bernardino Community College District periodically practice the plan to allow for ease of implementation.

In addition to providing step-by-step procedures, the EOP also provides users with all necessary forms to document response and recovery. In order to receive applicable funds for disaster relief, proper documentation is necessary; therefore, these forms provide the users with all necessary steps for documentation.

The plan is logically composed of three parts. Each part and its intended purpose is described below.

Part I—Basic Plan. The Basic Plan consists of the fundamental information that governs response and recovery operations in San Bernardino Community College District. The Basic Plan should be reviewed and understood by EOC staff and response/recovery stakeholders well in advance of an emergency situation. The Basic Plan consists of the following five sections:

- **Section 1: Introduction.** Provides a brief overview of the purpose and authorities of the EOP.

- **Section 2: Hazard Analysis.** Staff should be aware of the dynamics of the San Bernardino Community College District community and how those characteristics might impact response/recovery strategies. In addition, they should be aware that potential hazards exist and what actions can be taken to mitigate hazards and/or their consequences in case of an emergency.

- **Section 3: Emergency Management Structure.** San Bernardino Community College District's EOC emergency management structure is built upon proven response concepts and elements such as the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and upon existing response standards related to mutual aid, alerting and warning, and operational continuity. EOC staff should have a clear understanding of these concepts and systems, as they are inherent to successful response operations. Before staff members can appropriately execute their responsibilities, they must understand the underlying systems that govern execution. These concepts should be read and understood well before an incident occurs.

- **Section 4: Concept of Operations.** This section represents the most significant element of the Basic Plan. This describes how the response is organized, assigns roles and responsibilities, and identifies the EOC's operational requirements. In an emergency situation, this is one section that responders should keep open to reference at all times.

- **Section 5: Recovery.** This section describes the concept of operations for handling recovery-related activities in the San Bernardino Community College District. This section explains recovery organization and responsibilities and should be understood by recovery organizations in advance of their activation, but should be referenced during an emergency.

Part II—Functional Annexes. The Functional Annexes are separated by the Incident Command Sections and include position checklists and procedures that should be used by EOC personnel during actual emergencies, exercises, and drills. The checklists are designed to ensure each person assigned to a position in the EOC accomplishes his or her tasks. The position checklists do not provide explicit detail on operations, rather they are meant to keep individuals on task by providing reminders of their responsibilities. Some positions have developed procedures to complement their checklists. These procedures provide further guidance on how to perform certain functions assigned to the position. Each department that is assigned primary responsibility for a position in the EOC is responsible for the development and maintenance of position checklists and procedures. As such, some positions may have both, only one, or neither.

Part III—Appendices and Attachments. A variety of attachments have been included with the EOP to support EOC staff members in performing their functions. In some cases the attachments are applicable to all positions and tasks; in other cases they provide specific information to support the execution of a given task.

The appendices also include a set of hazard or emergency specific plans that are complementary to this EOP and should be used during specific, significant emergency situations that require unique planning beyond the all-hazards approach within the Basic Plan.

Requirements

The Homeland Security Presidential Directive (HSPD)-5 requires gradual compliance with NIMS for all Federal departments and agencies, as well as all State, territorial, tribal, educational institutions, and local organizations. In response to this and SEMS, San Bernardino Community College District has developed an EOP. In the event of an emergency, Government at all levels is responsible for providing clear directions for emergency and recovery operations. Section 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery. Therefore, all these concepts have been

implemented into one concise plan. The authorities and references for development of an EOP are explained further in Section 2.

Maintenance/Revisions

The EOP is meant to be a living, breathing document. Therefore if deficiencies are found with emergency experience, drills, changes in organization, etc., they should be noted and the plan updated accordingly. In addition, areas of the plan where enhancements can be made to increase the overall capabilities to conduct response and recovery operations should be incorporated into the plan. It is the responsibility of the San Bernardino Community College District's Emergency Management Coordinator to ensure that the plan updates and revisions are made as applicable. The Revision Table located at the front of this manual is meant to document changes made to the plan and allows for a means of tracking changes. Each group identified in the plan will have responsibility of updates to their portion or annex; however, if changes are made they should be properly communicated to the San Bernardino Community College District's Emergency Management Coordinator. The EOP should be reviewed *annually* to ensure context is valid and accurate.

Approval

This EOP shall be reviewed by all parties, including but not limited to San Bernardino Community College District's Board of Trustees, San Bernardino Community College District's Chancellor, Campus Presidents, Executive Staff and Deans, and those assigned with specific response functions or tasks within the San Bernardino Community College District's emergency response procedures. In addition, the key management positions must sign the Plan Concurrence form, located at the front of this manual, to identify acceptance of the plan. By signing the concurrence, the party agrees with statements and declares willingness to participate in the plan. In addition, the signed concurrence indicates that each contributor has no conflicts with statements made in the plan.

Authorities and References

The California Emergency Plan (CEP), promulgated in accordance with the provisions of the California Emergency Services Act (Chapter 7 of Division 1 or Title 2 of the Government Code), provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

Local emergency/disaster plans are considered to be extensions of the CEP. Therefore, the San Bernardino Community College District EOP is, therefore, considered to be an

extension of the State Emergency Plan. When dictated by the situation, additional executive orders or other emergency regulations will be enacted by the San Bernardino Community College District.

8591. Nothing in this chapter shall operate to prevent the Governor or Emergency Management from formally recognizing committees or boards established by or with segments of the private sector, public agencies, or both the private sector and public agencies, that control facilities, resources, or the provision of services essential to the mitigation of the effects of an emergency or recovery there from, or from assigning administrative authority or responsibility to those committees or boards or to members thereof with respect to the provision and effective utilization of those resources to meet needs resulting from an emergency.   [California Government Code CESA, Title 2, Division 1, Chapter 7, Article 6, Section 8591]

8595. The Governor may assign to a state agency any activity concerned with the mitigation of the effects of an emergency of a nature related to the existing powers and duties of such agency, including interstate activities, and it shall thereupon become the duty of such agency to undertake and carry out such activity on behalf of the state. [California Government Code CESA, Title 2, Division 1, Chapter 7, Article 7, Section 8595]

8596.

(a) Each department, division, bureau, board, commission, officer, and employee of this state shall render all possible assistance to the Governor and to the Secretary of Emergency Management in carrying out the provisions of this chapter.
(b) In providing that assistance, state agencies shall cooperate to the fullest possible extent with each other and with political subdivisions, relief agencies, and the American National Red Cross but nothing contained in this chapter shall be construed to limit or in any way affect the responsibilities of the American National Red Cross under the federal act approved January 5, 1905 (33 Stat. 599), as amended.
(c) Entities providing disaster-related services and assistance shall strive to ensure that all victims receive the assistance that they need and for which they are eligible. Public employees shall assist evacuees and other individuals in securing disaster-related assistance and services without eliciting any information or document that is not strictly necessary to determine eligibility under state and federal laws. Nothing in this subdivision shall prevent public employees from taking reasonable steps to protect the health or safety of evacuees and other individuals during an emergency.
(d) State personnel, equipment, and facilities may be used to clear and dispose of debris   on private property only after the Governor finds: (1) that the use is for a state purpose; (2) that the use is in the public interest, serving the general welfare of the state; and (3) that the personnel, equipment, and facilities are already in the emergency area. [California Government Code CESA, Title 2, Division 1, Chapter 7, Article 7, Section 8596]

Federal Laws and Regulations

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Public Law 84–99 (US Army Corps of Engineers – Flood Fighting)
- Disaster Mitigation Act of 2000 (DMA 2000, Public Law 106-390)
- Homeland Security Presidential Directive (HSPD) – 5, Management of Domestic Incidents
- Homeland Security Act of 2002
- Homeland Security Presidential Directive/HSPD 8, National Preparedness
- United States Department of Homeland Security (USDHS), National Incident Management System (NIMS)
- United States Department of Homeland Security (USDHS), National Response Plan (NRP)
- Presidential Directives 39 and 62 (directing primary terrorism investigative authority to the U.S. Department of Justice/FBI, authority reference in Terrorism Annex)
- Federal Disaster Relief Act of 1974
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

State Laws and Regulations

- California Emergency Services Act of the California Government Code, Title 2, Division 1, Section 7.
- California Code of Regulations (CCR), Title 19, Section 2, Subchapter 3, §2620 et seq.
- Standardized Emergency Management System (SEMS) Regulations, California Code of Regulations (CCR), Title 21, Division 2, Section 1.
- California Natural Disaster Assistance Act, California Government Code, Title 2, Division 1, Section 7.5.
- California Government Code (Section 8607), Disaster Preparedness.
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of War Emergency.
- California State Emergency Plan. *Promulgated by the Governor, provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.*
- California Oil Spill Contingency Plan.
- California Hazardous Materials Incident Contingency Plan.
- California Health and Safety Code, Division 20, Section 6.5, Sections 25115 and 25117, Section 6.95, Sections 2550 et seq., Section 7, Sections 25600 through 25610, dealing with hazardous materials.

- California Master Mutual Aid Agreement.
- Section 8, Division 4 of Title 1, Section 3100 of the California Government Code, "all public employees are hereby declared to be disaster service workers subject to such disaster activities as may be assigned to them by their superior or by law."
- California Fire Service and Rescue Emergency Mutual Aid Plan (OES).
- California Law Enforcement Mutual Aid Plan.
- California Emergency Resources Management Plan.
- Disaster Assistance Procedure Manual (State OES).
- State of California Hazardous Materials Plan.
- OES Earthquake Recovery Manual for Local Governments, 1993.
- OASIS Operational Area Satellite Information System Guidelines, 199.
- California Senate Bill 166 for Community Colleges 2009.

Operational Area

The establishment of the Operational Area provides the following benefits:

- Partnership for exchanging disaster intelligence, mutual aid requests, and resource requests in emergencies;
- Cooperative multi-agency emergency management training and exercises;
- NIMS/SEMS regulations are met and followed to ensure compatibility and integration with agencies throughout the state; and
- Provides representation of all affected entities in decision-making and coordination before, during, and after disaster events occur.

During activation of this plan and the San Bernardino Community College District's EOC, the District will notify their Operational Area EOC and coordinate emergency response operations, via the Operational Area, with all affected areas. Further, the college District will file an after- action report with the Operational Area within 90 days after the disaster.

State of California

The State of California's disaster authority is established in the California Emergency Services Act (Government Code Section 8550, et seq.). Contained in the law are the policies, regulations, and basic procedures for the following state plans, agreements, and programs:

- California Emergency Plan
- California Master Mutual Aid Agreement
- Natural Disaster Assistance Act
- Disaster Service Workers
- Standardized Emergency Management System (SEMS)

The San Bernardino Community College District is a local government participant within the established framework of the above laws, plans, and authorities. In order to comply with SEMS requirements, the District must standardize its emergency management response system in accordance with the regulations to effectively participate in the statewide program for multi- agency coordination and mutual aid, and to meet certain eligibility requirements for application for the Natural Disaster Assistance Act (NDAA) grant funds. As discussed above, the San Bernardino Community College District's membership in the Operational Area, along with this plan and a training program, will meet the requirements of SEMS.

During disasters that require EOC activation at the State level, the State (through the Cal OES) will work within its mutual aid regions with the Operational Areas to receive reports and requests for mutual aid and other resources, and to coordinate recovery efforts. The Operational Area will coordinate with the Office of Emergency Services (OES) and the local governments and agencies. The District is to report to and coordinate all operations with the State through the Operational Area. The State coordinates with the Federal Emergency Management Agency (FEMA) for federal-level resources, mutual aid, and public agency disaster assistance grants and funding.

The Governor must declare affected counties as disaster areas to activate the State emergency authorities, plans, and programs. The Governor activates the Natural Disaster Assistance Act (NDAA) program, which provides up to 25 percent reimbursement of eligible expenses for disaster costs. The funding for NDAA is made available by state legislative appropriation, either as a stand-alone fund or in conjunction with federal funds.

Federal Government

FEMA manages the federal-level authority for emergency management. FEMA is organized into 10 mutual aid regions throughout the nation. Region IX, the mutual aid region for the State of California, is headquartered in San Francisco. During disasters in California, the Governor petitions the President of the United States to declare the state a disaster area for federal-level resources to become available.

The presidential declaration activates the Federal Emergency Response Plan and allows the state to access federal-level resources for emergency response. For the San Bernardino Community College District, this could include the U.S. Army Corps of Engineers resources, contracted services, and other resources provided by unaffected states. The District does not coordinate directly with FEMA during emergency response operations. All coordination will be handled by the State OES through its mutual-aid regions to the Operational Areas within the counties. Figure 1 shows the lines of coordination for the District during a disaster in which both the Governor and the President have made disaster declarations.

The Homeland Security Presidential Directive 5 (HSPD-5) requires that all Federal departments and agencies, as well as all State, territorial, tribal and local organizations, comply with NIMS requirements. While encompassing SEMS, NIMS establishes

standardized incident management processes, protocols, and procedures that all responders — Federal, state, tribal, and local — will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus and will be able to place full emphasis on incident management when a homeland security incident occurs — whether terrorism or natural disaster.

In the event of a declared disaster, the Robert T. Stafford Act (originally Public Law 93-288, now amended) provides the Federal authority and program for Federal congressional appropriation of public funds for disaster assistance. This program provides for an approximate reimbursement of 75 percent of eligible expenses for approved categories of public facility protection and/or repair and restoration of damaged facilities. The California OES will notify the San Bernardino Community College District when the Federal programs are activated and will assist with the application process. The Stafford Act has been amended by the Disaster Preparedness Act of 2002, which requires state and local governments (including educational facilities) to have a FEMA approved Hazard Mitigation Plan in place in order to be eligible for grant funding of hazard mitigation projects.

Figure 1
Lines of Authority, Coordination, and Mutual Aid for State and Federally Declared Disasters

Governor of California
State Legislature

Federal Emergency Management Agency
Region IX

California Emergency Management
Services (Cal OES)

Operational Area

San Bernardino Community
College District

General Strategies

This EOP is not meant to replace common sense or other more appropriate actions that may not be mentioned in the plan. Responders during an emergency should continually evaluate the effectiveness of the actions recommended in this EOP and make the appropriate adjustments to the response based on past experience and training.

Although this plan provides a framework for emergency response, it does not attempt to identify and discuss every potential situation or problem that may result during an emergency. A situation may develop that warrants quick operational changes in order to prevent serious danger of life and/or extensive property damage. In most cases, such time-sensitive decisions shall be made by personnel initially encountering the potentially dangerous situation. Actions that could have a significant effect on operations of the District or that are considered major should only be taken if they are absolutely necessary in the judgment of personnel that initiate such actions.

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PART I, SECTION 2 — BASIC PLAN:
HAZARD ANALYSIS

Each college needs to conduct a review of hazards in its area in order to best prepare a response plan and more importantly, participate in Federal/State grant programs. For example, a region susceptible to flooding needs specific annexes detailing how to respond and coordinate with other entities in their Operational Area.

Profile of San Bernardino Community College District

This paragraph describes the overall District as its campuses and other off-site facilities. It should include information about the District size, such as square miles, city locations, population served, etc. A list of campuses and off-site facilities, each with its own descriptive profile, should follow this paragraph.

San Bernardino Community College District Service Area vs Legally Defined Boundary
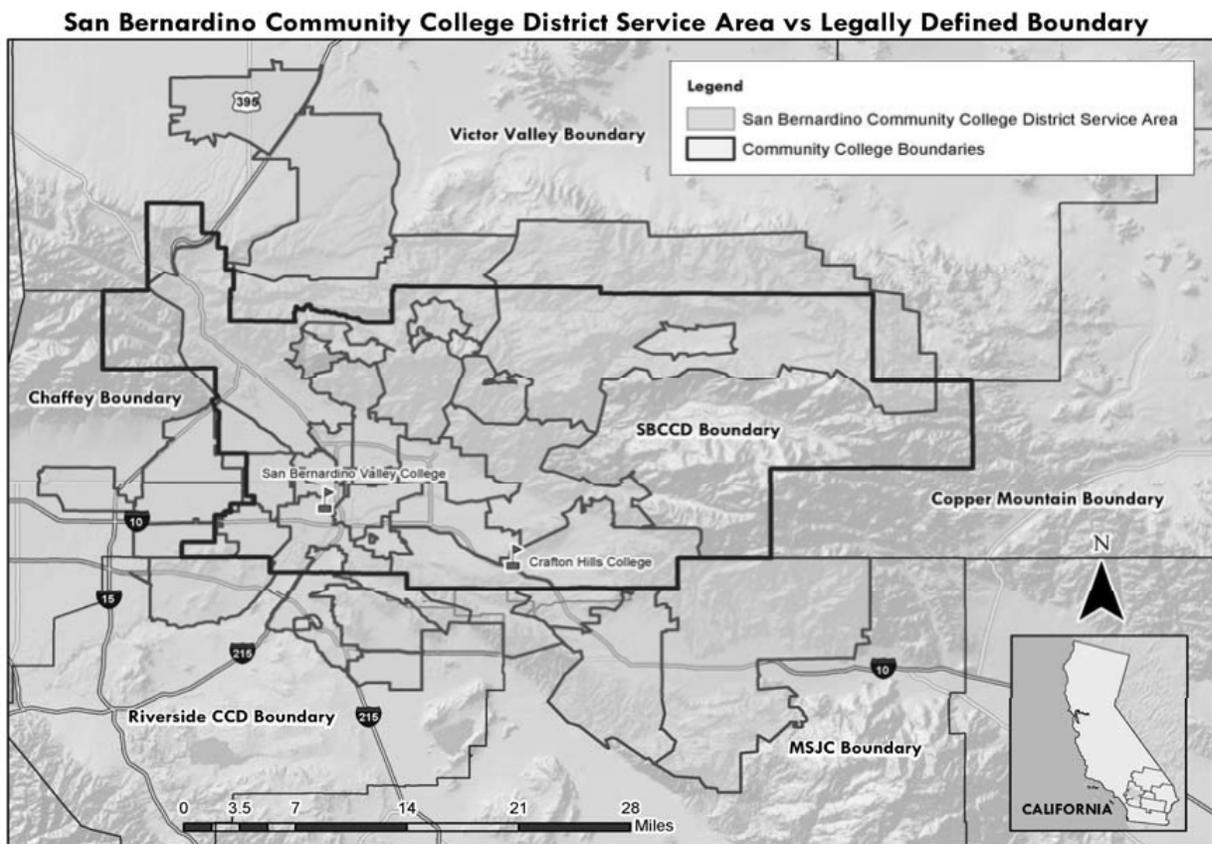
Source: Center of Excellence, California Community College. Software and data provided by ESRI. Zip codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.

San Bernardino Community College District

The San Bernardino Community College District includes three college campuses, District Offices, and a public broadcast system (KVCR). Two of the college campuses are located in the city of San Bernardino. San Bernardino Valley College campus is located in the City of San Bernardino and the Economic Development Corporate Training campus is also located in the City of San Bernardino. The third campus, Crafton Hills College, is located on a hillside in the City of Yucaipa.

The college district has 225 full-time faculty, 515 adjunct faculty and a staff of 470. The District serves over 30,000 students and hosts multiple high school districts, as it encompasses nearly 500 square miles.

San Bernardino Valley College

San Bernardino Valley College was established in 1926 and is one of the oldest community colleges in California. San Bernardino Valley College has an average student enrollment of over 21,000. This two-year college encompasses more than 80 acres in the City of San Bernardino and offers numerous academic and vocational programs, including business and information technology division, visual, performing and media arts division, social science and human development division, and humanities division.

San Bernardino Valley College
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410 (909) 384-4400

Crafton Hills College

With an enrollment of almost 9,000 students, Crafton Hills College is one of the busiest community colleges in San Bernardino County. Located in the City of Yucaipa, Crafton Hills College offers programs in Anthropology, Chemistry, Biology, Astronomy, Political Science, and Business Administration, as well as Art, Fire Technology, Emergency Medical Services, Child Development and Education, Spanish, and Economics. Crafton Hills College also works in conjunction with other area schools, including Arrowhead Regional Medical Center and the California State Fire Training Academy.

Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399 (909) 794-2161

Economic Development and Corporate Training

The Economic Development and Corporate   Training division of San Bernardino Community College District has partnered with many companies and organizations within the Inland Empire to address workforce improvement and economic development needs through innovative approaches to education, career counseling,

talent development, customized training and organizational performance. Over 8,000 students have participated in the various types of training.

The Economic Development and Corporate Training hosts the following programs: Career & Technical Education (CTE) Community Collaborative, Logistics Technology Program, Nanotechnology Program, e-Learning provided through Ed2Go and a wide variety of customized and off-the-shelf training programs and services aimed at assisting the advancement of businesses in the Inland Empire. The Division is innovative and responsive in assisting employers with employee development, retention, and job creation.

Economic Development and Corporate Training is comprised of the following centers: the Professional Development Center (PDC), the Donald F. Averill Applied Technology Training Center (ATTC), and the Center for the Advancement of Nanotechnology (NanoCenter).

Economic Development and Corporate Training
114 S. Del Rosa Drive
San Bernardino, CA 92408
(909) 382-4001

KVCR

KVCR TV-FM provides professional development and cultural and educational information to the community at large. Students and volunteers produce weekly news packages for air on KVCR television. Students enrolled in production classes serve as segment producers, assignment editors, reporters, writers, camera operators, and video editors, gaining real-world experience in producing news and building their resumes.

KVCR Educational Foundation
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410
(909) 384-4444

District Annex

The District Annex houses the Technology and Educational Support Services (TESS) for the San Bernardino Community College District.

District Annex
1289 Bryn Mawr Ave., Unit B
Redlands, CA 92374
(909) 384-4358

Hazards Assessment

The San Bernardino Community College District identified three major hazards that affect its geographic area. These hazards – earthquake, flood, and wildfire – were identified through an extensive process involving research of existing documents and input from the district's assessment team. The geographic extent of each of the identified hazards has been identified by the San Bernardino Community College District utilizing the maps and data contained in the County's General Plan and Multi-Jurisdictional Hazard Mitigation Plan 2011. Utilizing FEMA's Calculated Priority Risk Index (CPRI), the Planning Team concluded that all of the identified hazards posed a significant threat against the District. The hazard ranking system is described in Table 6-1: Calculated Priority Risk Index, while the actual ranking is shown in Table 2-1: Calculated Priority Risk Index Ranking.

Table 2-1: Calculated Priority Risk Index (Source: Federal Emergency Management Agency)

CPRI Category	Level ID	Description	Index Value	Assigned Weight Factor
Degree of Risk Chart				
Probability	Unlikely	♦ Extremely rare with no documented history of occurrences or events ♦ Annual probability of less than 1 in 1,000 years	1	
	Possible	♦ Extremely rare with no documented history of occurrences or events ♦ Annual probability of between 1 in 100 years and 1 in 1,000 years	2	
	Likely	♦ Occasional occurrence with at least two or more documented historic events ♦ Annual probability of between 1 in 10 years and 1 in 100 years	3	45%
	Highly Likely	♦ Frequent events with a well-documented history of occurrence ♦ Annual probability of greater than 1 every year	4	
Magnitude/Severity	Negligible	♦ Negligible property damages (less than 5% of critical and non-critical facilities and infrastructure) ♦ Injuries or illnesses are treatable with first aid and there are no deaths ♦ Negligible quality of life lost ♦ Shut down of critical facilities for less than 24 hours	1	
	Limited	♦ Slight property damages (greater than 5% and less than 25% of critical and non-critical facilities and infrastructures) ♦ Injuries and illnesses do not result in permanent disability and there are no deaths ♦ Moderate quality of life lost ♦ Shut down of critical facilities for more than 1 day and less than 1 week	2	30%
	Critical	♦ Moderate property damages (greater than 25% and less than 50% of critical and non-critical facilities and infrastructures ♦ Injuries or illnesses result in permanent disability and at least 1 death ♦ Shut down of critical facilities for more than 1 week and less than 1 month	3	
	Catastrophic	♦ Severe property damages (greater than 50% of critical and non-critical facilities and infrastructure) ♦ Injuries or illnesses result in permanent disability and multiple deaths ♦ Shut down of critical facilities for more than 1 month	4	
Warning Time	> 24 hours	♦ Population will receive greater than 24 hours of warning	1	
	12-24 hours	♦ Population will receive between 12-24 hours of warning	2	
	6-12 hours	♦ Population will receive between 6-12 hours of warning	3	15%
	< 6 hours	♦ Population will receive less than 6 hours of warning	4	
Duration	< 6 hours	♦ Disaster event will last less than 6 hours	1	
	< 24 hours	♦ Disaster event will last between 6-24 hours	2	
	< 1 week	♦ Disaster event will last between 24 hours and 1 week	3	10%
	> 1 week	♦ Disaster event will last more than 1 week	4	

Table 2-2: Calculated Priority Risk Index Ranking for San Bernardino Valley College

Hazard	Probability	Weighted 45%	Magnitude/Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Earthquake–South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Wildland Fire	1	.45	1	.3	4	.6	1	.1	1.45
Flood	1	.45	1	.3	4	.6	1	.1	1.45

Table 2-3: Calculated Priority Risk Index Ranking for Crafton Hills College

Hazard	Probability	Weighted 45%	Magnitude/Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Wildland Fire	4	1.8	3	.9	4	.6	1	.1	3.4
Earthquake–South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Flood	2	.9	1	.3	4	.6	1	.1	1.9

Table 2-3: Calculated Priority Risk Index Ranking for District Offices

Hazard	Probability	Weighted 45%	Magnitude/Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Wildland Fire	4	1.8	3	.9	4	.6	1	.1	3.4
Earthquake–South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Flood	2	.9	1	.3	4	.6	1	.1	1.9

Impact of Earthquakes, Wildland Fires and Flooding in the San Bernardino Community College District

Based on the risk assessment, it is evident that earthquakes, airplane crashes, wild land fires and flooding may continue to have potentially devastating economic impacts to certain areas of the district. Impacts that are not quantified, but can be anticipated in future events, include:

- Injury and loss of life;
- Commercial and residential structural damage;
- Disruption of and damage to public infrastructure;
- Secondary health hazards e.g. mold and mildew;
- Damage to roads/bridges resulting in loss of mobility;
- Significant economic impact (jobs, sales, tax revenue) upon the community;
- Negative impact on commercial and residential property values; and
- Significant disruption to students and teachers as temporary facilities and relocations would likely be needed

Hazard Assessment Source: SBCCD 2010 Hazard Mitigation Plan

PART I, SECTION 3 — BASIC PLAN: EMERGENCY MANAGEMENT STRUCTURE

Command Structure

As required by the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), San Bernardino Community College District's response operations will be managed and directed by San Bernardino Community College District personnel using the Incident Command System (ICS). During the course of an incident or an emergency, the first responder will initially act as the Incident Commander, and the level of response may be escalated based on the judgment of the Incident Commander at the time. The first responder and subsequent line of personnel are expected, and fully empowered, to act as the Incident Commander(s) and direct all response activities until termination of the emergency or until relieved by a person of higher authority.

The District's overarching support to an emergency will be directed by the EOC Director. The EOC Director will manage district-wide response from the San Bernardino Community College District EOC, along with the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief.

During the assessment period, emergency response, and recovery phase, all appropriate staff will be under the direction of the EOC Director. This is critical in order to ensure that all actions will be properly organized and coordinated. Key EOC Director responsibilities may include:

- Evaluating the risk potential
- Determining source and possible effect
- Delegating responsibility and authority
- Assessing priorities in terms of allocating manpower, materials, and equipment
- Mobilizing and managing proper response effort, both internal and external
- Establishing communications with management

Unified Command

One of the key reasons for using a standardized ICS approach is the ability to adapt the emergency response to the particular event. Standardized ICS provides an organized platform for readily and rapidly integrating other emergency response organizations that also use a standardized ICS, e.g., District or county emergency response organizations and private industry mutual aid companies.

Following the arrival of multiple Public Safety Services, and at the discretion of the Incident Commander, a Unified Command ICS structure may be established. For a Unified Command structure, key like-positions of both emergency support teams are

paired and decisions are typically made jointly; however, the District's Incident Commander(s) retains ultimate authority for any district site. These authorities apply to command and control issues, as well as location of the Incident Command Post. If a Unified Command is established, Incident Commanders should be co-located to facilitate Unified Command communication.

National Incident Management System (NIMS)

NIMS establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across the country. These practices, coupled with consistency and national standardization, will be carried forward throughout incident management processes, such as exercises, qualification and certification, communications interoperability, doctrinal changes, training, publications, public affairs, equipping, evaluating, and incident management.

Legal Basis

The legal basis for the implementation of NIMS in this EOP is through Homeland Security Presidential Directive (HSPD) – 5. On March 1, 2004, the Department of Homeland Security issued NIMS to provide a comprehensive national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

San Bernardino Community College District operates in compliance with NIMS as described and required by HSPD-5 for managing response to multi-agency and multi-jurisdiction emergencies.

Key Features of NIMS

NIMS has the following key features:

- **Incident Command System (ICS).** NIMS establishes ICS as a standard incident management organization with five functional areas – command, operations, planning, logistics, and finance/administration – for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

- **Communications and Information Management.** Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers

across all agencies and jurisdictions must have a common operating picture for a more efficient and effective incident response.

- **Preparedness.** Preparedness includes a range of measures, actions, and processes that must be accomplished before an incident happens. NIMS preparedness measures include planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually agreed doctrine. NIMS further places emphasis on mitigation activities to enhance preparedness. Mitigation includes public education and outreach; structural modifications to lessen the loss of life or destruction of property; code enforcement in support of zoning rules, land management, and building codes; and flood insurance and property buy-out for frequently flooded areas.

- **Joint Information System (JIS).** NIMS organizational measures enhance the public communication effort. The JIS provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

- **NIMS Integration Center (NIC).** To ensure that NIMS remains an accurate and effective management tool, the NIMS NIC will be established by the Secretary of Homeland Security to assess proposed changes to NIMS, capture and evaluate lessons learned, and employ best practices. The NIC will provide strategic direction and oversight of NIMS, supporting both routine maintenance and continuous refinement of the system and its components over the long term. The NIC will develop and facilitate national standards for NIMS education and training, first responder communications and equipment, typing of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of federal, state, tribal, local, multi-discipline, and private authorities to assess prospective changes and assure continuity and accuracy.

Standardized Emergency Management System (SEMS)

Legal Basis

The legal basis for the implementation of SEMS in this EOP is through Senate Bill (SB) 1841, which was passed by the State Legislature and became effective January 1, 1993. The law was in response to emergency coordination problems encountered during the 1991 East Bay Hills Fire in Oakland, and is found in Section 8607 of the California Government Code. The intent of the law is to improve the coordination of State and Local Emergency Response to disasters in California.

San Bernardino Community College District operates in compliance with SEMS as described and required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

Planning and Coordination Levels

SEMS is an integrated management system, which provides for five emergency response levels, including:

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

2. **Local Government Level.** The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their EOCs are activated or when a Local Emergency has been proclaimed. *(College District is a Local Government by virtue of being a special district.)*

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

4. **Regional Level.** The SEMS regions are also known as mutual aid regions. There are six regions and their purpose is to provide for more effective application and coordination of mutual aid and other emergency-related activities. At the Regional Level, information and resources are managed and coordinated among operational areas within the Region, between the operational areas, and at the State Level. In addition, coordination of state agency support for emergency response within the Region occurs at this level.

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

SEMS Features

SEMS provides effective Emergency Response Management and assigns response functions into the various sections based upon commonalties, relationships, and agency assignments.

- **Essential Management Functions.** At the field response level, the five primary ICS functions of Command, Operations, Planning and Intelligence, Logistics, and Finance and Administration are used. At the local government, operational area, Regional, and State levels, the term *Management* is used instead of *Command* and the titles of other functions remain the same.

- **Management by Objectives.** As applied to SEMS, management by objectives means that each level of operations 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. First, Incident Action Plans, written or oral action plans at the field response level, reflect the overall strategy and specific tactical action and support information for the next specified operational period. Second, 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 that are required to meet the current objectives to be activated and provides that all organizational elements can be arranged in various ways under SEMS essential functions (Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration). Each activated element must have a person in charge of it. 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 proper safeguards are 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, and facility designations and resources, ensuring consistency and

standardization within and between SEMS levels. It enables multi-agency, multi-jurisdictional organizations and resources to work together rapidly and effectively.

- **Resource Management.** In SEMS, functional activities relate 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 Communication.** At the field level, integrated communication is used in any emergency. Throughout EOCs and among SEMS levels, communication systems must be compatible and planning and information flow must occur in an effective manner. Integrated communication refers to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information.

SEMS Components

1. **ICS** was developed initially as part of the FIRESCOPE program during the 1970s by an interagency working group representing Local, State, and Federal Fire Services in California. The ICS was adopted by the Fire Services in California as their standard response system for all hazards. The ICS was also adopted by the federal land management agencies as the standard for response to all wildland fires nationally. A national, generic version of ICS is now in place.

2. **The Multi-Agency Coordination System (MACS),** as it applies to SEMS, is actually interagency coordination, and means the participation of agencies and disciplines involved at any level of the SEMS organization. These agencies work together in a coordinated effort to facilitate decisions for overall emergency response, sharing critical resources, and prioritizing incidents.

3. **The Master Mutual Aid Agreement** was initially signed in California in 1950 and was an agreement among cities, counties, and the State to join together in a comprehensive program to provide voluntary services, personnel, and facilities when local resources were inadequate to handle an emergency. The Master Mutual Aid Agreement now contains discipline-specific Mutual Aid Systems that function on a statewide basis.

4. **Operational Areas (OAs)** consist of counties and all political subdivisions within a county area. The governing bodies of each county, and the political subdivisions within each county, have organized and structured their individual OA. The OA is responsible for the coordination of resources and information, and acts as a link in the system of communications and coordination between the State's Regional EOC (REOC), the County EOC, and the County EOCs of individual jurisdictions. Operations area management staff and mutual aid coordinators locate and mobilize resources requested by local government. Any emergency not specifically indicated below would be assigned to a Mutual Aid Coordinator, as defined by the type of emergency and applicable State or Federal laws.

5. **Operational Area Satellite Information System (OASIS)** is a satellite-based communications system with a high frequency radio backup. OASIS provides the capability to rapidly transfer a wide variety of information between agencies using the system. In SEMS, OASIS can be viewed as both a communications network and an information dissemination system, linking three of the five emergency response levels (State, Region, and Operation Area). The information processing component of OASIS contains 15 forms that provide a rapid and accurate means of transferring information between locations on the OASIS network.

As required by law under SEMS, the following elements have been incorporated into the San Bernardino Community College District's EOP.

- Use of SEMS in all future emergencies.
- Use of the SEMS functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration).
- Management by objectives, action planning, modular organization, organizational unity and hierarchy of management, span of control, personal accountability, common terminology, resource management, and integrated communications.
- Use of ICS at the field level by all responding units and personnel.
- Arrangements for the provision of direction and control, including internal personnel notification/recall rosters and implementation methods.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations and circumstances when emergency authorities would be terminated.
- Designation and establishment of communication systems and dispatch centers to manage resources and response personnel, and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise the Policy Group and coordinate response efforts with other responding entities.
- Reporting appropriate information as to casualties, evacuation status, damage sustained, radiation levels, chemical exposure, etc., to the EOC Staff during an emergency.
- Provide for support of clean-up and recovery operations during and after emergencies.
- Training of assigned response staff and volunteers.
- The five phases of emergency management —preparedness, response, recovery, mitigation, and prevention.

Phases of Emergency Management

The five phases of emergency management employed before, during, and after an incident are identified as Preparedness, Response, Recovery, Mitigation, and Prevention (as represented below). The purpose of this section is to illustrate the application of these phases to the San Bernardino Community College District emergency planning phases.

Figure 4-1: Five Phases of Emergency Management
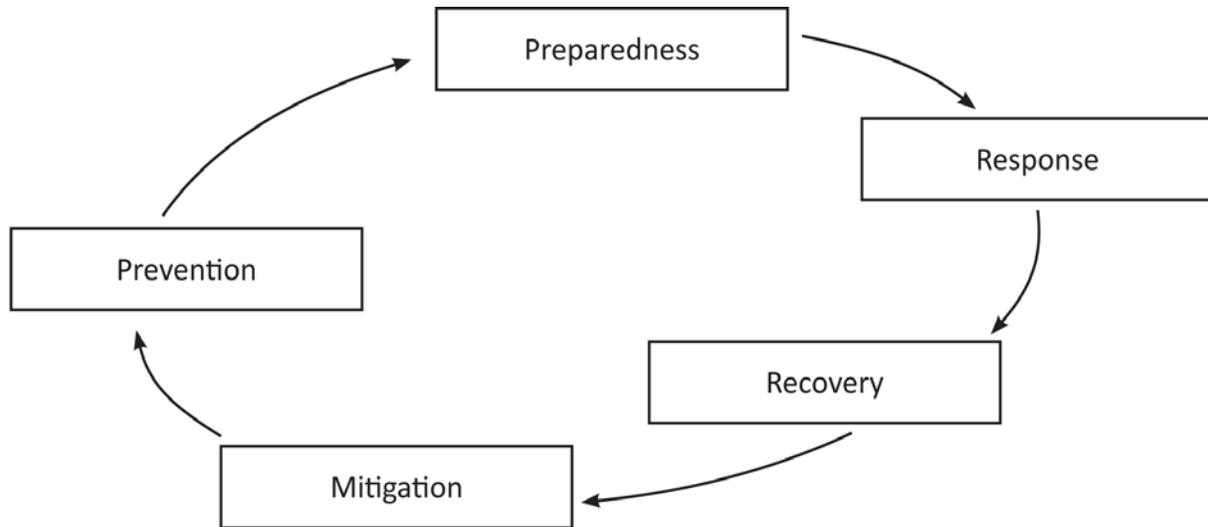
Note: In emergency management and as used in this EOP, the term mitigation refers to the process of eliminating or reducing the effects of future emergencies and disasters. It is a phase within the overall concept of operations. However, within the hazardous materials discipline, the term mitigation is used within the response phase to mean the stopping or elimination of the cause/source of a release, or a reduction of the serious health and safety or environmental risks it poses and within the recovery phase to refer to the process of cleaning up or restoring the environment to a safe or original (pre-release) state. (Source: California Hazardous Materials Incident Contingency Plan, draft August 1999.)

Preparedness

The preparedness phase consists of conducting hazard or risk analysis; identification of roles and responsibilities; developing emergency response plans and procedures; mutual aid or assistance agreements; response resources; and conducting training, drills, and exercises to test the plans, procedures, and training. It can also include a medical surveillance program to protect the health and safety of responders. Preparedness also includes the development of inspection and enforcement programs.

The District Chancellor, Emergency Management Coordinator and EOC Director will participate in developing a planning team to review operating procedures and checklists describing how District resources will be used in an emergency. Such operating procedures will provide for coordination and communications among departments, District campuses, and off-site facilities as well as agencies and

organizations of other jurisdictions. These specific operating procedures will address the following elements:

- Name designated successors for all primary leaders and ICS positions.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification rosters. This should include a communication system to implement call-out rosters for personnel assigned to 1) the EOC; 2) Incident Command Post; and 3) field response teams.
- Designation of mutual aid response agency liaisons to report to the EOC during an emergency or disaster.
- Reporting of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency
- Support of clean-up and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

San Bernardino Community College District should consider increasing their readiness for an emergency upon the elevation of the Department of Homeland Security threat level, issuance of an accredited long-term earthquake prediction, the receipt of a flood advisory that could impact the County, or a rapidly deteriorating international situation that could lead to a possible terrorist attack upon the United States. Actions to be accomplished during this phase include, but are not limited to:

- Review and update emergency plans and operating procedures.
- Dissemination of accurate, timely, emergency public information.
- Accelerated training of primary and back-up staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Service Workers.
- Mobilization of resources.

Response

The response to emergency situations includes measures such as the implementation of emergency plans, activation of emergency operation centers, incident command posts, mobilization of resources, issuance of health and safety warnings and directions, evacuations, provision of medical and social services assistance, enforcement of District emergency policies, and declaration of emergencies. This phase is designed to eliminate or control the immediate, acute threat to the District, its students, faculty, staff, and environment. The nature of the District's emergency operations will depend on the characteristics and requirements of the situation. The District's Emergency Organization will be activated as required to cope with the specific situation and each element will operate according to the provisions of this plan. Priority will be given to the following operations:

- Disseminating emergency warning and District-wide information to the campuses and off-site facilities.
- Evaluating the emergency situation.

- Marshaling, allocating, and positioning personnel and equipment.
- Conducting evacuation and/or rescue operations as required.
- Providing for the care and treatment of casualties.
- Collecting, identifying, and disposing of the dead.
- Enforcing public safety in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.
- Implementing health and safety measures.
- Protecting, controlling, and allocating vital resources.
- Advising neighboring public safety agencies and operational area of possible phased shutdowns.
- Restoring or activating essential facilities and systems.

When District-wide resources are committed to the maximum and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated through an Operational Area Request. Any actions that involve financial outlay by the District must be authorized by the EOC Director. Through the California Emergency Services Act, the Governor is empowered to proclaim of State of Emergency in any portion of the State when emergency conditions exist. When a State of Emergency is declared, Mutual Aid is mandatory.

Recovery

The recovery phase restores communities and/or the environment to a safe or pre-emergency condition, and includes measures such as investigation and cleanup of remaining hazardous substances contamination, physical restoration and reconstruction of damaged facilities and the environment, counseling of victims, performing economic impact studies and implementing financial assistance programs, and providing health and safety information. As the recovery phase is the transition from the response phase to a pre-emergency condition, post-incident critique and follow-up are considered an important part of the recovery phase and are conducted as soon after the incident as possible.

Mitigation

The mitigation phase is the ongoing effort to prevent or reduce the impact a known hazard will have on people, property, and the environment. It should not be confused with "site mitigation programs" designed to investigate and clean-up hazardous substances contamination. Mitigation processes include laws and regulations mandating prevention, inspection, and enforcement programs; development of zoning and land use management plans; education; and tax and insurance incentives.

Prevention

Prevention deals with actions that are intended to avoid an incident or to intervene to stop an incident from occurring, and aimed at protecting lives and property in that order. The process usually involves the application of gathered intelligence and other information helpful in designing a prevention strategy. This can be accomplished by

conducting inspections, improving surveillance, and looking into the actualities of a perceived or expected threat. Areas of concern could be public health or specific law enforcement threats that could be clarified by specific operations aimed at deterring, preempting, interdicting, or disrupting the threat and thus preventing the incident.

Emergency Organization

SEMS and NIMS require the San Bernardino Community College District emergency response personnel to be organized according to the ICS. The ICS consists of five primary sections:

- Management Section
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

The San Bernardino Community College District's EOP includes the District, including its colleges, campuses, and other facilities that have accepted responsibility for their emergency management functions. Each site is responsible for maintaining their own emergency management procedures that follow the District's master EOP. Each college or facility will maintain a current EOP that is to be reviewed once a year by the District's Emergency Management Coordinator.

Management Section

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and supporting organizations. Multi-jurisdiction incidents will involve a Unified Command element, which will bring together jurisdictional Incident Commanders to develop a coordinated Action Plan to make the best use of all available resources. The following positions staff the Management Section of the EOC.

- Public Information Officer
- Safety Officer
- Liaison Officer

Operations Section

The Operations Section is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan. An Operations Section Chief, who is responsible for the management of all incident tactical activities, heads the Operations Section. On multi-disciplinary incidents, the Operations Section Chief may have deputies. The Operations Section can be subdivided into Operational Groups, Branches, and Units. The Ops Section in the EOC mirrors the Ops section of the ICP it supports. Staging areas

for resources are also under the management of the Operations Section. The following positions staff the Operations Section under the direction of the Operations Section Chief:

- Law or Public Safety Branch
- Utilities and Damage Assessment Branch
- Medical Branch
- Others as needed

Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, analyzing information, developing the organizational level's action plan in coordination with the other functions, and maintaining documentation. The Planning/Intelligence Section is headed by a Planning/Intelligence Section Chief and is divided into several smaller units, depending upon the needs of the incident. The Planning Section collects and analyzes all data regarding incident operations, develops alternatives for tactical action plans, conducts planning meetings, and prepares the Incident Action Plan for incidents that will require extended operational periods. The following positions staff the Planning/Intelligence Section under the direction of the Planning/Intelligence Section Chief:

- Resources Status Unit
- Situation Status Unit
- Documentation Unit
- Advanced Planning Unit
- Technical Specialists
- Others as needed

Logistics Section

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials. The Logistics Section is headed by the Logistics Section Chief, and is responsible for meeting the logistical needs of the Incident Response. The Logistics Section can be divided into Branches and Units, as the situation requires. The following positions staff the Logistics Section under the direction of the Logistics Section Chief:

- Care and Shelter Branch
- Personnel Branch
- Information Technology Branch
- Communications Unit
- Transportation, Supplies, Facilities Unit
- Other Branches and Units as needed

Finance/Administration Section

The Finance/Administration Section is responsible for financial activities and administrative aspects not assigned to other functions. The Finance/Administration Section will be activated when required for purposes of maintaining records on personnel and equipment time, for providing payments to vendors for supplies and equipment usage, and for determining the cost considerations or various alternative strategies associated with incident planning. The following units staff the Finance/Administration Section under the direction of the Finance/Administration Section Chief:

- Supply/Purchasing Unit
- Cost Recovery Unit
- Claims and Compensation Unit

ICS Position Checklists

The following EOC Organization Chart depicts the hierarchy of command in the EOC. Part II – Functional Annexes of this Emergency Operations Plan contains a detailed checklist of responsibilities and response actions for each ICS position.

Typical ICS-Based Org Chart

```
                                        ┌─────────────────────┐
                                        │   Liaison Officer   │
                                        └─────────────────────┘
                  ┌─────────────────┐   ┌─────────────────────┐
   ┌──────────┐   │                 │   │ Public Information  │
   │  Policy  │───│   EOC Director  │───│      Officer        │
   │  Group   │   │                 │   └─────────────────────┘
   └──────────┘   └─────────────────┘   ┌─────────────────────┐
                                        │   Safety Officer    │
                                        └─────────────────────┘
```

Operations Section	Planning/Intel Section	Logistics Section	Finance/Admin Section
Law or Public Safety Branch	Situation Analysis Unit	Care & Shelter Branch	Purchasing & Cost Accounting Branch
Movement Unit	Documentation Unit	Communication Branch	Cost Recovery Branch
EOC Security	Advance Planning Unit	Information Technology Branch	Claims & Compensation Branch
Search & Rescue Branch	Resource Status Unit	Personnel Branch	Payroll Unit
Medical Services Branch	Demobilization Unit	Transportation, Supplies, Facilities Branch	
Mental Health Services Unit			
Utilities & Damage Branch			
Maintenance & Operations Unit			

Campus ICS Positions (Field Command)

The following organizational chart shows what an ICS organization could look like for a typical college campus. Each one of the five Sections (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration) has specific functions that may occur or need to be conducted during the course of an emergency or disaster. Each functional position has a person or a team tasked with carrying out the responsibilities associated with the position. These positions within their affiliated Sections are described previously and outlined below:

```
                                   ┌──────────────────────┐
                                   │   Liaison Officer     │
                                   └──────────────────────┘
              ┌──────────────┐     ┌──────────────────────┐
              │   Incident   │─────│  Public Information   │
              │  Commander   │     │       Officer         │
              └──────────────┘     └──────────────────────┘
                                   ┌──────────────────────┐
                                   │    Safety Officer     │
                                   └──────────────────────┘

   ┌──────────────┬──────────────┬──────────────┬──────────────┐
┌───────────┐ ┌───────────┐ ┌───────────┐ ┌───────────┐
│Operations │ │Planning/  │ │ Logistics │ │Finance/   │
│ Section   │ │Intel      │ │ Section   │ │Admin      │
│           │ │Section    │ │           │ │Section    │
└───────────┘ └───────────┘ └───────────┘ └───────────┘
```

Operations Section
- Law/Public Safety
- Search & Rescue
- Medical Services
- Assembly Area/ Shelter

Planning/Intel Section
- Situation/ Resource Status
- Documentation

Logistics Section
- Supplies & Staffing
- Transportation

Finance/Admin Section
- Record Keeping

Inevitably, at some point in an emergency or large scale event, some or all of these functions will need to be conducted. Within the ICS, the Incident Commander can expand the response organization on an as needed basis by activating a functional position, only when needed, and deactivating positions that are no longer necessary. Typically the College President assumes the Incident Commander responsibilities and activates the other positions as needed. Note: Staff may be assigned to perform more than one role, depending on the number of campus personnel available to respond.

ICS Command Staff Responsibilities

Management and Command — responsible for policymaking with respect to disaster planning and preparedness and for overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. During a campus emergency, the Management Team is responsible for coordinating all response activities.

Incident Commander (IC) — responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning and releasing staff as needed.

Public Information Officer (PIO) — acts as the liaison between the school, the media, and the public. The PIO must be aware of all incident response activities and is the only person authorized to speak to the media.

Safety Officer (SO) — charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.

Liaison Officer (LO) — is the point of contact and coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

ICS General Staff (Section Chiefs)

Operations — responsible for response preparedness of Law/Public Safety, Search and Rescue, First Aid, Medical Services and Assembly/Shelter. During a disaster, this Section directs response activities of all of these teams and coordinates that response with Management and Command.

Logistics — prior to a disaster, this Section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the Section's two teams, the Supplies and Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed.

Planning and Intelligence — responsible for creating the action plans and checklists that will be used by all Sections during crisis response and recovery. This Section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the operation of the Management and Command sections.

Finance and Administration — in charge of creating policy and procedure for documenting costs associated with emergency response. This Section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state.

Emergency Declarations

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

District/College Emergency

In an emergency, and as the conditions warrant, an official proclamation by the Chancellor or his/her designee, for a college specific emergency, will have the following effects and provide legal authority to:

- Promulgate orders necessary to provide for protection of life and property.
- Order closure of campus or any District properties.
- Facilitate mutual aid from Op Area, other community colleges or local jurisdictions.
- Activate District and campus personnel, logistical resources, and facilities.
- Ensure personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties.
- Provide an appropriate procedure for maintaining a roster of emergency workers.
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and State and Federal disaster relief funds, where applicable.
- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses, and to seek Federal disaster relief where appropriate.
- Impose penalties for violation of lawful orders under Education Code Section 89031.
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act).

The San Bernardino Community College District will proclaim a formal District-wide emergency when additional assistance will be needed from Local, State, and Federal

agencies. The San Bernardino Community College District can *request a resolution* from their surrounding cities if conditions extend into the larger community.

The Chancellor may follow the procedures stated to allow for a District-wide or campus closure, and issuance of administrative leave for District or campus employees.

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

Local Emergency

A District Emergency may be proclaimed by the Chancellor or designee as specified in the District's emergency ordinance. Proclamations will normally be made when there is an actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or District, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe emergency shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor dispute.

The proclamation of a Local Emergency provides legal authority to:

• Request the Governor to proclaim a State of Emergency.
• Promulgate orders and regulations necessary to provide for the protection life and property.
• Exercise full power to provide mutual aid to an affected area in accordance with local ordinances, resolutions, emergency plans, or agreements thereto.
• Receive mutual aid from State agencies.
• Requisition necessary personnel and material of the District and the colleges.
• Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
• Impose penalties for violation of lawful orders.
• Conduct emergency operations without facing liabilities for performance, or failure of performance.
• Impose and enforce curfew.
• The San Bernardino Community College District may command the aid of employees and students as deemed necessary to cope with any emergency. Any such employee or student will be automatically covered for Worker's Compensation Insurance under the California Emergency Services Act (Ref. Section 8610).
• Activate the District's EOC, and/or the Alternate EOC, as necessary.
• Terminate a District Emergency.

State of Emergency

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

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.

- The Governor is requested to do so by local authorities.

- The Governor finds that local authorities are inadequate to cope with the emergency. When the Governor proclaims a State of Emergency, the following conditions apply:

  - Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or District for outside assistance.
  - The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.

- Jurisdictions may command the aid of employees and students as deemed necessary to cope with an emergency.

- The Governor may suspend the provisions of orders, rules, or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.

- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their offices.

- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply. In addition, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his/her authority as provided for in the Emergency Services Act.

Presidential Declaration of Emergency/Major Disaster

Emergencies and Major Disasters are defined as follows:

- **Major Disaster.** A major disaster is defined as "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 U.S. 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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

- **Emergency.** An emergency is defined as "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 U.S."

In order for the President to declare a federal major disaster or emergency, the Governor of California must submit the following:

- Local Emergency Declaration
- The California State of Emergency Proclamation

The Governor's written request for federal assistance must also include:

1. Certification of implementation of the State Emergency Plan.
2. A description of how the disaster caused needs beyond state/local capabilities.
3. A description of state/local resources already committed.
4. Preliminary estimates of supplementary federal assistance needed
5. Certification of compliance with cost-sharing requirements of the Stafford Act. The basis for request is when the situation is of such severity and magnitude that effective response is beyond the capabilities of the state and affected local governments, and federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the state, affected local governments, disaster relief organizations, and compensation by insurance.

Continuity of Government

Overview: Continuity of Authority

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

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

The ultimate responsibility for emergency management at the District belongs to the Chancellor. To ensure the orderly continued operations of the District, the Chancellor

may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the Chancellor. In the event of a localized emergency at one of the San Bernardino Community College District's campuses, the college President(s) will have the responsibility for the college's emergency management. The President may also delegate functions to other administrators. The designee will conduct response and recovery operations until the Chancellor/President returns to the District site or college. The Chancellor, or in their absence, their designee has the authority to:

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

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

Succession of Command

The District Chancellor and Campus Presidents should designate successors in the event they are not available to assume the leadership role. The line of succession in emergency operations should list the next available administrator. An example would be the following:

- Vice Chancellor or Vice President
- Vice President or Dean

This secession identification needs to be put into place for the District and each college campus.

Alternate Government Facilities

Emergency operations for response will be held in the pre-designated District EOC. If the building is damaged, the location for an alternate EOC will be the ATTC Building.

Preservation of Records

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

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

- *Protect the rights and interests of individuals.* Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.

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

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

- *Educational Records.* Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished.

Vital record storage methods that might be used include, but are not necessarily limited to:

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

Americans with Disabilities Act Compliance

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the San Bernardino Community College District community, the District adheres to the policy summarized below. In addition, considerations for special needs populations are addressed District-wide in all emergency planning efforts and are also addressed in supporting Standard Operating Procedures (SOPs) and checklists. A Disability will not prevent accessibility to services or facilities provided by the San Bernardino Community College District. The District/College will not exclude or deny benefits of any sort of special populations or those with disabilities.

- San Bernardino Community College District will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.

- During emergency situations, San Bernardino Community College District will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.

- San Bernardino Community College District will attempt to shelter special populations and those with disabilities during a care and shelter situation or divert them to shelters with special needs facilities.

- Eligibility for care and sheltering will not be dependent on a personal care attendant.

- Special populations and those with disabilities will never be forced by the District to occupy a specific shelter or take a particular action designed for their benefit.

- During preparedness and mitigation activities, San Bernardino Community College District will provide preparedness instruction to our college community with special needs to ensure they are prepared in times of crisis.

Training and Exercises

The main objective of the San Bernardino Community College District's emergency management organization is an efficient and timely response during emergencies. A good plan is a first step toward that objective. Planning alone will not guarantee preparedness. Training is essential in preparing emergency operations personnel to respond effectively. This Plan will include provisions for training.

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

- **Orientation Seminars** are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations, or case studies. Such exercises can involve all levels of campus personnel, particularly support service groups.

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

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

- **Full-Scale Exercises** are the most complex type of exercise, and the ultimate goal of the training program. These are full performance exercises that add a field component to interact with the EOC through simulated messages. These exercises test the planning process, the deployment of resources, and the operations of field personnel.

The EOP shall be exercised on an annual basis, with District-wide involvement. The scope of these exercises may vary. In accordance with SEMS, the District is on a four-year exercise cycle, which includes the following.

Year One:

- Orientation briefing for all EOC and campus command post staff
- Table-top exercises to walk participants through the EOC operations with an emphasis on SEMS
- Table-top exercise

Years Two, Three, and Four:

- One full-scale exercise once every four years
- Functional exercises in all other years

Whenever possible, functional and full-scale exercises should include other local governments, Operational Area Coordinator, special districts, and other private response agencies. Results of these exercises may be used in subsequent revisions to the plan.

Additionally, in compliance with NIMS, the District will provide the following NIMS training at relevant levels for emergency personnel:

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS
- ICS-200: Basic ICS, or its equivalent
- IS-800: National Response Plan
- ICS-300: Intermediate ICS Command and General Staff
- ICS-400: Advanced ICS

In compliance with SEMS, each department should coordinate the following NIMS/SEMS/ICS training at relevant levels for emergency personnel.

Course Name	Target Audience
SEMS Introductory Course	For all building CERT, ICS, EOC personnel, and responding managers.
ICS Orientation IS-100	A general orientation to ICS for all Building Marshals CERT, ICS, EOC personnel, and responding managers.
ICS Basic IS-200	Personnel who respond to an Incident Command Post or District EOC to assist or support the organization.
ICS Intermediate IS-300	Personnel in an ICS branch, division, group or unit, or members of the Command Staff.
ICS Advanced IS-400	Personnel who will supervise sections; Command Staff in an EOC or Incident Command Post; Incident or Area Commanders; also those who may assume key agency management roles over incidents.
SEMS Emergency Operations Center Course	Support, supervisory, management, and executive personnel in District EOC who would perform an EOC function at any SEMS level.
SEMS Executive & Elected Official Course	Board of Trustees, executives, administrators, and policy makers within agencies that are required.

Part 1, Section 3 – Basic Plan:
Emergency Management Structure

Standard Operating Procedure Development

Within the San Bernardino Community College District, the following campuses will develop and maintain emergency response Standard Operating Procedures:

- San Bernardino Valley College
- Crafton Hills College
- San Bernardino Community College District
- KVCR
- District Annex

These procedures supplement the EOP and provide specific response procedures for each response agency to ensure a coordinated and prepared response.

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PART I, SECTION 4 — BASIC PLAN: CONCEPT OF OPERATIONS

Response Goals & Objectives

In view of the District's susceptibility and vulnerability to natural, technological, and national security emergencies, continuing emphasis is placed on:

- Emergency planning.
- Protecting life (highest priority), property, and the environment.
- Training of all personnel on their emergency response duties.
- District-wide emergency response awareness and education.
- Meeting the immediate emergency needs of students, faculty, staff, and guests, which include rescue, medical care, food, and shelter.
- Ensuring the adequacy and availability of sufficient resources to cope with such emergencies.
- Mitigating hazards that pose a threat to life, property, and the environment.

Concepts presented consider the full spectrum of emergency responses to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning, while other emergencies occur with little or no advance warning. In either event, all available elements of the District's and colleges' emergency management organization must respond promptly and effectively to minimize the damages caused to life, property, and operations.

Response Phases

In consideration of all possible disaster situations, response actions will be implemented in two periods, with related phases as time and circumstances permit.

Pre-Emergency Period

During the Pre-Emergency Period, the San Bernardino Community College District emergency management organization recognizes the need for an increased readiness phase. Increased readiness actions include reviewing and updating plans, standardized operating procedures (SOPs) and resource information; increasing public information efforts; accelerating training programs; inspecting, dispensing, and/or relocating equipment; and taking other appropriate measures. Available resources, to include auxiliaries and reserves, will be mobilized.

Departments' assigned emergency responsibilities will prepare SOPs and checklists detailing emergency response actions for all types of emergencies.

Pre-Impact – The level of response necessary will be determined to meet the pending emergency. If the situation warrants, or upon notification from your Operational Area (OA), a full emergency will be declared and the following actions will be taken.

Actions

- Disseminating warnings, emergency public information, and other advice and action instructions to the public.
- Surveying and evaluating the emergency situation.
- Marshaling, allocating, and positioning personnel and equipment.
- Mobilizing necessary resources.
- Activating the Emergency Operations Center (EOC) using established guidelines.
- Evacuating the campus if necessary.

Emergency Period

The Emergency Period is divided into three phases.

Pre-Impact Phase – Most actions accomplished during this phase are precautionary and involve taking appropriate countermeasures to protect the college community. Response actions could be based on developing situations associated with, but not limited to:

- Slow-rise flooding
- Hazardous materials incidents
- National security threats
- Approaching wildland fires
- Short-term earthquake predictions

The level of response necessary will be determined to meet the pending emergency. If the situation warrants, or upon notification from your OA, a full emergency will be declared and the following actions will be taken.

Actions

- Disseminating warnings through Emergency Notification System, emergency public and campus information, and other advice and action instructions to the public.
- Surveying and evaluating the emergency situation.
- Marshaling, allocating, and positioning personnel and equipment.
- Mobilizing necessary resources.
- Activating the EOC using established guidelines.
- Evacuating the campus community if necessary.
- Sending Situation Status Report to the OA.

Immediate Impact Phase – During this phase, emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by San Bernardino Community College District's emergency responders and may include mutual aid, local government, and OA responders. The District's emergency management organization will be

activated as required to cope with the specific situation, and each element will operate according to the provisions in this plan and any pertinent SOPs. Priority will be given to the following operations (not in any given order):

Actions

- Activating Incident Command Posts and the EOC.
- Issuing emergency instructions to the campus-wide community (faculty, staff, students, and visitors).
- Conducting evacuation and/or rescue operations as required.
- Issuing emergency instructions to the campus community.
- Surveys and evaluations of the emergency situation.
- Mobilization, allocation, and positioning of personnel and/or equipment.
- Provisioning for the care and treatment of casualties.
- Collection of valuables, identification, and security of all deceased persons.
- Provide for mass care (food, lodging, etc.) needs of displaced persons.
- Enforcement of public safety control in the management of locations, movement of people, establishment of access controls, erection of traffic barricades, etc.
- Implementation of health and safety measures.
- Protection, control, and allocation of vital resources

If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a San Bernardino Community College District emergency is declared, adjoining jurisdictions should be notified.

When San Bernardino Community College District's actual or anticipated resources are committed to the maximum and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated and coordinated through the OA. Fire, law enforcement, and medical/health department agencies will be requested to render mutual aid directly through established channels with appropriate notification to the OA and OES Region to avoid duplication. Any action which involves financial outlay by the District must be authorized in accordance with current District policy. If the situation dictates, the Cal OES, through the OA will coordinate the establishment of one or more Disaster Support Areas (DSAs), where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected areas.

The Cal OES may also activate and staff the State Operations Center (SOC) at Cal OES Headquarters in Sacramento to coordinate and support operations in affected areas and control the response efforts of state and federal agencies in supporting local government operations.

The Cal OES Director will assist the Governor with the direction and coordination of the response and recovery activities of departments and agencies of state government, and will coordinate and support the emergency operations conducted by OA and other local jurisdictions.

If the situation warrants, a DISTRICT EMERGENCY will be proclaimed by the District Chancellor or successor. The District's EOC will be activated and staffed. The OA will be

advised accordingly. If deemed appropriate or upon request of the OA, the Director of Cal OES will recommend to the Governor that a STATE OF EMERGENCY be proclaimed in affected areas and, as required, in areas from which mutual aid might be needed. During this time, state agencies will evaluate their capabilities and be expected to immediately respond to requests from affected areas for assistance. These activities will be coordinated with Cal OES and the Operational Area.

Sustained Emergency Phase – As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident.

<u>Actions</u>

- Providing for the care and treatment of casualties.
- Collecting, identifying, and disposing of the dead.
- Detailed damage assessment.

Response Levels

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Annexes.

Level I Response Mode — Decentralized Coordination

This management mode is operative under normal conditions in which emergency situations are responded to by the usual management procedures and local resources are adequate. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished by telephone.

Level II Response Mode — Centralized Coordination

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

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

Level III Response Mode — Highest Interagency Coordination and Discretion

This mode of operation will be utilized following a major disaster that would render it impossible for the San Bernardino Community College District to effectively respond or

function at either Level I or II. In this situation, the EOC will be activated, and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC.

Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.

After the immediate needs have been met, governmental actions will be taken to begin recovery activities in the attempt to return the impacted area to normal. Through coordination between the Federal Coordinating Officer (FCO), State Coordinating Officer (SCO), and OA representatives, an adequate number of Disaster Assistance Centers will be established and staffed by representatives of Federal, State, County, cities, and private sector agencies.

Notification

Every incident can potentially escalate into a larger emergency requiring a coordinated response from multiple agencies, resources from outside the District, or capabilities to sustain multiple operational periods. As such, this EOP should always be on the minds of every responder and District employee who could be involved in an incident. Responders and District personnel, at all levels, should foresee potential incident escalations and notify the most senior person within their department on duty at that time. EOC activation should be considered whenever one or more of the following apply to an incident:

- When the needs of the incident exceed the ability of the on-scene Incident Command Post.
- It triggers an automatic Emergency Notification System (ENS).
- There is a possibility the incident will escalate.
- There is a possibility that the District's resources may be overtaxed and/or exhausted, requiring the activation of mutual aid.
- The anticipated duration of the incident is greater than eight (8) hours.
- The number of involved agencies, departments, and/or organizations may require a centralized coordination location.
- Protective and/or response measures being implemented are of significant magnitude.
- There is a possibility for the involvement of external (from outside the District) agencies/organizations in the response.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to the staff needed to respond to the EOC. The alerting process is initiated by contacting the District's Police to notify EOC staff using an Emergency Contact list containing the following information:

- EOC Staff Person's Name,
- Position/Title, and
- Work, Home, and Cell Number.

EOC Overview and Functionality

The need for EOC activation is predicated upon two factors. Some incidents may not require an Incident Command Post (ICP) because the incident does not involve a field response, such as a pandemic incident. Other incidents involving field operations such as a building collapse due to an earthquake will require an in-field Incident Command System (ICS) approach utilizing an ICP. When the in-field responding ICP staff's needs exceed their available resources to manage an incident, they will need an EOC activation to support their operations. The EOC is the primary management tool to mitigate any emergency incident.

Purpose

It is critical in any disaster to quickly establish control and a chain of command so necessary decisions can be made quickly and vital information centrally coordinated and communicated. The EOC serves as the centralized point to manage overall emergency response operations. The EOC provides:

- Communication, response, planning and financial support.
- Coordination with the OA and external organizations.
- Resource allocation.
- Policy implementation.
- Recovery activities to restore facilities in a timely manner.
- Communications with field command posts, other local governments and agencies.

District Role/Responsibilities in SEMS/NIMS

Under the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS), the District has responsibilities at two levels, including the field response and local government levels. At the field response level, the Incident Command System (ICS) will be used to standardize the response and report incident related information to the management organization in the EOC.

In the event of a large emergency affecting numerous jurisdictions, the OA would be activated. In this circumstance, the San Bernardino Community College District's EOC would report to the OA.

The San Bernardino Community College District is responsible for coordinating with other local governments, the field response level, and the OA to provide mutual aid.

Primary EOC Location

The District must have a primary EOC location for the command, control and coordination of any District response.

EOC Location: SBCCD Board Room
                  114 South Del Rosa Drive
                  San Bernardino, California 92408

This facility is the primary location for command, control and coordination of the District's emergency response and to support its ICP.

Alternate EOC Location

If the primary EOC location is unavailable, the alternate EOC location may be selected at the time, after a thorough damage assessment and evaluation has been conducted to determine its functionality. Alternate COC or DOC locations are also advised. The District's alternate EOC may be located at:

Alternate   ATTC Building
EOC Location: 114 South Del Rosa Drive
                         San Bernardino, California 92408

EOC Layout and Security

The EOC is functionally laid out to support implementation of the ICS, as appropriate department/section position signs will be available. The following figure depicts an example of the layout of the EOC.
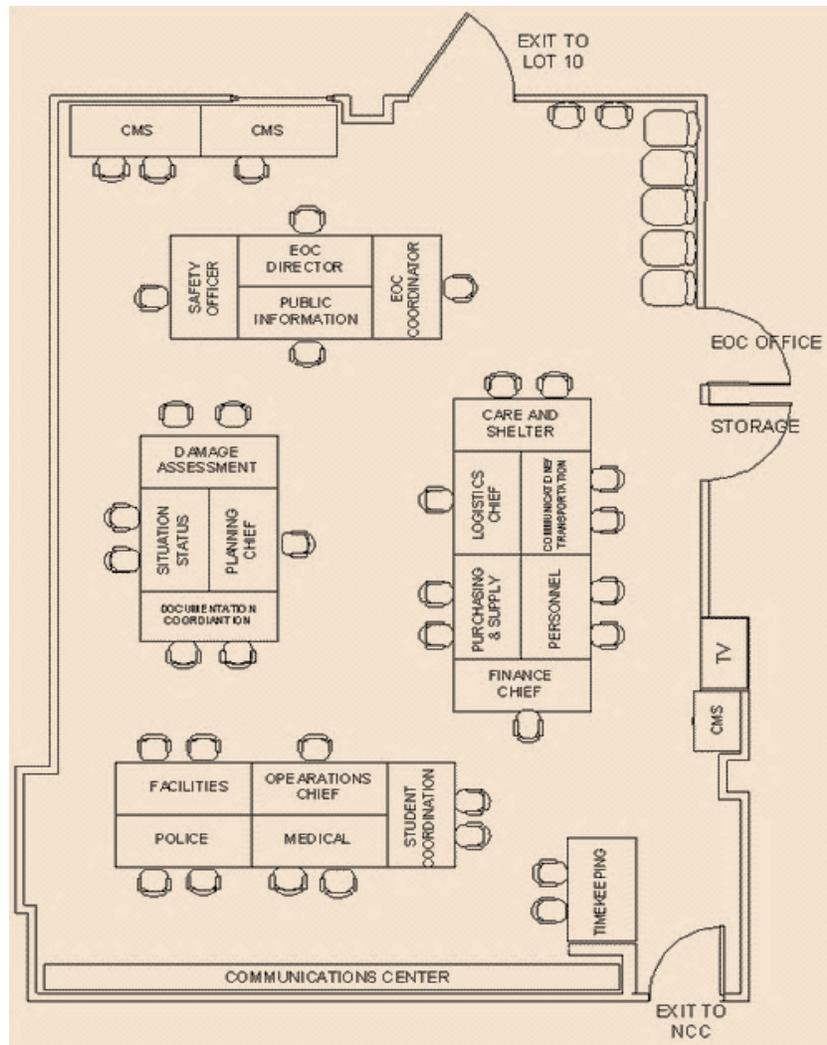
EOC security will be assigned to a District Police Officer as deemed appropriate for the activation. The officer will be positioned at the front entrance to the EOC. EOC access will be restricted to members of the assigned EOC staff and specific external agency representatives (e.g., County Emergency Medical Director (EMD), Red Cross, District emergency personnel, State Office of Emergency Services (OES), etc.).

All personnel entering or leaving the EOC will be documented on a log with their name, representing agency, time in, and time out. EOC security may ask for picture identification and proof of agency representation. The EOC security force will also issue all visitors visible name badges to identify them. All EOC staff will be issued EOC vests or name tags to be worn at all times while in the EOC.

If security is breached and/or threatened during the course of an operation, District Police Officer in command will order additional Police Officers to control the situation. During an operation, at least one police or security officer will maintain access control.

EOC Supplies

The following is a list of supplies that are kept at the EOC.

Status Boards. The following status boards are provided in the EOC to assist with visual documentation of emergency status and statistics in the District:

- Casualty/Damage Status boards to Planning.
- EOC Staff Assignments board to the EOC Coordinator.
- Expedient Facility Status to Care and Shelter board in Operations.
- Hospital Transportation Facility board to Operations.
- Incident Status boards to Planning.
- Monetary Loss board to Planning.
- Mutual Aid to board to Operations.
- Resource Needs Status board to Logistics.
- Road Status board to Operations.
- Significant Events board to EOC Director.

EOC Operations Kits

- Each section has a file box stored at the EOC containing basic office supplies needed to begin operations. Included are pencils, pens, message pads, tablets, etc.

- Each section should supply additional items needed for completion of its assigned functional mission(s) in its box, including: section level disaster response procedures, current copies of SOPs, rosters of section personnel, equipment lists, telephone numbers used on a daily basis (personal Rolodex is helpful), open account list, mutual aid support agencies, and any other special resources needed to assist response efforts.

- Included in these Operations Kits are the appropriate EOC position vests assigned to that particular section, department or agency. As personnel arrive, and after they

sign in, they are issued their position vest and kit. The vests are to be worn the entire time of an operation and will be turned in upon departure from the EOC.

- It is the responsibility of the Emergency Management Coordinator to ensure that these Operations Kits are stocked and immediately ready for any EOC activation.

EOC Communication and Coordination

San Bernardino Community College District's coordination of successful response and recovery to an emergency is dependent upon the integration of organizations/individuals, resources, and personnel that are external to the District government into the response framework. Although District staff members are assigned primary position responsibilities in the EOC, each position recognizes that critical resources and expertise are available to it from external organizations/individuals.

In some cases, external organizations/individuals play an equally important role as the District staff assigned responsibility. In those cases, the external organization is invited to be a partner in the District EOC by participating in decision-making and the implementation of response/recovery operations. In other cases, external organizations might play an advisory role. Their input and participation is no less important than that of those with direct involvement in the response. When these organizations/individuals are integrated into the District's EOC, they may be fully integrated into an appropriate organizational element. The determination of specifically where and how external organizations/individuals will be integrated into the response/recovery operation will be determined by the Emergency Operations Director. As a general rule of thumb, if an agency supports several functions and has only one representative at the EOC, the agency representative will coordinate with the EOC Liaison Officer. If an agency is supporting one function only, its representative may be located with that functional element. Meanwhile, other agencies may have several personnel participating in functional elements across the EOC. Integration may be physical (external organizations sending representatives to the EOC) or virtual (external organizations coordinating with liaisons at the EOC via telecommunications).

Field/EOC Direction and Control Interface

In the event of a major disaster that would make it impossible for the District to function effectively, the District's EOC would be activated and all coordination and direction activities would be accomplished by the District EOC. In this case, the Field responders will report to their command post for direction and control; however, policy and decision-making and information collection and dissemination occur in the EOC. Field units (i.e., building marshals, safety leaders and CERT teams) will coordinate and report through established campus ICPs. Established campus ICPs are activated through the Operations Section. Depending on the size of the emergency, additional field campus command posts will be activated as necessary.

Field Coordination with Emergency Operation Center

In the event an emergency that involves several departments or agencies from within the same jurisdiction, and/or agencies from more than one jurisdiction that require close

coordination, it is most likely that the OA would be activated. Key management level personnel from the principal involved agencies will either co-locate at the OA EOC or send a liaison representative. The OA activities can include, but are not limited to:

- Establishing an area-wide situation assessment function;
- Establishing an area-wide public information function;
- Determining resource requirements for the affected area and coordinating resource requests;
- Establishing and coordinating the logistical systems necessary to support multi-incident management; and
- Establishing priorities for resources allocation.

Note that these functions are supplementary to those which may be performed by a single agency or within a single jurisdiction.

In this mode, the OA EOC is activated and forms a multi-agency coordination group (MACs) or, if the OA EOC is not activated, a coordination group should meet at a 24-hour dispatch facility located in or immediately adjacent to the affected area.

Incident command systems established by local jurisdictions would continue to report through their established 24-hour dispatch facility or EOC. Information is provided to the OA EOC or coordination group by agency dispatch facilities and/or by liaison personnel.

Coordination with External Agencies

Coordination with volunteer and private agencies is accomplished through the District's EOC. It is the focal point for coordination of all non-governmental agencies. If possible, representatives from these agencies should be included in the District's EOC for coordination. An example of this is the American Red Cross as part of the staffing for the Care and Shelter function in the EOC.

Further coordination with private and volunteer agencies by the District is done through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

EOC Activation

Since EOC activation is based upon the idea of assembling only what is necessary to manage the emergency at hand, it makes sense to provide for three tiers of EOC activation:

District EOC Activation Levels

3   Level 3 – Full Scale Activation of District's EOC – All pre-designated District EOC staff and management team will be notified as per the Incident Commander. The ICP shall be activated. The Operational Area shall be notified of the Level Full Activation.

2   Level 2 – Partial Activation of District's EOC – This is a limited activation to be determined by the Incident Commander. This will occur when an incident can be managed by either District EOC or managed using the Incident Command Post in the field. All pre-designated District EOC staff and management team will be briefed of any partial activation should the incident require resource requires exceed the scope of the filled ICP.

1   Level 1 – Minimal/Standby Activation – Level 1 is typically a "monitoring" phase. Notification and briefing will be made to pre-designated EOC staff and management teams. This might occur if there was activation of an adjoining city's EOC or County Operational Area's EOC in the event of an occurrence not directly involving the District yet having the potential to affect the District. The District's ICP, Task Force or designated ad hoc group may be used to manage any incident when an EOC or Incident Command Post activation is not necessary.

Conditions Warranting Activation

The San Bernardino Community College District's EOC may be activated when:

- District emergency is proclaimed by the EOC Director (Chancellor of the District).
- Upon request of the OA.
- There is an impending or declared STATE OF WAR.
- An earthquake occurs that affects San Bernardino Community College District or impacts the District's resources.
- An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.
- The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the San Bernardino Community College District sites.

- By a Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Authorized to Activate the EOC

The following District personnel are authorized to activate the EOC.

- Chancellor
- Vice Chancellor
- College President
- Police Chief
- Key Emergency Personnel

Activation Guidelines

The following checklist provides a guideline for activating the primary or alternate EOC.

EOC ACTIVATION SAMPLE	
**THE FIRST PERSON ARRIVING AT THE EOC SHOULD INITIATE THE FOLLOWING EOC SET UP PROCESS **	
Task	**Completed**
1. Contact the Emergency Management Coordinator or assigned key personnel to establish EOC security measures (only one way in and one way out; everyone signs in and out and shows ID). Arrange for EOC security and registration.	
2. Assess EOC for damage.	
3. Connect all telephones or ensure telephones are operational. Set up – arrange tables.	
4. Put out each Section's operational kit for each Section Chief to pick up upon arrival.	
5. Place status boards at their appropriate section (all status boards will be marked as to where they should be set up).	
6. As other personnel arrive, enlist their help in getting the EOC set up.	
7. Ensure that each area has paper, pencils, pens, in box, out box, telephone books, and a copy of the District's Emergency Operations Plan.	
8. Set up pre-designated incoming and outgoing FAX and copy machines for exclusive EOC use.	
9. Set up computers as needed and establish internet capabilities.	
10. Post EOC and FAX telephone numbers or radio frequencies to be used for the EOC if telephone service has been interrupted.	
11. Establish alternate radio communications as back up.	
12. Establish message center, if part of EOP, with necessary office supplies, copy of EOC message routing process, runners and message center personnel to answer phones, log messages, and begin obtaining information.	
13. Ensure that EOC TVs and VCR or digital recorders are operational with their remote controls, blank tapes/discs — set to record all news broadcasts.	
14. Place EOC vest in each section: All EOC staff are to wear their vests at all times; visitors must be wearing identification badges.	
15. Place EOC signage to guide staff.	

Personnel Reporting

In the event the EOC is activated, the EOC Director or designee will contact and assemble emergency staff as needed.

If at home at the time of the incident, staff members are expected to:

- Ensure the safety of their family and home.
- Respond to EOC Director's request with estimated time of arrival to the EOC.
- If unable to access any telecommunications systems such as hard line or cell phone, e-mail or radio, communications remain at home. Locate alternate telephone when practical and contact EOC.
- Monitor the local Emergency Alert System (EAS) radio station.

If at work at the time of the incident, emergency staff members are expected to:

- Ensure their personal safety and that of those around them.
- Report their status to their supervisor or department head.
- Each management level should report their status to next level.
- If time permits, review this EOP plan and any assigned emergency duties.
- Follow instructions of their supervisor.

EOC Organization, Positions, and Responsibilities

The San Bernardino Community College District has adopted NIMS/SEMS, which employs the use of the ICS for use in its emergency response, including EOC activations and operations. ICS provides effective emergency management, practicable span of control, and assigns specific positions into the various sections based upon functions, relationships, and lead responsibilities of the District's departments and agencies.

The ICS is 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.

The Incident Command Structure is broken down into five sections, including Management, Operations, Planning, Logistics, and Finance/Administration, illustrated as follows:

Basic Incident Command Structure

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                        ┌──────────────────┐
                        │    Management    │
                        └──────────────────┘
                                 │
        ┌────────────────┬───────┴────────┬────────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────┐ ┌───────────────┐
│  Operations   │ │   Planning    │ │   Logistics   │ │    Finance    │
└───────────────┘ └───────────────┘ └───────────────┘ └───────────────┘
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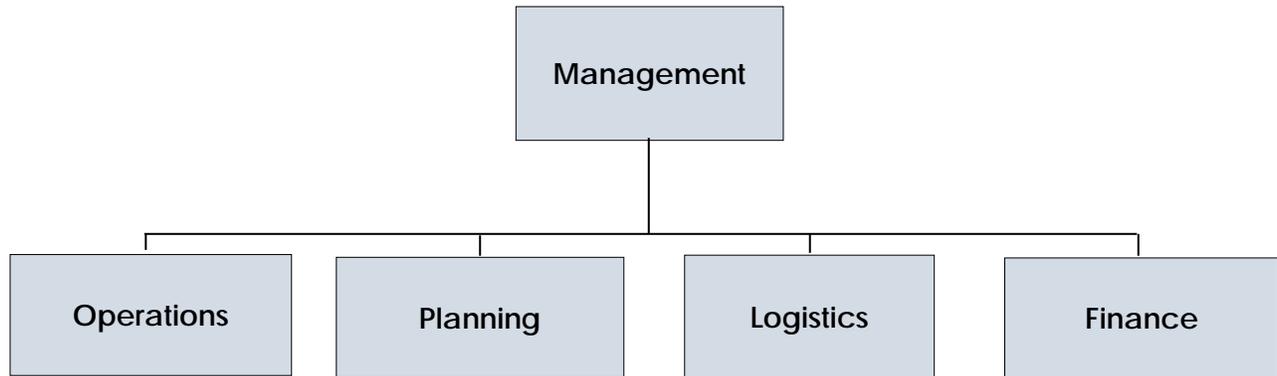
Several individuals may be assigned to each section in the ICS. It is expected that for emergencies estimated to last more than 24 hours, the members will alternate on a regular basis with planned overlap of shifts. Otherwise, the senior member will be in charge of each group. Responsibility for organizing, directing, and coordinating the Emergency Response efforts is vested with the EOC Director. Further information regarding the ICS, including a detailed ICS organization chart and breakdown of positions, is located in Part I.3: SEMS/NIMS of this Emergency Response Plan.

The following pages list the breakdown of the ICS sections, including Sections, Branches, and Units along with their responsibilities.

Management – EOC Director

- Public Information Officer
- Safety Officer
- Liaison Officer

Duties

- Implement District policy and coordination of support activities.
- Monitor overall emergency response, delegate responsibility, respond to public and media questions through Public Information Officer (PIO), and can communicate directly to the OA.
- Use Liaison Officer to establish contact with allied agencies and non-governmental organizations.
- Ensure Safety Officer has adequate levels of protective equipment in use.
- Utilize resources and expertise of the Emergency Management Coordinator.

Operations – Operations Section Chief

- Law or Public Safety Branch
- Movement and Traffic Control Unit
- Search and Rescue Unit

- Medical Services Branch
- Maintenance, Utilities, and Damage Assessment Branch
- Other Units as needed

<u>Duties</u>

- Support the tactical field responses and the ICP(s).
- Coordinate activities with campus(es) damage assessment team.
- Assess damage, conduct repairs, coordinate response to fires, ensure water service, etc.
- Assess power outages and procure back-up power generators (portable) for critical services without power, etc.
- Coordinate cleanup of any hazardous spills, follow reporting requirements, etc.
- Contract or facilitate cleanup with debris removal crews and ensure proper disposal.

Planning – Planning/Intelligence Section Chief

- Resource Status Unit
- Situation Status Unit
- Documentation Unit
- Advanced Planning Unit
- Demobilization Unit

<u>Duties</u>

- Oversee the Resource, Situation, and Documentation Status units.
- Prepare, distribute, and update incident maps.
- Collect, process, and document information used in incident planning.
- Relay information to Operations, Logistics, and Finance/Admin Sections.
- Incorporate timely field reconnaissance reports into plans.
- Keep status boards updated.
- Make recommendations on priorities and restoration strategies.
- Collaborate with Logistics and Finance/Admin with FEMA documentation.

Logistics – Logistics Section Chief

- Care and Shelter Branch
- Personnel Branch
- Information Technology Branch
- Communications Unit
- Transportation, Supplies, Facilities Branch

<u>Duties</u>

- Manage Human Resources, Com/Network, and coordinate with Purchasing Branches.
- Ensure sufficient personnel available.
- Track personnel duties, location, rotation, rest, and meal times.

- Track specific assignments, and estimated completion times.
- Provide appropriate records for FEMA.
- Arrange support with outside agencies, contractors, and vendors.
- Coordinate food and materials needs.
- Coordinate for equipment and special maintenance needs.
- Deliver materials to campus sites or EOC as necessary.

Finance – Finance/Administration Section Chief

- Supply/Purchasing Unit
- Cost Recovery Unit
- Claims and Compensation Unit

Duties

- Manage the Compensation, Contract, and Payroll Units.
- Responsible for accurate accounting, compensation, cost-control, and claims.
- Complete all mandatory forms.
- Develop Incident Procurement Plan.
- Determine charge code, and delegate authority to commit agency funds.
- Organize and Implement timelines and timekeeping activity.

Incident Action Planning for the Field

San Bernardino Community College District follows the NIMS incident planning process and standards. Each college, center or facility will manage its field operations through an ICP utilizing the ICS to create their own Incident Action Plan (IAP).

The IAP is created to be a living document prepared based on the best available information at the time of the planning meetings, and is developed for a specified operational period that may range from a few hours to 24 hours. The following steps are involved in the planning process:

- Evaluating the situation.
- Developing incident objectives.
- Selecting a strategy.
- Deciding which resources should be used to achieve the objectives in the safest, most efficient, and cost-effective manner.

Initial Response

Planning begins with a thorough size-up that provides information needed to make initial management decisions.

Planning P Model

The evolution of incident management has caused first responders and emergency management coordinators to realize the need for a concise planning process that can be used for smaller-scaled responses and still appropriately meet the demands of larger, more complex incidents. They in essence become planners for the purpose of handling the event or incident. This planning process may begin with a future planned event, be initiated by the report of a threat, or the initial response to an actual incident. This planning process, referred to as the Planning P, begins with first awareness of an actual event and ultimately progress through the development of writing an Incident Action Plan (IAP).

Contrary to most planners' wishes, the Planning P is a plan that must be created in a minimum amount of time and quite often is formulated based on incomplete situational information. This planning involves:

- Evaluating the situation.
- Developing incident objectives.
- Selection of a strategy.
- Picking cost effective, efficient and safe resources to achieve objectives.

This Planning P should be viewed as a guide to the process involved in planning for an incident. The leg of the P represents the initial response period. Once the incident begins, the steps in order are:

- Notifications
- Initial Response and Assessment
- Incident Briefing
- Initial Incident Command/Unified Command Meeting

At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are:

- IC/UC Develop/Update Objectives Meeting
- Command and General Staff Meeting
- Preparing for Tactics Meeting
- Tactics Meeting
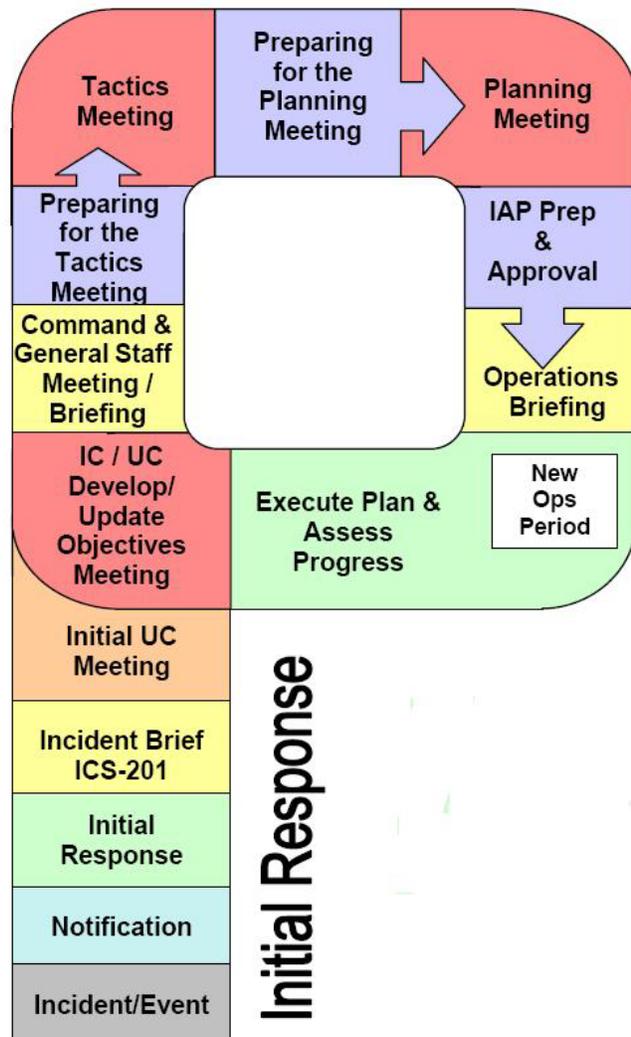
- Preparing for the Planning Meeting
- Planning Meeting
- IAP Prep and Approval
- Operations Briefing

At this point a new operational period begins. The next step is Execute Plan and Assess Progress, after which the cycle begins again.

IC/UC Objectives Meeting

The Incident Command/Unified Command (IC/UC) establishes incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.

The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is important that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.

Command and General Staff Meeting

The IC/UC may meet with the EOC Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

Preparing for and Conducting the Tactics Meeting

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting.

The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the tactical operations desired for the operational period. If the

required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the operational period. It is very important that tactical resource availability and other needed support be determined prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

Preparing for the Planning Meeting

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

- Review the ICS Form 215 developed in the Tactics Meeting.
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess current operations effectiveness and resource efficiency.
- Gather information to support incident management decisions.

Planning Meeting

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

IAP Preparation and Approval

The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.

For simple incidents of short duration, the IAP will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the Incident Commander to engage in a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next operational period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved (required).

Operations Period Briefing

The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each operational period and presents the IAP to supervisors of tactical resources.

Following the Operations Period Briefing, supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

Execute Plan and Assess Progress

The Operations Section directs the implementation of the plan. The branch and unit coordinators within the Operations Section are responsible for implementation of the plan for the specific operational period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments in coordination with the Planning and Intel Sections Chief during the Operational Period to ensure that the objectives are met and effectiveness is assured.

Action Planning for the EOC

San Bernardino Community College District follows the SEMS/NIMS incident planning process and standards. The district will manage its EOC operations using the ICS to create its EOC Action Plan. This plan will support the needs and response outlined in the Field Incident Action Plan.

The EOC Action Plan is created to support the needs and responses outlined in the field IAP and will continue to change throughout an operational period per the incident needs. The following steps are involved in the planning process:

- Review and evaluate the field situation.
- Develop objectives and priorities in support of field responses.
- Select a short-term and long-term strategy.

Initial Planning Assessment for the EOC

Initial planning begins with a thorough situational evaluation that provides information needed to make initial EOC management decisions.

This planning process must be started as soon as possible. Communication with field units through your Operation Section is critical in gathering the latest and most accurate situational status. The initial Action Plan can be brief and revised as new information is gathered.

Tactics Meeting

Preparing for the Planning Meeting

Planning Meeting

Preparing for the Tactics Meeting

IAP Prep & Approval

Command & General Staff Meeting

Operations Briefing

IC/UC Develop/Update Objectives Meeting

Execute Plan & Assess Progress

New Ops Period Begins

Initial IC/UC Meeting

Incident Briefing using ICS 201

Initial Response and Assessment

Notifications

Incident/Event

Initial Response

EOC Planning Process

Prior to the Action Planning meeting, each Section Chief will meet with his or her Branch and Unit coordinators. This provides the opportunity for the management section to gather and consolidate information from the sections and create a concise and accurate section brief. Information provided from the section briefs will be utilized in the development of an EOC Action Plan. Section Chiefs will meet throughout the operational period to update the Planning and Intel Section on recent ongoing changes occurring in the field and EOC. The Planning and Intel Section, gathers the information and works in conjunction with the Section Chiefs to develop the EOC Action Plan. The Planning and Intel Section Chief will conduct the planning meetings and provide the EOC briefings based upon the EOC Action Plan. The entire EOC will operate from the Action Plan for the next operational period which may range from a few hours to 24 hours.

Mutual Aid

Overview

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

To facilitate the coordination and flow of mutual aid, the state has been divided into three Cal EMA (OES) Mutual Aid Regions. The San Bernardino Community College District is part of the Southern Region.

Southern Region ESC Operational Area Assignments
California Governor's Office of Emergency Services

As of July, 2013
Emergency Service Coordinator

	Karla Benedicto	(562) 795-2903 Office
	Jeri Siegel	(805) 473-3035 Office
	Joanne Phillips	(619) 220-5369 Office
	Sherryl Jones	(562) 795-2973 Office
	Bill Martinez	(562) 795-2957 Office
	Jim Acosta	(562) 795-2939 Office
	Yolande Love	(562) 795-2904 Office
	Yvette LaDuke	(562) 795-2933 Office

Law Coordinator
Reg I   Paul Walters   (310) 877-6814 Cellular
Reg VI   Dennis Beene   (909) 387-0653 Office
Fire Coordinator
Reg I   Ishmael Messer   (805) 358-1123 Cellular
Reg VI   Art Torrez   (951) 320-2106 Office
Earthquake and Tsunami Coordinator
         Sonia Brown   (562) 795-2908 Office
Ports and Harbor Coordinator
         Pastor Guevara   (562) 795-2955 Office

Outreach Coordinator
Jeanne Garcia
(562) 795-2935 Office

Mutual Aid Region I, VI

Modified by CalEMA-GIS, Eric Simpson
June 27, 2013
\Data\Admin\OES\Regions\Projects\
EMA_ESC_OA_Assignments_Southern_07012013.mxd

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Coordinators have been selected and function at the Operational Area (county wide), Mutual Aid Region (two or more Operational Areas or counties), and the State (OES) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., Care and Shelter, Medical, Mental Health, etc.). The general flow of mutual aid resource requests and resources within mutual aid systems is depicted in Discipline Specific Mutual Aid Agreements.

Discipline Specific Mutual Aid Agreements
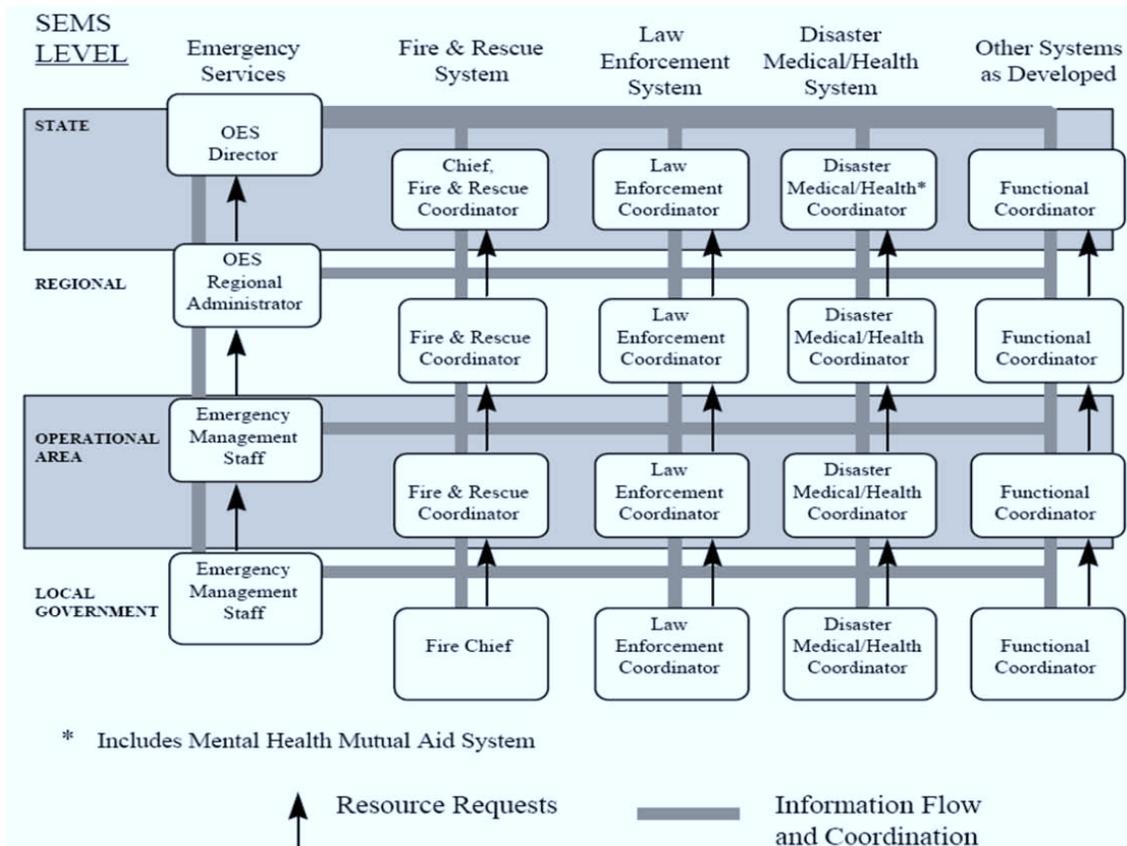
Responsibilities

Local Jurisdictions (i.e., San Bernardino Community College District, and the Cities of San Bernardino and Yucaipa) – Local Jurisdictions are responsible for:

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

2. Identifying Multipurpose Staging Areas (MSAs) to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.

3. Maintaining liaison with the Operational Area Coordinator who in turn will stay in contact with Region VI Office and neighboring jurisdictions.

4. Responding to requests for mutual aid from the Operational Area Coordinator or directly with other jurisdictions with whom established mutual aid agreements have been signed.

5. Dispatching situation reports to the Operational Area Coordinator and/or Cal OES Mutual Aid Region VI Office as the emergency situation develops and as changes in the emergency situation dictate.

6. Receiving and employing resources provided by other Counties, State, Federal, and private agencies.

7. Carrying out emergency regulations issued by the Governor.

Cal OES Mutual Aid – Coordinators at the Cal OES Mutual Aid Regional level are responsible for:

- Maintaining liaison with appropriate State, Federal, and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

State – The Cal OES has the following responsibilities:

- Perform executive functions assigned by the Governor.
- Coordinate the extraordinary emergency activities of all State agencies.
- Receive, process, evaluate, and act on requests for mutual aid.
- Prepare emergency proclamations and orders for the Governor and disseminate to all concerned.
- Coordinate the application of State mutual aid resources and services.
- Receive, process, and transmit requests for federal assistance.
- Direct the receipt, allocation, and integration of resources supplied by Federal agencies and/or other States.
- Maintain liaison with appropriate State, Federal, and private agencies.
- Coordinate emergency operations with bordering States

Other State Agencies will provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

Federal – The Federal government provides Agency Representatives at the local EOC to coordinate with the Operational Area, the State and the Federal liaisons regarding Federal Mutual-Aid. The request for both State, and Federal Mutual-Aid response would be made by the Operational Area. The coordination of the response teams, either Federal or State, will be administered through the Liaison Officer. The Operations Section Chief will provide coordination with the response teams.

The medical regional evacuation points to transport the injured receive National Disaster Medical System assistance, and direct NDMS operations are identified in this plan by reference to the State Plan.

Policies and Procedures

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

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated by the appropriate Operational Area, or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control.
- Subject to military control.
- Located outside the requesting jurisdiction.
- Allocated on a priority basis.

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

Coordination

Requests for and coordination of mutual aid support will normally be accomplished through established channels (established Fire and Law Enforcement Mutual Aid System, cities and special districts to Operational Areas, to Mutual Aid Regions, to State, to Federal levels). Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- Authority to whom they are to report.
- Access routes.
- Estimated duration of operations.

References

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

- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Federal Disaster Relief Act of 1974 (Public Law 93-288) (Provides federal support to state and local disaster activities)
- California Mutual Aid Agreement
- Public Works Association Mutual Aid Agreement
- Regional Disaster Medical Health Coordinator Mutual Aid System

Public Information

Overview

During any emergency situation, the general public, District and campus community will demand information about the emergency situation and instructions on proper survival/response actions. The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public through an established Emergency Alert System (EAS). Depending on the severity of the emergency or the media's perception of the emergency, regional and national media will also demand information and may play a role in reassuring or alarming the community at large.

Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power other than the EAS stations may also be off the air.

The California Emergency Public Information System includes District, County, Cal OES Mutual Aid Region, State, and Federal Public Information Officers (PIOs) and public information representatives from private agencies. The scope of the emergency will determine how many levels of the system become actively involved. District and County PIOs will release emergency public information (EPI) locally and will provide status information to the OA PIO. Advance coordination with public information representatives of local private agencies such as the American Red Cross, Salvation Army, and utility companies, is critical so that mutual needs may be fulfilled during emergencies.

It is critical that all information is clear, concise, *confirmed*, and approved by the Incident Commander or EOC Director *before release* to the media or public. Unconfirmed information or speculations on the extent of the emergency should *never* be released, despite repeated urging by reporters to do so.

Pre-Emergency Priorities

For the PIO, pre-emergency priorities include:

- Preparing, maintaining, and updating plans, procedures, checklists, and contact lists.
- Developing sample news releases or radio/TV messages.
- Identifying the types of emergency instructions the public may need to be given.
- Identifying visual and hearing impaired and non-English speaking populations, and developing procedures to provide public information to these populations.
- Responding to media questions regarding the state of readiness for the District

Emergency Priorities

The order of emergency PIO priorities is:

1. Lifesaving/health preservation instructions.

2. Emergency status information.

3. Other useful information. Other PIO emergency priorities may include:

   - Warning the public, District, and campuses of an imminent hazard.
   - Providing instructions on protective actions.
   - Organizing and training PIO staff.
   - Opening a Media Center.
   - Coordinating information with any on-scene Public Information Officers (Fire or Law Enforcement).
   - Obtaining accurate damage assessment figures.

Recovery Priorities

During the recovery phase, PIO priorities are:

- Continued release of appropriate information.
- Track progress for restoration of essential services and travel restrictions.
- Provide information on Disaster Assistance Centers and how to contact those officials dealing with disaster assistance.

District Public Information Officer (PIO)

As soon as possible after the onset of an emergency, the District PIO will fully mobilize by requesting additional staff support, set up a Media Center, and set up an information relay system, as necessary. The PIO function should be prepared to operate on a 24-hour basis, with staff members being assigned to four 12-hour shifts, with a one hour overlap to allow for briefing and transitional continuity. In a large event, the District and/or campuses should assign extra security staff to the Media Center to provide access control and verify credentials.

During emergency operations, the San Bernardino Community College District Media Center will serve as the dissemination point for all media releases. If there is a multi-agency response, the responding agency's PIO should coordinate with the District or campus PIO for a unified media release.

Roles and Responsibilities

For all campus specific incidents, the campus PIO will be the lead PIO during the event. If requested, the District PIO can act as a deputy PIO and assist the campus PIO. If multiple campuses are involved, the District PIO will then become the lead PIO with a campus PIO supporting.

During activation, the Media Center should be established in the field, near the incident, or near the EOC. This Media Center should have access to television, radio, and web news broadcasts as well as be able to disseminate press releases. The PIO is also responsible for establishing any public information "hot lines" if needed. Upon activation, any District PIO should immediately request assistance from pre-designated PIO staff as needed.

The Media Center should have a separate entrance and exit to the building for media use and be located away from the incident or EOC. The Media Center should have a television set, radio (portable with batteries), and telephones both for the staff and press.

Emergency Information/Rumor Control

The Emergency Information/Rumor Control section of the PIO function has the following responsibilities:

- Rapidly release emergency instructions and information to the public, District, and campus community through all available means, including Social Media sources.
- Receive all rumor control calls coming into the EOC over the public access lines, if established, to provide accurate, up-to-date information to questions posed by the public.
- Obtain periodic situation updates from the EOC Director by participating in all EOC briefings.
- Send any media releases to the county OA PIO.
- All news releases must be approved by the Field Incident Commander or EOC Director.
- Update recorded telephone messages hourly or as the situation changes.

For extended operations, District/campus personnel can be trained to answer routine public inquires under supervision of the PIO and to refer all media questions directly to the PIO.

Non-Emergency Information and Media/Visitor Control

The responsibilities for this area are to:

1. Receive and handle non-emergency calls.
2. Greet and badge all media representatives using the following guidelines:

   ▫ Unauthorized visitors will be directed to the appropriate agencies (e.g., Red Cross, disaster shelters, etc.)
   ▫ Information Office staff reserves the right to accept or refuse any media credential

3. Maintain situation boards and maps in the Media Center.
4. Arrange accommodations and transportation for official visitors, if requested.
5. Assist the Emergency Information/Rumor Control group, as required.

Staffing for this function should be supported by campus Public Safety/Police Department for security and access control.

On-Scene PIO

There should be a PIO established at any field incident. All on-scene PIOs should coordinate information and media releases through their EOC. To achieve this type of close coordination, it is important that there is training on PIO procedures before an emergency situation arises. PIOs under SEMS/NIMS are required to complete a PIO training course.

The responsibilities of the on-scene PIO or PIO team are to:

• Establish a media control point in the vicinity of, but physically separated from, the incident site or command post.
• Request media cooperation with any "ground rules" established by the on-scene Incident Commander. Become familiar with California Penal Code Section 409.5.
• In concurrence with the District PIO, brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released pending notification of next of kin.
• Maintain communication with the Incident Commander to obtain the latest information and remain current on the situation.
• Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.
• Keep the EOC PIO apprised of changes to the emergency situation.

Administrative Support

This area is responsible for:

- Providing administrative support (telephones, desks, computers, office supplies, copying and machines, clerical support) to all elements of the EPI function. Close coordination with the Logistics Section is essential.
- Arranging for foreign language translators and broadcasters as necessary.
- Arranging details of and equipment for press conferences and media briefings.
- Assisting the media in securing accommodations and transportation if determined necessary by the PIO.
- Assisting other areas as required.

State PIO

When the OES Public Information Organization at OES headquarters in Sacramento (SOC) is activated, PIOs will be assigned to the affected OES Mutual Aid Region(s) to gather status information from local jurisdictions and provide it to the State OES PIO. Mutual Aid Region PIOs may reply to media calls and will relay information from the state and federal levels to local PIOs.

The State PIO will summarize the disaster situation for the media and report on state agency response activities. The State OES PIO will also establish statewide EAS programming, keep the FEMA PIO informed of developments, and provide PIO staff to support local jurisdictions on request. The State OES PIO may coordinate news releases pertaining to a particular jurisdiction with that jurisdiction's PIO prior to dissemination to the news media. When prior coordination is not feasible, the local PIO will be informed at the earliest possible opportunity.

Federal PIO

FEMA PIO will provide information on Federal response efforts and Federal assistance programs and may provide PIO staff support to the state on request. The Federal government determines nationwide EAS programming.

Policies and Procedures

Media access privileges to both the EOC and field Media Center should be established and agreed upon with the District and campuses Executive teams prior to an emergency or disaster.

Field Access

California Penal Code Section 409.5 permits access by accredited reporters to areas that are closed to the public during disasters. The California Peace Officers' Association suggests that "In general, authorized members of the news media are to be permitted

free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions."

If access restrictions are in place, a "pool" or escort system may be established. Reporters on scene will select one representative from each medium (radio, television, newspaper, wire service, web) to be escorted into the area. Reporters will then share information, photographs, and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

Air Access

Federal Aviation Administration Regulation 91.91 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

PIO Communications

For the most part, PIO function will rely on telephone lines for dissemination of information to the media and to respond to direct public inquiries. (Use of the internet and email capabilities may also be utilized.) The PIO should ensure that sufficient telephone circuits are available in the Media Center. Rumor control should have at least three lines with published numbers for the public to call in for information and have their questions answered. There should also be unrestricted lines for the media to contact the District PIO directly.

The PIO should arrange for at least one unlisted outgoing line for his/her exclusive use during disasters.

Should telephones be out of service, the Radio Amateur Civil Emergency Services (RACES) or similar organization may be requested from the local city and used as an alternative. This resource should be requested through the OA.

Local commercial radio is the most rapid means of communicating emergency information to the public, District, and college community; however, press releases may need to be disseminated in a number of ways, including, but not necessarily limited to:

- Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air).
- Television stations (including cable).
- Newspapers.
- Websites.
- Special supplements to newspapers.
- Leaflets distributed by volunteers.
- Public safety loud speakers.
- Personal contact.

EOC Deactivation

The individual acting as EOC Director during the incident has the authority to determine when it is appropriate to deactivate the EOC.

The duration of the EOC activation may be unknown. For pre-planned events or smaller incidents with few recovery concerns, the activation might be limited to days or even hours. Following significant emergencies (e.g., a major earthquake) the EOC may be activated for months and potentially a year or longer as operations shift from response to supporting long- term recovery of the community.

Following smaller incidents, deactivation of the EOC will typically take place after on-scene incident management activities have ceased, when it is determined that on-scene personnel have the incident fully contained and there is limited or no possibility of escalation, or when the incident has become small and specific enough that a single ICP can manage the incident alone. In either case, the EOC Director, in consultation with the Policy Group, will determine the appropriate time to deactivate the EOC.

Once the decision has been made to deactivate the EOC, ramping it down will occur in a phased process. Depending on the magnitude of the incident and the associated response, this phased process may be implemented over months, days, hours, or even minutes. The precise timing of each phase will be determined by the EOC Director. The five phases are as follows:

1. **Operations Section.** The Operations Section will typically be the first to deactivate, and tactical teams and field personnel should account for equipment and emergency workers and then return to their home bases. Demobilization of field personnel will typically take place on a first in/first out basis. The specifics of this demobilization will be determined by the Operations Section Chief and on-scene Command in accordance with the Demobilization Plan developed by the Planning Section/Demobilization Unit.

2. **Logistics Section.** The Logistics Section will support the Operations Section's deactivation. It will begin closing down facilities and reclaiming or disposing of resources, that were used to support emergency workers (e.g., feeding locations, lodging, sanitation, etc.). It will also assist in accounting for resources; determining their status, returning or disposing of response resources; and reporting status, costs, and losses to the Finance/Administration Section.

3. **Planning Section.** Following the deactivation of the Operations and Logistics Sections without incident, the Planning Section will cease operations. The Planning Section remains active while the Operations and Logistics Sections deactivate in case complications with field demobilization or resource management arise that might need to be addressed strategically. In addition, the Planning Section/ Demobilization Units are responsible for developing the demobilization plan that is being used by the Operations and Logistics Sections. Should questions arise or revised strategies be needed, the Planning Section will be available during this critical time.

4. **Finance/Administration Section.** The Finance and Administration Section is the last General Staff functional element to cease operations, because it is responsible for gathering all documentation related to the incident, identifying all associated costs (including demobilization costs), and leading cost recovery efforts. It may sometimes take considerable time to ensure all appropriate documentation is gathered from the other sections and to validate costs. Furthermore, complete accountability for the operation cannot be determined until all other sections have fully deactivated.

5. **Management Function.** Because the EOC Director is accountable for all emergency management activities — from start to finish — the Management Function is the last to deactivate. The EOC Director position must be maintained to ensure all activities are fully and successfully executed and then terminated. The EOC Director should typically receive a debriefing from the Section Chiefs as they cease operations. Once the last Chief has reported out and the EOC Director is confident that operations are terminated and all things are accounted for, then official operational termination/deactivation may result.

As individuals are released from the EOC, they will perform the following activities in accordance with the SEMS' Generic Demobilization Phase Checklist:

- Close out logs when authorized by the EOC or COC Director or an appropriate supervisor.
- Complete all required forms, reports, and other documentation; Submit all forms and logs to the Planning/Intelligence Section/Documentation Unit, as appropriate, prior to departure.
- Be prepared to provide input to the after-action report.
- Clean-up work area before leaving.
- Leave a forwarding phone number with the EOC Manager as necessary.
- Notify other appropriate organizations of the deactivation.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Proclaim termination of the position/organizational element (e.g., Unit, Branch, etc.) and resume normal agency operations.

PART I, SECTION 5 — BASIC PLAN:
RECOVERY

Introduction

Recovery refers to those measures undertaken by an entity following a disaster that will return all systems (utilities, roads, government offices, etc.) to normal levels of service. A successful recovery starts at the moment of impact. There is no clearly defined separation between response and recovery. Recovery tasks are different from response, but they should be carried out simultaneously. Establishing a recovery organization prior to a disaster has proven effective in enabling a smooth and speedy recovery. Emergency response personnel are to continue using Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) principles and procedures during recovery.

Recovery operations differ significantly from emergency response activities, which are greater in the SEMS/NIMS Operations and Logistics functions. Recovery activities see much more activity in the Finance and Administration and Planning functions and less in the other SEMS functions. County Operational Areas (OAs) also plays a different role in recovery than in response. The OA may act as an information and coordination point for its constituent jurisdiction; however, each local jurisdiction works directly with state and federal recovery programs rather than having to go through the OA. The organizational goal is no longer lifesaving, it is now *recovery*. Recovery priorities include:

- Financial recovery.
- Rebuilding and construction.
- Continuity of education.
- Business recovery.
- Recovery of facilities and student services.

When all life-saving and immediate property protection operations are complete, the EOC Director may determine who will act as the lead for all recovery operations if they choose to return to their normal management position. To signify a difference between the response and recovery phases and the transition in operational objectives, the EOC Director title will be changed to the Recovery Operations (RO) Director. The organizational structure will remain largely intact; however, it will be altered to some degree to reflect its new mission.

The RO Director will set recovery priorities and staff a Recovery Team, which may or may not include the Emergency Response Organization participants from the response phase. The priorities for this Section will be as follows:

- Re-establish essential business and educational services.
- Permanently restore District property.

- Coordinate restoration of the critical utility and service functions such as water, power, sanitation, HVAC, network services, and telecommunications.
- Identify residual hazards.
- Plan to mitigate future hazards.
- Make recommendations on District infrastructure restoration priorities.
- Establish communications for dissemination of public information.
- Coordinate cleanup and debris removal operations.
- Facilitate the rebuilding process and expedite the permit process.
- Recover costs associated with response and recovery efforts.

  - Aggressively identify all damages, and seek financial reimbursement from FEMA, Cal EMA, and other organizations as appropriate.
  - Aggressively identify all funding sources made available through legislation and disaster grants.

Disaster Recovery Phases

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

1. **Short-Term (a few days to six months).** Following the response phase, the first hours and subsequent days of the recovery phase will include rapid damage assessment, debris removal, immediate abatement of extreme hazards, crisis counseling to disaster victims, and restoring access to building and facilities, along with the restoration of the HVAC systems, roadways, grounds, power, water, sanitation, and all telecommunications to District and each of its campuses.

2. **Mid-Term Recovery Phase (six months to two years).** In the mid-term phase of recovery, the most vital services have been restored, but life may not be characterized as "back to normal." This period, which ranges from months to two years, may be characterized by the following:

   - Large numbers of displaced students and District employees may still be living in temporary housing or unable to continue the educational process.
   - Businesses the District is associated with may be open but operating from temporary facilities.
   - Transportation arteries may be open, but not fully restored, with access to campuses limited.
   - Restoration loans and grants applied for are still pending.
   - Behavioral health services become paramount during this time since faculty, staff, and students experience the stresses related to coping with the ongoing disaster effects.

   Once the initial short-term objectives of infrastructure recovery are completed, the mid-term phase moves to the restoration of all pre-identified critical business

functions necessary to return the District and its campuses back to normal business operations.

Those departments responsible for performing these critical business functions of the District and its campuses will be responsible for re-establishing their regular business functions after a disaster. The concept of developing Business Recovery Teams to pre-plan for the recovery phase is advantageous to restoring the educational process and continuity of business.

3. **Long-Term Recovery Phase (two to ten years or longer).** Long-term recovery and reconstruction takes many months to many years. Tasks may involve the following:

   ▫ Reconstruction of damaged buildings.
   ▫ Permanent re-establishment of campus or District buildings.
   ▫ Economic rebound.
   ▫ Long-range planning for hazard mitigation and land use.
   ▫ Retention of student population.

Recovery Organization

In the aftermath of a disaster, all departments will be responsible for carrying out some portion of the recovery and reconstruction duties and assisting in the preparation of the District's and campuses' Recovery and Reconstruction Plan. Some departments may even be expected to defer some of their normal day-to-day operations in order to devote personnel and equipment to carrying out functions during the initial phase of recovery.

Any District or campus department, whether or not it has been assigned a specific recovery role, may be called upon to provide recovery assistance to other departments. Some departments may be designated to coordinate or assist in coordinating recovery functions between departments and/or outside agencies. All departments will be expected to comply immediately with reasonable requests for assistance from the RO Director. In the event that a request will impede the ability of the department to fulfill its normal primary and non- deferrable mission, the RO Director will inform the College President and the District Chancellor. The final decision to divert a department's resources from its normal primary and non-deferrable mission to recovery support activities will be made by the College President.

Roles and Responsibilities

The Recovery organization is required to communicate and interact with all departments on recovery planning and will be responsible for forming the task force, which will prepare the District's Recovery and Reconstruction Plan. This function will be activated at the initial stages of a disaster response through the Advanced Planning Unit under the Planning Section. Additional recovery activities will be coordinated through the Cost Recovery (Cal OES & FEMA Filing) Unit under the Finance and Administration Section. This Unit will start the process of collecting the required

documentation for future Cal OES and FEMA reimbursement filings. Following a transition to recovery operations, the recovery organization, as identified above, will be responsible for short- and long-term recovery planning, redevelopment, and economic recovery efforts.

The recovery organization and the RO Director are responsible for the dissemination of information, the establishment of recovery priorities, and distribution of resources. A concerted effort on the part of many individuals in many departments will be required to coordinate and implement recovery operations. During a transition to recovery, unneeded EOC positions will be relieved from the Operations Section, while staff from departments with recovery responsibilities, such as community development, planning, public works, and finance are added.

If the recovery organization must work full time, the RO Director must consider how to maintain day-to-day workloads for disaster and normal Campus and District functions. District personnel will be working long hours coordinating the recovery process and may as well have had responsibilities during the response phase. To keep staff from "burnout," maximum work hours per day and/or week may need to be set. Additional personnel must be contracted or rotated in positions from the other campuses during the recovery phase. Refer to FEMA Public Assistance Program for reimbursement opportunities.

Recovery Coordination Center Locations

Since recovery operations may go on for years, it is not always advantageous to have recovery operations based from either a campus location or the District EOC. Instead, the RO Director, in consultation with the Policy Group and the District Chancellor, may move recovery operations to another facility, which will be designated as the Recovery Coordination Center (RCC).

EOC Recovery – Policy Group
Policy Group

✔	Action
	1. Ensure all necessary EOC sections have been activated.
	2. Schedule strategy session with EOC Director and Command.
	3. Conduct initial strategy session. ・ Coordinate communication message content for faculty, staff, students, and media with Public Information Officer. ・ Obtain recommendations from legal counsel. ・ Discuss financial implications of event. ・ Determine whether adequate resources exist throughout the District and within the Campuses to respond to the event and if necessary, who to contact for assistance (i.e., local, District-wide and State agencies). ・ If damage estimates are severe enough that personnel may need to be

	relocated for longer than three weeks, designate this function with the Planning and Intelligence Section to begin planning long-term recovery strategy. ・ Schedule Disaster Recovery strategy sessions.
	4. Continue to oversee Disaster Recovery efforts, providing guidance to the EOC Director where needed, and setting strategy sessions at appropriate intervals.
	5. In conjunction with EOC Director, determine when to deactivate the EOC.

EOC Director (Disaster Recovery Phase)
Recovery Operations Director

✔	Action
	1. Re-orient the EOC from the Response phase to the Disaster Recovery phase.
	2. Contact the Operations Chief to obtain the current site status of the District Offices and campuses: ・ Structural damage ・ Nonstructural damage ・ Roads and grounds ・ Other
	3. Contact IT Systems Operations to obtain current status of systems: ・ Mainframe ・ PBX ・ Voicemail ・ Electronic mail ・ Other
	4. Conduct the initial Emergency Operations Center Disaster Recovery Team planning meeting as soon as possible. ・ Determine current situation status ・ Determine appropriate length for current operational planning period ・ Determine general priorities and objectives related to the Disaster Recovery of the District or Campus ・ Determine appropriate EOC activation level ・ Determine appropriate EOC staffing level and schedule work shifts for team members and relief personnel — include time for debriefings between shifts ・ If employee notification is warranted, activate Internal Communications Unit ・ Direct Finance and Administration Chief to activate Emergency Funds Unit to obtain emergency funds ・ Ensure that accurate and complete records are being maintained
	5. Ensure that all required functions within EOC are activated, staffed, and operating effectively.
	6. Ensure CHANCELLOR'S ADVISORY BOARD is briefed on current situation status as soon as possible and at each strategy session — involve Section Chiefs as

✔	
	appropriate.
	7. Ensure preparation of internal communication messages and dissemination to employees via any and all viable media; coordinate internal communication messages with external communication messages.
	8. Thoroughly brief alternate or relief person prior to leaving post.
	9. Continue to manage priorities and resources as response and recovery activities progress.
	10. In conjunction with the Policy Group, determine when to deactivate EOC. Supervise deactivation.

EOC Critical Functions – Operations Chief (Recovery)
EOC Critical Functions – Operations Chief

✔	Action
	1. Receive structural damage reports from Damage Assessment Teams.
	2. Obtain damage assessment reports from Damage Assessment Teams: • Telecommunications restoration • Structural Facilities inspection • Non-Structural inspection
	3. Oversee EOC Support Unit. If warranted, contact Emergency Staffing Unit (Planning and Intelligence Section), for additional personnel resources.
	4. Obtain and allocate resources for repair and restoration activities on campus.
	5. Coordinate with the following Branches as appropriate: • Emergency Procurement Branches • Emergency Contract Branches • Vendor Coordination Branches
	6. Participate in Emergency Operations Team planning meetings and strategy sessions as appropriate.
	7. Ensure that complete and accurate records are maintained by Operations Section.
	8. Thoroughly brief your alternate or relief person prior to being relieved.
	9. Continue to manage priorities and resources within Operations Section as Disaster Recovery activities progress.

Information Systems Operation (Recovery)
Information Systems Operations

✔	Action
	1. Obtain status reports from District and the Campus IT Recovery Teams.
	2. Obtain damage assessment reports from Damage Assessment Team.
	3. Contact hot-site vendor to declare disaster, if warranted.
	4. Obtain and allocate resources for systems repair and restoration.
	5. Participate in Emergency Operations Disaster Recovery Team planning meetings and strategy sessions as appropriate.
	6. Ensure that complete and accurate records are maintained by System Operations Section.
	7. Thoroughly brief your alternate or relief person prior to being relieved.
	8. Continue to manage priorities and resources within the Information Systems Operations Section as Disaster Recovery activities progress.

Planning and Intelligence Chief (Recovery)
EOC Critical Functions – Planning/Intelligence Chief

✔	Action
	1. Activate and oversee the following Units as appropriate: • Situation Status Unit • Advance Planning Unit
	2. Prepare internal communication messages and disseminate to employees via any and all viable media; coordinate internal communication messages with external communication messages.
	3. Collect, process, and distribute information related to current and projected situation.
	4. Identify issues to be addressed based on probable situation status in 36 to 72 hours.
	5. Participate in Emergency Operations Team planning meetings and CHANCELLOR'S ADVISORY strategy sessions as appropriate.
	6. Ensure that complete and accurate records are maintained by the Planning and Intelligence Section.
	7. Thoroughly brief your alternate or relief person prior to being relieved.
	8. Continue to manage priorities and resources within the Planning and Intelligence Section as Disaster Recovery activities progress.

Logistics Section Chief (Recovery)
EOC Critical Functions – Logistics Section Chief

✔	Action
	1. Activate and oversee the following Branches as necessary: 　• Emergency Staffing Unit 　• Internal Communications Unit 　• Employee Services Unit
	2. Determine personnel issues that need to be addressed, and initiate communications to resolve issues (e.g., union).
	3. Coordinate and track emergency staffing and employee redeployment.
	4. Determine the need for and scope of employee assistance and provides support services to employees and their families as needed. (Employee assistance may include providing counseling; establishing community links for special childcare, elderly care, or shelter provisions; and/or arranging travel accommodations for employees reporting to remote locations.)
	5. Participate in Emergency Operations Disaster Recovery Team planning meetings and strategy sessions as appropriate.
	6. Ensure that complete and accurate records are maintained by the Logistics Section.
	7. Thoroughly brief your alternate or relief person prior to being relieved.
	8. Continue to manage priorities and resources within the Logistics Section as Disaster Recovery activities progress.

Finance and Administration Chief (Recovery)
EOC Critical Functions – Finance and Administration Chief

✔	Action
	1. Activate and oversee the following Units as appropriate: 　• Emergency Funds Unit 　• Expense Tracking Unit 　• Documentation Unit
	2. Provide emergency funds for disaster-related purchases.
	3. Maintain records of all disaster-related expenditures.
	4. Ensure that emergency procurements and contracts are appropriately identified.
	5. Provide estimate of damage costs.

	6. Track time, events, resources, and damages and casualty information.
	7. Maintain official EOC records of Finance Section actions.
	8. Develop short- and long- term financial strategies as appropriate.
	9. Ensure that accurate time records for personnel, including contractor personnel, are being maintained. (Time records are vital records that will be utilized for seeking disaster reimbursement.)
	10. Participate in Emergency Operations Center Disaster Recovery Team planning meetings and strategy sessions as appropriate.
	11. Ensure that complete and accurate records are maintained by the Finance and Administration Section.
	12. Thoroughly brief your alternate or relief person prior to being relieved.
	13. Continue to manage priorities and resources within Finance and Administration Section as Disaster Recovery activities progress.

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PART II — FUNCTIONAL ANNEXES

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EOC Activation

Since EOC activation is based upon the idea of assembling only what is necessary to manage the emergency at hand, it makes sense to provide for three tiers of EOC activation:

3 Level 3 – Full Scale Activation of District's EOC – All pre-designated District EOC staff and management team will be notified as per the Incident Commander. The ICP shall be activated. The Operational Area shall be notified of the Level Full Activation.

2 Level 2 – Partial Activation of District's EOC – This is a limited activation to be determined by the Incident Commander. This will occur when an incident can be managed by either District EOC or managed using the Incident Command Post in the field. All pre-designated District EOC staff and management team will be briefed of any partial activation should the incident require resource requires exceed the scope of the filled ICP.

1 Level 1 – Minimal/Standby Activation – Level 1 is typically a "monitoring" phase. Notification and briefing will be made to pre-designated EOC staff and management teams. This might occur if there was activation of an adjoining city's EOC or County Operational Area's EOC in the event of an occurrence not directly involving the District yet having the potential to affect the District. The District's ICP, Task Force or designated ad hoc group may be used to manage any incident when an EOC or Incident Command Post activation is not necessary.

Conditions Warranting Activation

The San Bernardino Community College District's EOC may be activated when:

- District emergency is proclaimed by the EOC Director (Chancellor of the District).

- Upon request of the OA.

- There is an impending or declared STATE OF WAR.

- An earthquake occurs that affects San Bernardino Community College District or impacts the District's resources.

- An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.

- The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the San Bernardino Community College District sites.

- By a Presidential declaration of a NATIONAL EMERGENCY.

- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Authorized to Activate the EOC

The following District personnel are authorized to activate the EOC.

- Chancellor
- Vice Chancellor
- College President
- Police Chief
- Key Emergency Personnel

Activation Guidelines

The following checklist provides a guideline for activating the primary or alternate EOC.

EOC Activation Sample	
THE FIRST PERSON ARRIVING AT THE EOC SHOULD INITIATE THE FOLLOWING EOC SET UP PROCESS	
Task	**Completed**
1. Contact the Emergency Management Coordinator or assigned key personnel to establish EOC security measures (only one way in and one way out; everyone signs in and out and shows ID). Arrange for EOC security and registration.	
2. Assess EOC for damage.	
3. Connect all telephones or ensure telephones are operational. Set up – arrange tables.	
4. Put out each Section's operational kit for each Section Chief to pick up upon arrival.	
5. Place status boards at their appropriate section (all status boards will be marked as to where they should be set up).	
6. As other personnel arrive, enlist their help in getting the EOC set up.	
7. Ensure that each area has paper, pencils, pens, in box, out box, telephone books, and a copy of the District's Emergency Operations Plan.	
8. Set up pre-designated incoming and outgoing FAX and copy machines for exclusive EOC use.	
9. Set up computers as needed and establish internet capabilities.	
10. Post EOC and FAX telephone numbers or radio frequencies to be used for the EOC if telephone service has been interrupted.	
11. Establish alternate radio communications as back up.	
12. Establish message center, if part of EOP, with necessary office supplies, copy of EOC message routing process, runners and message center personnel to answer phones, log messages, and begin obtaining information.	
13. Ensure that EOC TVs and VCR or digital recorders are operational with their remote controls, blank tapes/discs — set to record all news broadcasts.	
14. Place EOC vest in each section: All EOC staff are to wear their vests at all times; visitors must be wearing identification badges.	
15. Place EOC signage to guide staff.	

Personnel Reporting

In the event the EOC is activated, the EOC Director or designee will contact and assemble emergency staff as needed.

If at home at the time of the incident, staff members are expected to:

- Ensure the safety of their family and home.

- Respond to EOC Director's request with estimated time of arrival to the EOC.

- If unable to access any telecommunications systems such as hard line or cell phone, e-mail or radio, communications remain at home. Locate alternate telephone when practical and contact EOC.

- Monitor the local Emergency Alert System (EAS) radio station.

If at work at the time of the incident, emergency staff members are expected to:

- Ensure their personal safety and that of those around them.

- Report their status to their supervisor or department head.

- Each management level should report their status to next level.

- If time permits, review this EOP plan and any assigned emergency duties.

- Follow instructions of their supervisor.

Activation of the Emergency Operations Center (EOC)

Examples of Incidents that would initiate an EOC Activation

- Earthquake larger than 6.0 strikes operational area.

- Hazardous material spill requiring evacuation of campus.

- Flooding of surrounding areas causing disruption of traffic on roadways to the campus.

If these events occur, activate the call-out of the Emergency Management Team and activate the EOC.

The on-duty dispatcher will call the Emergency Preparedness Coordinator (Police Chief) or advise the front office personnel to initiate alert/recall procedures for Emergency Management Group and other key personnel.

Instruct first arriving Emergency Management Team member to:

- Initiate EOC setup procedures.

- Arrange for additional phone hookups in the EOC.

- Make feeding and housing arrangements for EOC staffers.

- Make arrangements for the activation and release of emergency response personnel and provide for (24-hour) manning of emergency response jobs (EOC staff, emergency support services, shelter teams, etc.).

Once EOC staff has been assembled, conduct an initial EOC staff meeting, situation briefing, and EOC orientation. Time and circumstances permitting, conduct periodic staff meetings and situation briefings throughout the emergency.

Poll the Situation Analysis section in the EOC to determine the nature, scope, and severity of the incident(s). Information thus obtained will influence decisions regarding emergency declarations and proclamations, requests for mutual aid, evacuation, and other vital considerations. Therefore, pay particular attention to:

- Nature of the emergency(ies).

- Multiple incidents.

- Areas of the District/Campus or City affected or threatened.

- Containment potential.

- Injuries and/or fatalities.

- Damage assessment figures expressed in dollar amounts.

Determine the need to activate the public warning system.

- AM/FM Radio Stations
- Black Board Connect Mass Notification System

Determine the need to evacuate in affected or threatened areas. If evacuation is deemed appropriate, consult with the Executive Policy Group, time permitting, and issue a Closure of District/Campus order. Make certain that this action is coordinated with Public Safety, Law Enforcement, Fire, and Care and Shelter liaisons and Housing. With regard to evacuation operations:

- If resources appear to be insufficient to support Care and Shelter operations, request assistance through the Red Cross representative located in the County Emergency Operation Center—Operational Area.

- Advise Public Information Officer (PIO) Public Safety, Law Enforcement, and Fire representatives and Care and Shelter liaisons to instruct their field forces to take measures necessary to ensure that campus personnel and community with special needs, such as the elderly, infirm, hearing impaired, blind, and non-English speaking, are made aware of the evacuation order, assembly points, and transportation modes and routes available.

- Advise Transportation and Care and Shelter liaisons to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized equipment (oxygen tanks, special medications, etc).

Remind all EOC personnel to implement proper accounting and documentation procedures. Damage Recovery can provide guidance regarding this item.

In the event of a Hazardous Material Incident, make certain that the following reporting requirements are fulfilled.

- Notify Operational Area (OA), involved fire department, and designated Administering Agency.
- Notify County Communications Control.
- Notify internal resources or hazard material clean-up company for restoration/recovery.

In the event of a Hazardous Material Incident, determine the identity of the responsible party as soon as possible.

Coordinate media releases with the involved Fire Department and the PIO.

If a proclamation of DISTRICT-WIDE EMERGENCY is necessary, coordinate the announcement with the Chancellor or his/her designee. A sample proclamation is included at the end of this document.

Response Annexes

Introduction to the Incident Command System

This section specifies the responsibilities and tasks assigned to the San Bernardino Community College District Emergency Management Organization to ensure the effective management of emergency operations. It provides information on the District's emergency management structure, activation of emergency response and recovery procedures, and District EOC data.

Emergency Management Organization

In order for all public service sectors to use the same terminology, the emergency management organization is arranged by functional responsibility. These responsibilities are grouped according to the Incident Command System (ICS) format to show the various duties and reporting relationships in each different ICS section. The functions are divided into five sections: Command/Management, Operations, Logistics, Planning/Intelligence, and Finance/Administration.

The personnel within the sections report to a Section Coordinator, which facilitates efficient response and establishes a single point of contact for each task. The following pages will provide descriptions and duties of each function within each of the ICS sections as well as checklists to help direct the actions of responders in the field and in the EOC.

The table below provides a brief summary of the titles and definitions of activities associated with these functions.

Command/ Management	Field:	Directing, ordering, and/or controlling of resources
	EOC:	Responsible for overall emergency policy and coordination
Operations	Field:	Coordinated tactical response of all operations in accordance with Incident Action Plan
	EOC:	Coordinating jurisdictional operations in support of response
Planning/ Intelligence	Field:	Collection, evaluation, documentation, and use of information related to incident
	EOC:	Collecting, evaluating, disseminating information, and maintaining documentation
Logistics	Providing facilities, services, personnel, equipment, and materials	
Finance/ Administration	Financial activities, cost analysis, and administrative aspects not assigned to other functions	

Policy Group (Executive Group)

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the District's Chancellor, the Vice Chancellors, the Campus's Presidents, the Vice Presidents (and others at the discretion of the Chancellor or Presidents). The EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Command/Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of Command is the Incident Commander (IC). This is a field position and therefore is usually "on-scene." The IC can expand his/her operation by assigning section functions.

The person in charge of Management is the EOC Director. He/she works in the EOC with Section Chiefs for Operations, Logistics, Planning/Intelligence, and Finance/ Administration and respective branch personnel. When an Incident Command Post is established without support and activation from an EOC, the lead person in charge is referred to as the Incident Commander. He/she will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the EOC Director will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Chief. If a section chief is not present, the ultimate responsibility falls to the EOC Director.

The EOC Director authorizes all request, media releases, and approval of the Incident Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The EOC Director is responsible for all activities within the EOC and must provide final approval of the EOC Action Plan. It is the EOC Action Plan that reflects the EOC objectives, planning and resource priorities, and all activities to support the Incident Action Plan.

Operations

The Operations Section supports and coordinates all activities of Public Safety, Law Enforcement, Fire, Search and Rescue, Utilities & Damage Assessment, and Medical Operations branches. Specific activities can include traffic control, fire suppression activities controlled by the campuses, tending the generators, campus utilities, conducting debris clearance, and performing triage/first aid. Fire suppression will be handled by the responding Fire Department.

Operations is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Incident Action Plan that outlines all response activities. This section also coordinates the response in accordance with

the approved Action Plan. Mutual aid resources, e.g., Fire and Law enforcement, are coordinated through the Operations Section.

In the field, the Operations Section is responsible for the tactical decisions and depending upon the circumstances can often is involved a joint unified command structure.

Logistics

Logistics Section is supported by Supply and Purchasing, Communications, Care and Shelter, Transportation/Evacuation, and Personnel Resource Branches and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the EOC with technical support and equipment is the Logistics Section responsibility. Additional responsibilities include the sheltering needs of allied agency responders, community Care and Shelter, management of convergent volunteers, and transportation coordination. All requests for assets, whether within the district or mutual aid from supporting agencies, are coordinated through the Section branches.

Planning/Intelligence

Planning/Intelligence Section includes Situation Analysis, Resource Status, and Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and disseminating information related to the field incident or EOC support needs. The Planning Section coordinates with Operations in the development of Action Plans in the EOC and the Incident Action Plan for the field.

Finance/Administration

Finance/Administration Section is responsible for all financial aspects of the response and recovery phase of an emergency or disaster. Activities include recording personnel time and equipment cost and cost recovery through State and FEMA Public Assistance Programs.

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Position Checklists and Procedures

Section/Branch/Unit	Title	Name
Policy Group	Chancellor	Bruce Baron
	VC, Fiscal Services	Tim Oliver (Interim)
	VC, Human Resources	Jack Miyamoto (Consultant)
	President, SBVC	Gloria Fisher (Interim)
	President, CHC	Cheryl Marshall
	General Manager, KVCR	Alfredo Cruz
	VP, Student Services, SBVC	Joe Cabrales (Interim)
	VP, Instruction, SBVC	Haragewen Kinde
	VP, Admin Services, SBVC	Scott Stark
	VP, Student Services, CHC	Rebeccah Warren-Marlatt
	VP, Instruction, CHC	Bryan Reece
	VP, Admin Services, CHC	Mike Strong
EOC Director	Chancellor	Bruce Baron
	President, SBVC	Gloria Fisher (Interim)
	VP, Admin Services, SBVC	Scott Stark
	M&O Coordinator	Guillermo Parra
	VP, Instruction, CHC	Bryan Reece
	VP, Admin Services, CHC	Mike Strong
Liaison Officer	Police Chief	Pierre Galvez
	Faculty, SBVC	Vacant
	Dean, SBVC	Marco Cota
	VP, Student Services, CHC	Rebeccah Warren-Marlatt
	Dean, Instruction, CHC	Richard Hogrefe
Public Information Officer	PIO, CHC	Donna Hoffman
	PIO, SBVC	Craig Petinak
	Scholarship Admin, SBVC	Joseph Nguyen
	Dean, CHC	June Yamamoto
	VP, Instruction, CHC	Bryan Reece
Safety Officer	EH&S Administrator	Whitney Fields
	Police Chief	Pierre Galvez
	New Position	Vacant
	Faculty, CHC	Robin Bishop
	Faculty, CHC	Dan Sullivan
Operations Section	Business Manager	Steve Sutorus
	M&O Coordinator, SBVC	Guillermo Parra
	M&G Supervisor, SBVC	Guillermo Parra
	M&G Supervisor, CHC	Larry Cook
	Faculty, CHC	Terry Koeper
Law or Public Safety Branch	Police Sergeant	Kenneth Stills
	Police Chief	Pierre Galvez
	Police Sergeant	Chris Tomayo
Movement Unit	TBD	

Section/Branch/Unit	Title	Name
EOC Security	Police Sergeant	Kenneth Stills
	Police Officer	Jose Placencia
Search & Rescue	Workforce Grant Asst	Deanna Trussell
	Police Sergeant	Chris Tamayo
	Custodial Supervisor, SBVC	John Kates
Medical Services Branch	HR Generalist	Julia Sanchez
	Coordinator, SHS, SBVC	Elaine Akers
	Faculty, SBVC	Andee Alsip
	Faculty, CHC	Judith Giacona
	Faculty, CHC	Dan Word
Mental Health Services Unit	Vacant	Vacant
Utilities & Damage Branch	Lead Custodian, District	Ernie Higgins
	M&O Coordinator, SBVC	Guillermo Parra
	Custodial Supervisor, SBVC	John Kates
	Maintenance Technician	Miguel Chaure
	Maintenance Technician	Joe Moreno
Maintenance & Operations Unit	Maintenance Technician	Joe Moreno
	Maintenance Technician	Jose Olmos
Planning/Intel Section	VC, Fiscal Services	Tim Oliver
	VP, Student Services, SBVC	Joe Cabrales (Interim)
	Dean, CHC	Raju Hegde
	Dean, CHC	Joe Cabrales
Situation Analysis Unit	Project Analyst, District	Virginia Diggle
	Dean, SBVC	Vacant
	Dean, CHC	Kay Weiss
	Faculty, CHC	Dan Sullivan
	Faculty, CHC	Jim Holbrook
Documentation Unit	Purchasing Technician	June Flores
	Admin Asst, SBVC	Debbie Gallagher
	Admin Secretary, SBVC	Stacy Garcia
	Director, Research, CHC	Keith Wurtz
	Resource Development, CHC	Michelle Riggs
Advance Planning Unit	Auditor	Larry Strong
	Cafeteria Manager, SBVC	Tracy Morrison
	Director, CDC, SBVC	Mark Merjil
	Faculty, CHC	Gary Reese
Resource Status Unit	Executive Director, EDCT	Matthew Isaac
	Dean, SBVC	Vacant
	Athletic Director, SBVC	Dave Rubio
	Switchboard Operator, CHC	Anquanetta May
	Clerical Asst, CHC	Lynnette Davis

Section/Branch/Unit	Title	Name
Demobilization Unit	Workforce Grant Manager	Robert Levesque
	M&O Coordinator, SBVC	Guillermo Parra
	M&G Supervisor, SBVC	Guillermo Parra
	Custodian, CHC	Moises Gonzalez
	Groundskeeper, CHC	John Boatmen
Logistics Section	VC, HR	Jack Miyamoto (Consultant)
	Director, Tech Services, SBVC	Rick Hrdlicka
	Director, Tech Services, CHC	Wayne Bogh
Care & Shelter Branch	HR Analyst	Amalia Perez
	Cafeteria Manager, SBVC	Tracy Morrison
	Director, CDC, SBVC	Mark Merjil
	Custodian, CHC	Richard Bryson
	Custodian, CHC	Moises Gonzalez
	Custodial Supervisor, CHC	Jeremy Crooks
Communication Branch	Director, Tech Services, Annex	Jeremy Sims
	PIO, SBVC	Craig Petinak
	Multimedia Specialist, CHC	Shane Veloni
	Multimedia Specialist, CHC	Charlie Rahn
Information Technology Branch	AVC , TESS, District	Glen Kuck
	Tech Support Specialist II, CHC	Anthony White
	Tech Support Specialist, CHC	Gino Baraboni
Personnel Branch	Payroll Supervisor	Angie Ontiveros
	Dean, CHC	Kirsten Colvey
	Director, EOPS, CHC	Rejoice Chavira
Transportation, Supplies, Facilities Branch	Custodian/Courier, District	Debra Smith
	Warehouse Technician	Damon Smith
	Director, Bookstore	Gloriann Chavez
	Administrative Assistant, SBVC	Karol Pasillas
	Groundskeeper, CHC	Antonio Carrillo
	Groundskeeper, CHC	Richard Kirkhart
	Custodial Supervisor, CHC	Jeremy Crooks
	Cafeteria Manager, CHC	Maricela Rea
	Food Service Specialist, CHC	Peggy Irgang
Finance/Admin Section	Director, FS	Jose Torres
	VP, Instruction, SBVC	Haragewen Kinde
	VP, Admin Services, CHC	Mike Strong
	Admin Coordinator, CHC	Tina Gimple
Purchasing & Cost Accounting Unit	Purchasing Agent	Vacant
	Admin Assistant II, CHC	Kelly Bingham
	Admin Secretary III, CHC	Sharen Chavira
Cost Recovery Branch	Accounting Manager	Eloise Sifford
	Admin Coordinator, CHC	Tina Gimple
	Admin Assist, CHC	Kelly Bingham
	Project Analyst, District	Virginia Diggle

Section/Branch/Unit	Title	Name
Claims & Compensation	Sr. Payroll Accountant	Colleen Gamboa
	Admin Assistant, CHC	Laura Record
	Account Clerk II, CHC	Lynnette Davis
Payroll Unit	Payroll Accountant	Vacant

Typical ICS-Based Org Chart

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                                    ┌─────────────────────────┐
                                    │     Liaison Officer      │
                                    └─────────────────────────┘
                    ┌──────────────┐  ┌─────────────────────────┐
┌──────────────┐    │              │  │  Public Information     │
│ Policy Group │────│ EOC Director │  │       Officer           │
└──────────────┘    │              │  └─────────────────────────┘
                    └──────────────┘  ┌─────────────────────────┐
                                    │      Safety Officer      │
                                    └─────────────────────────┘
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Operations Section	Planning/Intel Section	Logistics Section	Finance/Admin Section
Law or Public Safety Branch	Situation Analysis Unit	Care & Shelter Branch	Purchasing & Cost Accounting Branch
Movement Unit	Documentation Unit	Communication Branch	Cost Recovery Branch
EOC Security	Advance Planning Unit	Information Technology Branch	Claims & Compensation Branch
Search & Rescue Branch	Resource Status Unit	Personnel Branch	Payroll Unit
Medical Services Branch	Demobilization Unit	Transportation, Supplies, Facilities Branch	
Mental Health Services Unit			
Utilities & Damage Branch			
Maintenance & Operations Unit			

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Management Section

Overview

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Objectives

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

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate Federal, State, and other local government agencies, as well as applicable segments of the faculty and student body.
- Establish priorities and prioritize duplicative resource requests.
- Prepare and disseminate emergency public information to inform, alert, and warn the campus community and general public.
- Disseminate damage information and other essential data.

Concept of Operations

The Management Section will operate under the following policies during a disaster/ emergency as the situation dictates:

- Applicable State and Federal requirements as well as local governmental policies and procedures.
- All existing District and Campus operating procedures will be adhered to unless modified by the District EOC Director or Campus IC.
- All on-duty personnel are expected to remain on duty until relieved by supervisor or EOC management team.
- While in a disaster mode, operational periods should be event driven and set by the EOC Director. They will usually last 12 hours with shift changes at 7 a.m. and 7 p.m.

Staffing

Positions in this Section include:

- Emergency Operations Center Director
- Emergency Operations Center Liaison
- District/Campus Public Information Officer
- Safety Officer

Emergency Operations Director

Primary: District Chancellor or Designee
Alternate: CHC President
Alternate: VP, Administrative Services, SBVC

Function

Responsible for operating and coordinating all emergency operations within the district's jurisdiction under the Standardized Emergency Management System (SEMS) and the ICS; requesting mutual aid assistance with the approval of the Emergency Operations Executive; providing a liaison with nearby jurisdictions and appropriate State and Federal agencies and the effective operation and coordination of the EOC.

Action – Activation

Consider the following actions during any major emergency affecting the District and/or campuses.

- Report to the District EOC or alternate location if office is deemed unsafe.

- Assess the situation. Verify activation of EOC and obtain briefing of situation from the Incident Commander. Declare a campus emergency if the situation warrants.

- Activate and consult with the Policy Group.

- Review situation with the Policy Group if ordered to make decisions regarding District-wide or campus operations during a major incident or disaster.

- Authorize protective or precautionary measures as appropriate to include evacuation, shelter in place, or a District-wide or campus closure.

- Issue necessary public and District/Campus announcement through the PIO.

- If Campus closure is directed, notify the Campus President plus the following:

- Vice President, Administrative Services,

- Vice President, Student Affairs,

- Board of Trustees.

- Determine appropriate level of activation based on the situation as known (if time permits).

- Mobilize appropriate personnel for initial activation of the EOC.

- Obtain briefing from available sources.

Start-Up Actions

- Ensure that Section Chiefs are in place as soon as possible and are staffing their respective sections (as required).

- Ensure that the management function is staffed as soon as possible at the level necessary (EOC liaison, Public Information, Safety and Security).

- Open and maintain a position log.

- Schedule the first planning meeting.

- If appropriate, confer with Operations Section Chief and other general staff to determine what representation, if any, is needed at allied agency EOC or ICP.

- Determine activation needs, and establish, if necessary, a deputy director position.

- Request additional personnel support as needed for the organization.

Operational Duties

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

- Monitor section activities to ensure that all appropriate actions are being taken.

- Establish operational schedules and response priorities.

- Provide periodic status updates to the Policy Group and Board of Trustees as needed.

- Meet with PIO to direct and review media releases and conduct news briefings.

- When activated, ensure that the Liaison Officer is providing positive and effective interagency coordination.

- Hold action planning meetings with key staff (section and branch coordinators) as necessary.

- Brief oncoming shift personnel prior to shift change.

Deactivation/Demobilization

- Authorize deactivation of sections, branches, or units when they are no longer required.

- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.

- Ensure that all required forms or reports are completed prior to deactivation.

- Be prepared to provide input to the After-Action Report.

Liaison

Primary: District Police Chief
Alternate: District Police Sergeant

Function

This position is the contact for personnel assigned to the incident from assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. Ensure responding personnel receive a briefing on the current situation and are assigned to their appropriate functions within the District's EOC.

Assist the EOC Director in his/her role in the EOC. This role may also assist in directing and coordinating a multi-campus response during an emergency.

Responsible for ensuring that the District EOC is activated and continually functioning. Initiate the implementation of the Emergency Operations Plan. Ensure that all activated Sections and Coordinators within the EOC are functioning in compliance with SEMS, NIMS, and ICS; coordinate District and campus responses and resource usage with surrounding jurisdictions, the Operational Area (OA), and appropriate State and Federal emergency organizations.

Action – Activation

• Notify the EOC Director of pending EOC activation and determine the appropriate level of activation based on the situation.

• Mobilize appropriate personnel for initial activation of the EOC.

• Respond immediately to the EOC and determine operational status.

• Obtain briefing from relevant Campus and District sources such as public safety, maintenance operations, and student health services.

Start-up Actions

• Assign staff to initiate check-in procedures.

• Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by position.

• Ensure that the EOC is properly set up and ready for operation.

• Ensure that the management function is staffed as soon as possible at the level needed (Information, Liaison, EOC Security, etc.).

• When appropriate, ensure that field agency representatives have been assigned to other facilities.

• Monitor initial incident response operations to identify inter-organizational problems.

• Ensure that telephone and/or radio communications are established.

• Open and maintain a position log.

- Schedule the first planning meeting.

- Request additional personnel support as needed for the organization.

Operational Duties

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

- Monitor section activities to ensure that all appropriate actions are being taken.

- Initially provide situational status update to responding support agencies.

- Participate in EOC Management planning meetings.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close out your logs when the emergency no longer requires activation.

- Notify supporting jurisdictions/agencies as necessary of planned time for deactivation.

- Ensure that all required section forms or reports are complete prior to deactivation.

Public Information Officer (PIO)

Primary: PIO District & CHC Alternate: PIO, SBVC

Function

The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multijurisdictional incidents. The PIO may have assistants or when requested or as necessary when coordinating multi-agency or jurisdictional media.

Section Assignment

- Reports to EOC Director

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the EOC Director and obtain a briefing on the situation.

- Review your position responsibilities.

- Set up PIO work area to include maps and televisions, if available.

- Review the list of EOC personnel and know where to go for information or support.

- In coordination with the EOC Director, clarify any questions you may have regarding your assignment.

- Ensure accurate and detailed logs are maintained for PIO functions.

- Coordinate with Planning in regards to long-term situational awareness.

Operational Duties

- Coordinate with EOC Director for all information releases.

- Coordinate public safety press releases to meet Government Code mandates and restrictions.

- Obtain EOC Director's approval of media releases

- Notify media of briefing schedules.

- Arrange for tours and other interviews.

- Obtain media information that may be useful to action planning.

- Provide periodic media relations briefings to the EOC Director.

- Maintain current information summaries and graphic displays.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization to deactivate from the EOC Director.

- Release assistant staff when no longer required.

- Ensure that any required reports or forms are completed prior to departure.

- Be prepared to provide input to the After-Action Report.

Safety Officer

Primary: EH&S Administrator
Alternate: CHC Faculty

Function

The Safety Officer's responsibilities include developing and recommending measures for assuring personnel safety and to assess and/or anticipate hazardous and unsafe operational conditions or situations. Only one Safety Officer will be assigned in each EOC. In multiple site events the District Environmental Health and Safety personnel can fill the role as the Campus Safety Officer. The Safety Officer can stop any action within the EOC if personnel safety is jeopardized.

Section Assignment

- Reports to EOC Director

Action—Start-Up

- Check in upon arrival at the EOC.

- Report to the EOC Director and obtain a briefing on the situation.

- Review your position responsibilities.

- Clarify any questions you may have regarding your authority and assignment.

- Review the organization in place and know where to go for information or support.

- If additional staff is required, coordinate with the EOC Director.

- Set-up branch work area, to include maps and status boards, as appropriate.

- Open and maintain accurate and detailed logs on activity.

- Anticipate situations and problems before they occur.

Operational Duties

- Note any identification of substance, quantity, and extent of release.

- Periodically, or as requested, brief the EOC Director on safety issues.

- Coordinate the investigation of accidents that have occurred within the EOC.

- Participate in the EOC Director's planning meetings.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate.

- Ensure that any required reports or forms are completed prior to departure.

- Be prepared to provide input to the After-Action Report.

Operations Section

Overview

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

- Protect life and property.
- Carry out the objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections within the EOC.
- Coordinate with the field Incident Command Post(s).

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

Branches

- Recorder
- Medical Services
- Utilities and Damage Assessment
- Search and Rescue

Field Units

- Search and Rescue
- Evacuation/ Alert
- Hazardous Materials
- Building Inspection
- Utilities
- Law Enforcement/Public Safety
- CERT Teams/Building Marshals

Objectives

The Operations Section is responsible for coordination of the District or Campus response elements for the duration of the incident. The Operations Section is also responsible for carrying out the objectives of the EOC Action Plan and requests additional resources as needed to support its field operations. Not all field units will be needed in every disaster/emergency.

Staffing

Positions in the Section include:

- Operations Section Chief
- Law Enforcement/Public Safety Branch Coordinator
- Movement/Traffic Control Unit Leader
- Search and Rescue Branch Coordinator
- Medical Services Branch Units
- Utilities and Damage Coordinator

Operations Section Chief

Primary: District Business Manager
Alternate: SBVC Maintenance & Operations Coordinator

Function

Ensure that all operational functions and their support and coordination are carried out. Ensure those operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required.

Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Director on all matters pertaining to section activities.

Coordinate changing incident situations and emergency response requirements with the Planning, Logistics, and Finance Section Coordinators. Assist in writing the After-Action Report.

Action – Start-Up

- Check-in upon arrival at the EOC.

- Report to the EOC Director.

- Obtain a briefing on the situation.

- Review your position responsibilities.

- Determine if other section staff is at the EOC.

- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies, including maps and status boards, are in place.

- Review activated EOC structure and know where to go for information or support.

- Clarify any issues you may have regarding your authority and assignment and the review the roles of your branch and unit leaders.

- Open and maintain section logs.

- Meet with the Communications Unit Coordinator, if established, for updated information.

- Obtain EOC briefing, assess both internal and external communications systems, and request changes as needed.

- Establish operating procedure with Logistics Communications Unit for use of telephone and radio systems. Make priorities or special requests known.

- Attempt to determine ETA of activated EOC personnel who are not yet on site.

- Establish contact with other supporting agency's EOCs and determine status of any requests for assistance.

- Meet with Planning/Intelligence Section Coordinator. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.

- Establish communications with Agency Representatives as soon as possible.

- Based on the situation, as known or forecast, determine likely future Operations Section needs.

- Review Operations Section and Branch responsibilities to ensure responsibilities are being fulfilled by presently activated personnel.

- Make a list of key issues currently facing your Section. Establish action items which need to be accomplished by Operational Section within the next operational period.

- Continue to activate organizational elements (Branches, Units) within the section as appropriate and needed.

- With coordination from Campus field units, determine future response needs and assess if mutual aid resources need to be requested.

- Request additional personnel when appropriate to maintain a two-shift 12-hour rotational EOC operation.

- Keep EOC Director apprised of section status.

- Adopt a proactive attitude to anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs are filed and maintained.

- Anticipate potential situation changes, such as severe aftershocks or power loss, to create backup plans.

- Stay apprised of ongoing or changing situations and resource needs associated with your section. Monitor current status at all times.

- Provide regular situation and resources information updates to the Planning/Intelligence Section or as requested.

- Refer all media contacts to the PIO.

- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.

- Attend and participate in EOC Director's planning meetings.

- Work closely with Planning/Intelligence Section in the development of Incident Action Plans.

- Work closely with Branch Coordinators to ensure Operations objectives are being addressed.

- Ensure all Operations Section resource requests are coordinated through the Logistics Section.

- Ensure that intelligence information gathered by Operations is made available to the Planning/Intelligence Section.

- Ensure all fiscal and administrative requirements and documentation is coordinated through the Finance/Administration Section.

- Stay apprised of and report emergency expenditures to the Logistics Section. Notify the Finance Section immediately.

- Maintain daily time sheets.

- Brief EOC Director on critical problems that will require immediate action or solutions.

- Brief Branch Coordinators periodically on any updated information received.

- Continuously share status information with other sections as appropriate.

- Provide section brief to your relief prior to shift change.

- Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

Deactivation/Demobilization

- Authorize deactivation of Units or Branches within the section when no longer required.

- Ensure that any open actions are handled by section or transferred to other EOC/COC sections as appropriate.

- Deactivate the section and close out logs when authorized by the EOC Director.

- Ensure any open actions are coordinated and assigned to the appropriate outside agency for follow-p support.

- Ensure required forms or reports are completed prior to your departure.

- Be prepared to provide input to the After-Action Report.

Law Enforcement/Public Safety Branch Coordinator

Primary: District Police Sergeant
Alternate: District Police Designee

Function

Per your level of sworn or non-sworn response abilities, mobilize available officers and staff, as well as ensure the Incident Command Post is available to deploy for field operations. Assess your common communication networks with allied law agencies and review any existing mutual aid agreements in place involving your agency. While primary duty is the protection of life and property, there will be other duties such as EOC security, traffic control duties, and supporting search and rescue operations in the field.

Section Assignment

• Operations

Action—Start-Up

• Check in upon arrival at the EOC.

• Report to the Operations Section Chief and obtain a situation briefing.

• Review your position responsibilities.

• Clarify any questions you may have regarding your assignment.

• Ensure accurate and detailed records are maintained on all law or public safety operations.

• Notify your department of a 12-hour duty rotation and set up first 24-hour period.

• Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

• Assess situation, determine needs, and review response options depending upon staffing.

• In coordination with the Operations Section Coordinator and the EOC Director, establish LE/PS priorities.

Law Enforcement/Public Safety Priorities

• Request quick "windshield" assessment of situation from in-field officers.

• Establish connection to LE/PS dispatch center.

• Prepare to prioritize calls for service.

• Brief Operations Chief of LE/PS situation.

• Attempt to establish available LE/PS agencies per local or Op Area LE/PS agreements.

- When additional personnel or resources are needed, make requests in conjunction with Operations Section Chief. Requests should include:

  - Reason for request.
  - Number and type of resources needed.
  - The date and time personnel or resources are needed at scene or staging area.
  - Location of scene or staging area.
  - Contact person's name and cell phone number on scene or in staging.

- Coordinate LE/PS response efforts.

- Do not assign staff, Community Service Officers, or Police Cadets to situations exceeding their physical limitations or current departmental training.

- Remind field response commanders of need for safety.

- Establish a LE/PS staging area.

- Establish location of ICP.

- Activate ICP as needed.

- Appoint Incident Commander for ICP.

- Ensure ICP is following approved ICS practices.

- Coordinate response efforts through Incident Commander when unified command is established and mutual-aid rescue resources are used.

- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.

- Mark the location of fatalities. When feasible, provide security for deceased until relieved by Sheriff-Coroner.

- Regularly, or as requested, brief and update the Operations Section Coordinator and EOC Director on law enforcement/public safety operations.

- Update status boards and maps.

- When possible, participate in the EOC Director's planning meetings.

- Ensure radio communications are established.

- Ensure backup LE/PS cell phone or radio communications are functional.

- Require emergency supplies for LE/PS staff are co-located into police or public safety department.

- Brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate operations.

- As appropriate, close down staging areas and field command posts.

- Release LE/PS agencies when no longer needed.

- Ensure that open actions are handled by regional or local LE/PS agencies or transferred to other EOC Sections as required.

- If mutual aid resources were used, complete all documentation involved with mutual aid resources.

- Ensure that any required reports or forms are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Movement/Traffic Control Unit Leader

Primary: District Police Designee
Alternate: District Police Designee

Function

Coordinate movement activities concerned with the evacuation of portions or the entire campus. Ensure protection of life and campus property while adhering to campus policies.
Manage public safety/law enforcement operations related to personnel movement and traffic control. Coordinate the provision of security for campus-based and related activities as part of the emergency response. Determine safe routes, destinations, and the number of individuals needing transportation assistance. Coordinate disaster-related traffic control issues to include checkpoints, priority routing of emergency vehicles, traffic control, and roadway closures. Assist with the alerting and warning of the campus population.

Section Assignment

- Operations

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Operations Section Coordinator and obtain a briefing on the situation.

- Review your position responsibilities.

- Set-up Unit work area to include maps and status boards if appropriate.

- Assign additional Public Safety staff or CERT personnel as operationally required.

- Review emergency response team in place and know where to go for request, information, or support.

- Clarify any questions you may have regarding your assignment.

- Brief and ensure supporting personnel log on and off each assignment or response.

- Ensure accurate and detailed records are maintained on all Law Enforcement/Public Safety and traffic control operations.

- Establish initial 24-hour shift coverage. Consider 12-hour assignments

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assist with activating EOC call-out for activated personnel, if not already accomplished.

- Initiate Public Safety call-back procedures.

- Establish Alerting and Warning notifications with traffic field personnel.

- In consultation with the Operations Section Chief, establish priorities for emergency response and assignments in relation to evacuation movement and traffic control.

- Ensure that procedures have been initiated to establish communications with local EOC(s) and emergency response agencies.

- When necessary, designate a Traffic Control Lead Officer.

- Thoroughly brief all supporting personnel.

- Ensure accurate and detailed records of Law Enforcement/ Public Safety related assignments and check-in/out times are maintained.

- Consult with other Branches and Sections to determine special security needs or problems.

- Receive and evaluate status reports from field personnel and determine appropriate Law Enforcement/Public Safety response.

- Determine Law Enforcement/Public Safety staffing needs, and schedule and assign duties as needed.

- If insufficient public safety personnel are available, coordinate through the Operations Section Coordinator and Personnel Branch Director for additional mutual aid or volunteer support.

- As requested, assist the Operations Section Chief and EOC Director in developing emergency action plans.

- Provide recommendations for alternative routes and traffic control procedures to the Operations Section Coordinator and EOC Director.

- Provide recommendations for roadway and route debris clearance priorities. Coordinate these activities with Utilities and Damage Coordinator.

- Based upon field reports and requests, ensure that hazardous areas are appropriately marked and barricaded to prevent entry.

- If insufficient public safety personnel are available, coordinate the use of volunteers to staff movement/traffic control locations and checkpoints.

- When conditions require, or an evacuation is ordered, assign appropriate units to assist in notification and evacuation.

- Depending on the nature of the incident or potential of secondary hazards, ensure appropriate safety precautions are taken (i.e., approach upwind in HAZMAT incident; do not enter contaminated areas, flooded areas, or collapsed structures cordoned off, etc.) Consult with the Safety Officer.

- Establish traffic and perimeter control as required for the affected area.

- Regularly, or as requested, brief and update the Operations Section Coordinator and the EOC Director on the status of Law Enforcement/Public Safety and traffic operations.

- Ensure requests for medical assistance from field personnel are coordinated with the Medical Services Branch.

- Notify County Operational Area and Operations Section Chief plus EOC Director of any fatalities.

- When feasible and appropriate, reallocate field personnel to assist in search and rescue operations.

- Coordinate the relocation of personnel near hazardous or threatened areas to safe locations.

- When a Care and Shelter operations is established on campus, provide Law Enforcement/Public Safety and crowd control services.

- During an evacuations, coordinate with the field operation personnel and EOC Search and Rescue Coordinator to:

  ▫ Assist in warning persons in the affected area.
  ▫ Provide traffic control.
  ▫ Ensure evacuated/searched buildings are properly marked.
  ▫ Coordinate security and access control for evacuated areas.
  ▫ Coordinate with Logistics Section to contract vehicle towing vendor to assist in removing disabled vehicles blocking evacuation routes or roadways.

- Establish communications with CALTRANS and/or the Operational Area to maintain ongoing reports and updates for local and freeway traffic conditions.

- Ensure access to impacted areas are cleared for critical responding agencies, i.e., law enforcement, EMS, fire, and the delivery of essential provisions and resources.

- Establish procedures for field personnel who have to deal with those attempting Campus access without appropriate authorization.

- Perform other additional law enforcement or traffic-related duties as assigned by the Operations Section Coordinator or EOC Director.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to return to normal law enforcement operations.

- As appropriate, request closure of staging areas and field command posts.

- Release subordinate and volunteer elements when no longer required.

- Ensure that open actions are handled by normal public safety operations or transferred to other EOC Sections as required.

- If mutual aid resources were used, release personnel and equipment as appropriate.

- Ensure that any required reports or forms are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Search and Rescue Branch Coordinator

Primary: Police Sergeant
Alternate: Center of Excellence Director

Function

Coordinate emergency medical aid for mass casualty. Coordinate and assist in the location and removal of persons trapped in damaged or collapsed structures or other locations. Coordinate rescue and recovery operations through the Operations and Logistics Sections in conjunction with local fire and associated search and rescue teams.

- Operations

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Operations Section Chief and obtain situation briefing.

- Review your position responsibilities.

- Clarify any questions you may have regarding your assignment.

- Consult with Operations Section Chief and EOC Director regarding your Search and Rescue team assignment.

- Ensure accurate and detailed records are maintained on all search and rescue operations.

- Establish initial 24-hour operation until all structures have been cleared.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assess situation and determine need and feasibility of rescue operations.

- In coordination with the Operations Section Coordinator and the EOC Director, establish search and rescue priorities.

Search and Rescue Priorities

- Student Health Center.

- Child Development Center.

- Classrooms.

- Laboratories.

- Faculty/Staff Offices.

- When outside agencies respond, advise Fire and Haz-mat of known hazards and number of people in the hazard area.

- When additional personnel or resources are needed, make requests in conjunction with Operations Section Chief. Requests should include:

  ▫ Reason for request.
  ▫ Number and type of resources needed.
  ▫ The date and time personnel or resources are needed at scene or staging area.
  ▫ Location of scene or staging area.
  ▫ Contact person's name and cell phone number on scene or in staging.

- Coordinate all rescue efforts with the Safety Officer. Ensure that:

  ▫ Appropriate safety equipment is provided, such as helmets, goggles, gloves, etc.
  ▫ Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
  ▫ Rescue operations have portable lighting for evening or interior operations

- Do not assign CERT/Building Marshal personnel to tasks that are beyond their physical or trained capabilities.

- Ensure the safety of your field response personnel. Field commanders should not place field personnel in situations where they can become victims themselves.

- Establish a staging area and ICP.

- Coordinate response efforts through Incident Commander when unified command is established and mutual-aid rescue resources are used.

- Request that Utilities and Damage Coordinator assign Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.

- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.

- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Chief.

- Thoroughly brief and update CERT and in-field personnel on a continual basis.

- Establish and enforce the procedures for marking structures that have been searched and cleared. Check the CERT Building Search Techniques.

- Coordinate rescue operations with the Medical Services Branch to ensure injured and rescued individuals receive appropriate medical care.

- Ensure all rescued individuals are medically triaged prior to release.

- Notify the EOC of any fatalities.

- Mark the location of fatalities. When feasible, cover but do not remove deceased until advised by Coroner.

- Regularly, or as requested, brief and update the Operations Section Coordinator and EOC Director on search and rescue operations.

- Update rescue status boards and maps.

- When possible, participate in the EOC Director's planning meetings.

- Ensure radio communications are established between all rescue teams and the EOC and Search and Rescue Team Leader.

- Ensure volunteer rescue workers are appropriately registered and signed in with the Personnel Branch.

- Carefully assess and/or prohibit the use of volunteer rescue workers in hazardous conditions, i.e., fires, hazardous materials incidents, damaged or collapsed structures.

- Coordinate with the Care and Shelter Branch to establish a reception/ reunification area for rescued individuals and families.

- Brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate Branch operations.

    ▫ As appropriate, close down staging areas and field command posts.
    ▫ Release subordinates and volunteers when no longer needed.
    ▫ Ensure that open actions are handled by campus public safety operations or transferred to other EOC Sections as required.

- If mutual aid resources were used, release personnel and equipment as appropriate.

- Complete all documentation involved with mutual aid resources.

- Ensure that any required reports or forms   are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Medical Services Branch Coordinator

Primary: SBVC Nurse
Alternate: CHC Nurse

Function

Responsible for directing the medical emergency response during critical incidents and major disasters. Responsible for coordinating District/Campus disaster medical operations with city and county agencies; coordinates the transportation of casualties to medical facilities and casualty collection points. The Student Health Center is the primary campus unit for medical operations in the event the medical needs of a disaster exceed the immediate response capabilities of the local EMS system. Coordinates the need for Mental Health services to provide counseling for response workers.

Section Assignment

• Operations

Action – Start-Up

• Check-in upon arrival at the EOC.

• Report to the Operations Section Chief and obtain a briefing.

• Review your position responsibilities.

• Activate support staff as appropriate.

• Clarify any questions you may have regarding your authority and assignment.

• Review the EOC structure in place and review information/support sources.

• When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment, and supplies, including maps and status boards are in place.

• If the Health Center is unusable due to severe damage or hazards, advise the Operations Section Chief and EOC Director to obtain an alternate location.

• Open and maintain accurate and detailed logs on your Branch's activities.

• Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation.

• 24-hour coverage may be required during the first 72 hours of an incident.

• Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

• In consultation with the EOC Director and Operations Section Chief, assess the extent of Campus or District casualties and the resources required to manage them .

• Organize and coordinate Triage Teams. Ensure briefings of medical staff include:

▫ Triage guidelines.

- Arrest of severe bleeding.
- Pain relief.
- Tagging the injured.
- Patient tracking.
- Identification and handling of fatalities.

- Request through all Section Coordinators that field teams report persons requiring medical assistance.

- Determine number of and location of persons requiring medical assistance.

- Coordinate reports of injured with the Search and Rescue Coordinator for:

   - Deployment of CERT/Search and Rescue (SAR) teams to identified locations.
   - Retrieval and transfer of injured individuals to triage area.

- Ensure that current reports of injured and deceased are given to the Personnel Branch Director.

- If campus medical staff is overwhelmed and can't adequately respond to the incident, request mutual aid support and ask the Personnel Branch to locate volunteers.

- Assign volunteer medical staff to designated triage locations or Student Health Center.

- Regularly brief the EOC Director and Operations Section Chief on the status of injured, deceased, and the overall medical operations.

- Determine ongoing emergency medical support needs and submit requests through the EOC to include:

   - Medical supplies.
   - Portable generators.
   - Emergency radios.
   - Transportation for medical personnel to aid locations.
   - Food and water supplies for patients and staff.

- Depending on the severity of the incident and resources available, establish a Casualty Collection Point (CCP).

- Ensure that injured requiring supplemental treatment is taken to the CCP.

- When applicable, determine the following:

   - The number of injured, by triage category, and location.
   - The location and transport accessibility of CCPs on or near the campus. (Note: Use athletic fields when possible).
   - Monitor street conditions in and about campuses for access/egress of emergency vehicle.

- The ongoing medical resource needs of the District/Campus.

- Determine the status of personnel and facilities and the surge capacity at local hospitals and alternate care facilities.

- Monitor and estimate potential long-term medical resource personnel needs. Anticipate coordination needs with other campuses or county resources.

- Coordinate the response activities of medical responders and campus medical and mental health personnel.

- Coordinate transportation of casualties with the County Health Officer.

- In consultation with the Logistics Section, determine which campus facilities can be used for emergency aid locations.

- Establish liaison with local Red Cross representatives for additional resources as required.

- Establish temporary casualty care facilities and aid stations.

- Coordinate pre-disaster volunteer program with campus's Personnel Services.

- Be prepared for requests from nearby areas for medical support.

- In coordination with the County Health authorities and the Safety Officer, identify sanitation, potable water, and other potential health hazards and initiate remedial actions as feasible.

- In incidents involving mass casualties where medical aid and transportation personnel are insufficient to treat or transport casualties immediately, injured must be triaged, treated, and transported.

- Ensure that triage procedures are in accordance with established guidelines.

- Ensure accurate and detailed records, logs, and tracking information are maintained on injured and deceased.

- As required, coordinate with the County Sheriff-Coroner's Office and County Health Officer for the establishment of temporary morgue facilities. Coordinate with Law Enforcement/Public Safety and/or responding law enforcement as a liaison to Sheriff-Coroner.

- Temporary morgue facilities should be established away from the triage area. Other information on Coroner activities may be found in the Appendix.

- Coordinate debriefing/crisis counseling for response workers with Mental Health personnel.

- Consult with EOC Director and Logistics Section as to when and where to hold debriefings.

Deactivation/Demobilization

- Release subordinate elements when no longer required. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- Ensure that any required reports or forms are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Utilities and Damage Branch Coordinator

Primary: District Lead Custodian
Alternate: SBVC M&G Supervisor

Function

Coordinate the inspections of District office/Campus structures, facilities, and grounds for damage, obstructions, and utility infrastructure failures. Coordinate building assessments to determine use and occupancy availability of structures. Prioritize assessments based on critical functions and operations and coordinate and manage emergency debris clearance. Coordinate and supervise structural engineering assessment teams. Coordinate and manage all Maintenance and Operations activities that may be involved in heavy rescue operations, and any duties that support law enforcement and fire service personnel in execution of access and perimeter control.

Section Assignment

- Operations

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Operations Section Chief and receive briefing on current situation.

- Review your position responsibilities.

- Establish Branch work area to include maps and status boards when required.

- Activate Units or support staff as needed.

- Review activated EOC structure in place and know whom to contact for information and/or support.

- Clarify any questions you may have regarding your authority and assignment.

- Open and maintain accurate and detailed logs on your Branch's activity.

- Ensure sufficient Branch personnel are assigned to maintain a minimum two-shift operation.

- Adopt a proactive attitude, think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assign field teams to survey campus structures and grounds for damage, hazards, and debris problems and report findings to the EOC.

- When structural assessments required, designate teams to combine a structural engineer with a Maintenance and Operations or Facility Operations member who has been trained in the Safety Assessment Program (SAP) requirements.

- Coordinate damage reports from field assessment teams and correlate structural damage into the FEMA/State Structural Cost Analysis.

- Ensure detailed lists and logs of damage findings are maintained. This documentation should include detailed written descriptions, maps, diagrams, photographs, and video images.

- Direct Field Assessment teams to check for and report chemical, electrical, or any utility hazards as soon as possible.

- Regularly, or as requested, update the EOC Director on damage status and general impact survey reported by field personnel.

- Determine resources required for emergency repairs and debris clearance. Coordinate any services request through Logistics Section.

- If District/Campus resources are insufficient to handle incident requirements, advise the Logistics Section Chief and EOC Director to request mutual aid response.

- Coordinate and arrange for contractor assistance and services through the Procurement Branch Coordinator.

- Regularly, or as requested, provide the Operations Section Chief, Finance Section Chief, and the EOC Director updated information on estimated damage and loss cost.

- Ensure all field assessment teams are posting Hazard specific and SAP color-coded occupancy signage on all impacted or damaged facilities. SAP color signage is as follows:

  ▫ Red – Condemned or unsafe for entry.

  ▫ Yellow – Damaged; short-term, controlled, and/or restricted entry only, unsafe for permanent occupancy.

  ▫ Green – Minor damage; building safe for occupancy.

- Following earthquakes, additional structural assessments may be required due to damage created by aftershocks. Ensure that SAP signage includes date and time of inspection to guarantee each structure is rechecked after each significant aftershock.

- In earthquakes that cause extensive and visual damage, all structures should be Red-posted until cleared by structural engineers.

- Coordinate with Public Safety or Movement and Traffic Unit Leader to post road and walkway closure signage as required.

- Consult with Section Chiefs and the EOC Director to establish priorities for any debris clearance and repairs.

- If additional support staff is required to manage a large event, request volunteer support through the Personnel Branch Coordinator.

- Locate and determine availability of tools and equipment for debris removal and facility repair.

- Ensure all tools and equipment is identifiable by printed campus logo. Ensure that all equipment is checked in and tracked during use.

- In coordination with the Intelligence/Planning Section, the Logistics Section, and the Procurement Branch Coordinator, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

- Determine increased fuel requirements for District vehicles and equipment during the emergency and take action to ensure that sufficient stocks are available throughout the projected timelines.

- In the event of flooding, coordinate with field personnel to ensure critical equipment and materials are moved away from impacted areas.

- In the event of flooding or potential flooding conditions, ensure that electrical systems that may present a hazard are shut down.

- Participate in EOC Director's planning meetings.

- In the event of directives to close the District/Campus, coordinate with Maintenance and Operations or Facilities Operations department to shut down any utility systems that may present a hazard when not monitored.

- If necessary, coordinate with Law Enforcement/Public Safety and/or Search and Rescue to notify each building of campus evacuation.

- Ensure that once cleared, each building should be secured and marked as cleared.

Deactivation/Demobilization

- Release support staff when no longer needed. Ensure that all open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- Ensure that all required reports, forms, and documentation are completed prior to closing your branch and leaving.

- Be prepared to provide input to the After-Action Report.

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Planning/Intelligence Section

The Planning/Intelligence Section is an extremely important function of the District's EOC. This Section will gather information from a variety of sources, including other campuses or centers within the District plus other local government EOCs. This Section's staff will analyze and verify information to use in the preparation and updating of internal EOC information and map displays. If staff is available, it is recommended the Situation Analysis function be staffed during any EOC activation involving a single campus or center. This Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. This Section will collect and process internal EOC documentation and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section. The Section Chiefs collaborate with the Planning Section Chief to support all Planning section activities.

Objectives

The Planning Section ensures that damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC sections and passed upward to the Operational Area. The Planning Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.

The Planning Section will ensure that the following objectives are accomplished as required:
- Collect, analyze, and display situation information.
- Prepare periodic Situation Report.
- Prepare and distribute the EOC Action Plan.
- Facilitate Action Planning meetings.
- Provide technical support services to the various EOC sections and branches.
- Document and maintain files on all EOC activities.
- Activate appropriate units and staff to support the Planning/Intelligence Section.
- Coordinate Unit activities within the Section.
- Display situation and operational information with maps and visual aids.
- Keep EOC Director informed as significant issues arise.
- Ensure that Status Reports are completed.
- Use Status Reports to support situation reports, EOC Action Plan, and After-Action Report.
- Prepare and initiate the post-disaster Recovery Plan.
- Maintain proper and accurate documentation to meet Cal OES and FEMA filing requirements.
- Prepare required reports identifying extent of damage associated with dollar loss estimates.

Staffing

Positions in this Section include:
- Planning/Intelligence Section Chief
- Situation Analysis Coordinator
- Documentation Unit
- Advance Planning Unit
- Resource Status Unit
- Demobilization Unit

Planning/Intelligence Section Chief

Primary: Vice Chancellor of Fiscal Services
Alternate: SBVC Vice President of Student Services

Function

The Planning Chief oversees up to five units such as the Situation Analysis, Documentation, Advanced Planning, Resource Status, and Demobilization units. This position establishes the information collection throughout this Section of weather, environmental, hazards, etc. and is the keeper for all internal documentation. This Section keeps the EOC current as far as situational status with alerts of significant changes. The Planning Chief coordinates and directs the planning meeting and assimilates the Action Plan for each operational period and oversees preparation of the incident demobilization plan.

Actions – Start-Up

- Check-in upon arrival at EOC.

- Report to the EOC Director and receive an updated situation briefing.

- Review your position responsibilities.

- Establish section work area to include maps, status boards, and support materials.

- Staff required branches and units.

- Review activated EOC positions and know whom to contact for information or support.

- Clarify issues regarding your assignment and review duties and responsibilities.

- Open and maintain accurate and detailed section logs.

- Meet with the Communications Unit Coordinator.

- Receive briefing on internal and external communications capabilities and limitations.

- If necessary, establish operating procedure with the Communications Unit for use of telephone, cell phones, Internet, and radio systems.

- Establish a communication system between other district EOCs.

- Determine the activation level of other EOCs through their Planning and Intelligence sections.

- Track all jurisdictional reports from County OA and forward to other District sites.

- Activate EOC sections with Chiefs as required by the emergency or disaster.

- Outline key issues and action items to be accomplished within the next operational period.

- Activate sufficient personnel in all sections to maintain a two-shift operation.

- Meet with Operations Section Chief and review any major incident reports.

- Keep the EOC Director informed of significant event changes.

- Adopt a proactive attitude; plan ahead; anticipate problems before they occur.

Operational Duties

- Anticipate potential situation changes such as aftershocks, flooding, or fires.

- Develop plan to support off-campus communications.

- Meet regularly with other Section Chiefs and exchange any situation information.

- Based on the situation as known or forecast, determine likely personnel support needs.

- Track the current District-wide status at all times using the following:

  - Status of incident (out of control, contained, controlled).
  - Special hazards.
  - Status of critical facilities (structural collapse, utilities).
  - Number of persons injured, fatalities.
  - Property damage (estimated dollar loss) and send to Finance and Administration.
  - Outside agencies/mutual aid (called, arriving, in-place).
  - Road conditions/access routes.
  - Weather conditions (present and pending).
  - Shelters activated or needed.

- Maintain Planning/Intelligence Section position logs and other necessary files as needed.

- Ensure that the Situation Analysis Unit is maintaining current information for the situation report.

- Ensure Operations Incident and Status Reports are completed and accessible by Planning/ Intelligence.

- Ensure periodic situation report is produced and distributed to other sections.

- Ensure status boards and displays are kept current and legible.

- Ensure that the Public Information Branch has access to all status reports and displays.

- Conduct periodic briefings with Section staff.

- Work to reach consensus on section objectives for forthcoming operational periods.

- Facilitate EOC Director's Action Planning meeting two hours before end of each operational period.

- Ensure section objectives are completed and ready for the next Action Planning meeting.

- Ensure EOC Action Plan is complete and distributed prior to next operational period.

- Work closely with each unit to ensure objectives.

- Ensure Planning Section develops and distributes forecasted events for next operational period.

- Ensure that the Documentation Unit maintains files on all EOC activities.

- Ensure Documentation Unit can copy and archive required documents.

- Provide technical specialists to all EOC sections as required.

- Ensure that fiscal and administrative requirements are coordinated through.

Finance/Administration

- Ensure all media contacts are coordinated with the EOC Director and PIO.

- Conduct periodic briefings with section staff, particularly as to priorities.

- Update the Incident Action Plan as needed.

- Brief your relief at shift change time.

Deactivation/Demobilization

- Authorize deactivation of section positions when no longer needed.

- Ensure open actions are handled by section or transferred to other EOC sections.

- Deactivate the section and close out logs when authorized by the EOC Director.

- Ensure that any required forms or reports are completed prior to your release.

- Be prepared to provide input to the After-Action Report.

Situation Analysis Unit Leader

Primary: District Project Analyst
Alternate: SBVC Dean of Instructions

Function

The Situation Analysis Unit reports to the Planning/Intelligence Section Chief. The Unit may also have the assistance of technical specialists who have specific expertise in the type of emergency or damage that has occurred. The Unit has two related responsibilities: coordination of information and projections of damage assessment and building safety inspections. The Unit must understand the "big picture," especially the interrelationships among simultaneously occurring events, or elements of the same event, and identify emerging trends and anticipate emerging needs.

Section Assignment

- Planning/Intelligence

Actions – Start-Up

- Check-in upon arrival at the EOC.

- Report to the Planning/Intelligence Coordinator and obtain incident briefing.

- Review position responsibilities.

- Clarify any questions you have regarding your position.

- Set up appropriate maps and check phone numbers.

- Ensure the status and map boards are ready for information in appropriate locations.

- Contact counterparts in other affected EOCs and establish lines of communications.

- Maintain log of events, documenting all activities.

Operational Duties

- Collect field information on loss of life, injuries, and property damage.

- Collect and consolidate list of available resources.

- Identify locations of greatest impact.

- List related events such as an earthquake causing a hazardous materials incident.

- Ascertain damage to prioritize response needs and resource allocation.

- Obtain status of transportation routes and utility issues.

- Prepare a Situation Report for the Plans Coordinator and Public Information Officer (PIO).

- Prepare briefing and recommendations for the Policy Group to cover these key points:

    ▫ Nature and scope of the emergency.

- ▫ Response capability.
- ▫ Threat to life and property.
- ▫ Damage assessment data expressed in dollar amounts.

- Prepare and submit Situation Report to Operational Area.

- Campus will submit to District EOC:
  - ▫ Initial report within four hours,
  - ▫ Subsequent reports to be submitted as conditions change,

- Identify and report unsafe structures and locations to the Utilities & Damage Coordinator,

- Provide damage reports to Finance/Administration Section for dollar amount estimates,

- Obtain damage estimates for the purpose of applying for state and federal aid,

- Maintain resource status list including their locations,

- Evaluate all data for accuracy, clarity, relevance, timeliness, and believability,

- Prepare and maintain visual displays, charts, and maps of impacted areas,

- Prepare and post organization chart of the EOC and field staffing,

- Prepare periodic predictions and anticipate events for the most efficient disaster response,

- Obtain/attend situation briefings,

- Ensure personnel are prepared to work 12-hour rotating shifts,

Deactivation/Demobilization

- Begin deactivation when directed to do so by the Planning/Intelligence Section Coordinator,

- Brief your relief at shift change time,

- Ensure that all required forms are completed prior to deactivation,

- Be prepared to provide input to the After-Action Report,

- Assist Finance/Admin Section in the recovery process and cost reimbursement efforts,

- Participate in the critique of EOC activities and After-Action Report preparation.

Documentation Unit Leader

Primary: District Purchasing Technician
Alternate: SBVC Administrative Assistant II

Function

The Documentation Unit reports directly to the Planning/Intelligence Section Chief. The Documentation Unit assists EOC Sections in documenting emergency activities and ensuring they receive the documentation support they need. The Documentation Unit is also responsible for preparing the After-Action Report that is submitted to the District's EOC team, Campus teams, Operational Area, President's office and Cal OES.

Section Assignment

- Planning/Intelligence

Actions – Start-Up

- Check-in upon arrival at the EOC.

- Report to the Planning/Intelligence Section Chief.

- Facilitate activation of the Operation Center.

- Review position responsibilities.

- Begin running history of EOC activities.

- Establish documentation filing system to include the following:

    ▫ Declarations Emergency.
    ▫ OA Jurisdiction Activation Forms.
    ▫ Situation Reports.
    ▫ News Releases.
    ▫ Briefings.
    ▫ Alert System.
    ▫ Letters/Memos.
    ▫ Road Closures.
    ▫ Weather Reports.
    ▫ Message Forms.
    ▫ Operational Duties.

- Document overall activities on activity logs and status boards.

- Maintain master copies of messages and activity logs.

- Maintain accurate, up-to-date, EOC activity files.

- Maintain storage of EOC files for legal, analytical, and historical purposes.

- Supervise the development of summary reports, briefings, etc.

- Assist with the development of the Action Plan.

- Review records for accuracy and completeness.

- Prepare Operational Period Action Summary.

- Provide information to the EOC Director.

- Coordinate information with Finance/Admin staff.

- Ensure all Documentation functions and personnel are prepared for 12-hour shifts.

Deactivation/Demobilization

- Deactivate when authorized by the Planning/Intelligence Section Chief.

- Ensure originals of all message forms, declarations, situation/status reports, surveys, activity logs, briefings, weather reports, road closures, news releases, Emergency Alert System, and needed forms are collected.

- Provide information to President, and EOC teams as requested.

- Begin preparation of the After-Action Report.

- Assist with the development of the Demobilization Plan and Recovery Plan.

- Continue to maintain data on the emergency.

Advance Planning Unit Leader

Primary: District Auditor
Alternate: SBVC Cafeteria Manager

Function

Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency, particularly issues which might modify the overall strategic EOC objectives. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues. Supervise the Advance Planning Unit.

Section Assignment

- Planning/Intelligence

Actions – Start-Up

- Check-in upon arrival at the EOC.

- Report to the Planning/Intelligence Chief and receive current incident briefing.

- Review position responsibilities.

- Clarify any questions you have regarding your position.

- Facilitate activation of the Operations Center.

- Consult with Documentation Leader and review posted status board information.

- Establish outside lines of communication with counterparts in other affected EOCs.

- Maintain a log of events to document all activities.

Operational Phase

- Establish and maintain a position log along with other necessary files.

- Monitor the current situation report and include recent updates.

- Meet individually with the general staff to estimate future direction and trends.

- Contact District's EOC to determine issues and concerns related to the OA advance planning effort.

- Develop an Advance Plan identifying future policy issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.

- Submit the Advance Plan to the Planning/Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.

- Review Action Planning objectives submitted by each section for the next operational period.

- In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Deactivation/Demobilization

- Deactivate when authorized by the Planning/Intelligence Section Chief.

- Ensure that all documentation is provided to the Documentation Leader.

- Provide copies of pertinent information to EOC Director.

- Begin preparation of the After-Action Report.

- Assist with the development of the Demobilization Plan and Recovery Plan.

- Continue to maintain data on the emergency.

Resource Status Unit Leader

Primary: Executive Director of EDCT Alternate: SBVC Dean of Instruction

Function

Track available resources of personnel, teams, facilities, supplies, and major items of equipment available for assignment to or employment during incidents. Make certain that all assigned personnel and other resources have signed in at the incident. Provide periodic briefings for the EOC Director and General Staff addressing Resource Status issues.

Section Assignment

- Planning/Intelligence

Actions – Start-Up

- Check-in upon arrival at the EOC.

- Report to the Planning/Intelligence Chief and receive current incident briefing.

- Initiate the system for tracking location and status of all assigned resources.

- Post personnel status information.

- Clarify any questions regarding the position.

Operational Phase

- Maintain accurate records of all resources used in an incident.

- Prepare and process resource status change information.

- Maintain a log of events to document all activities.

- Monitor the current situation report and include recent updates.

- Prepare displays, charts, and lists reflecting current resource location and status.

- Prepare Organization Assignment List and Organization Chart.

- Provide guidance on the collection and reporting of resources needed.

Deactivation/Demobilization

- Deactivate when authorized by the Planning/Intelligence Section Chief.

- Assist with the development of the Demobilization Plan and Recovery Plan.

Demobilization Unit Leader

Primary: Workforce Grant Manager
Alternate: SBVC Maintenance & Operations Coordinator

Responsibilities

Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports. Supervise the Demobilization Unit.

Section Assignment

• Planning/Intelligence

Actions – Start-Up

• Check-in upon arrival at EOC.

• Report to the EOC Director and receive an updated situation briefing.

• Review position responsibilities.

• Establish section work area with maps, status boards, and additional materials as needed.

• Determine what branches and units are staffed within the EOC.

• Review EOC positions and know whom to contact for information or support.

• Clarify any issues you may have regarding the assignment.

• Determine what duties and responsibilities need to be fulfilled prior to demobilization.

• Open and maintain accurate and detailed section logs.

• Receive briefing that details demobilization plan for field support.

• Communicate with Operations Chief on needed field demobilization activities.

• Coordinate demobilization with those still mobilized in the field.

• Track all regional reports about demobilization of county and local government agencies.

• Create a demobilization plan which outlines all Section responsibilities.

• Coordinate with Section Chief to determine which sections can be deactivated.

• Coordinate shifts of deactivated personnel based on priorities and needs

• Keep the EOC Director informed of significant changes in demobilization events.

• Adopt a proactive attitude; anticipate situations and problems before they occur.

Operational Phase

• Establish and maintain a position log and other necessary files.

• Review EOC personnel roster to determine size and scope for demobilization.

• Meet with the general staff to determine Demobilization Planning needs.

- Advise Planning/Intelligence Chief on the need for a formal written Demobilization Plan.

- Develop demobilization plan listing detailed specific release priorities and procedures.

- Establish which units/personnel should be demobilized first with each Section Chief.

- Establish time tables for deactivating or downsizing units.

- Determine if any special needs exist for personnel demobilization (e.g. transportation).

- Develop a checkout procedure to ensure all deactivated staff have cleared their positions.

- Obtain Demobilization Plan approval from the Planning/Intelligence Section Chief.

- Meet with Agency Reps to determine their demobilization assistance needs.

- Monitor implementation of the Demobilization Plan and handle any demobilization issue.

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Logistics Section

Overview

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

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the Logistics Section. The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

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

Staffing

Positions in this Section include:

- Logistics Section Chief.
- Care and Shelter Branch Coordinator.
- Communications Unit Coordinator.
- Information Technology Coordinator.
- Personnel Branch Coordinator.
- Transportation, Supplies, Facilities Unit Coordinator.

Logistics Section Chief

Primary: Vice Chancellor of Human Resources
Alternate: SBVC Director of Student Life

Function

Ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support. Provides logistical support to all other sections within the EOC. Reports to the EOC Director on all matters pertaining to Section activities.

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the EOC Director and obtain a briefing on the situation.

- Review your position responsibilities.

- Establish section work station, including maps and status boards.

- Activate Logistics Section staff and provide a briefing on current situation.

- Review organization in place in the EOC and know where to go for support and information.

- Clarify any issues with regard to your authority, assignment, and what others in the organization do.

- Open and maintain accurate and detailed section logs.

- Meet with Communications Unit Leader and obtain briefing on communications capabilities and restrictions within the District and to external agencies. Establish procedures and priorities for use of telecommunications, Internet/Websites, and radio systems.

- Establish contact with District EOC to determine their level of Logistics Section's activation. Determine the status of any assistance requests.

- Meet regularly with the other Section Chiefs to obtain updated information on the incident and resource needs of each Section.

- Confirm your level of purchasing authority.

- Based on the projected situation, assess future logistics needs for resources and personnel.

- Review the responsibilities for the units in your Section.

- Activate positions within the Logistics Section as determined by the emergency or disaster.

- List key issues facing your Section and establish action items that will resolve these issues within the next operational period.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.

- Anticipate potential situation changes, such as aftershocks or floods, and plan accordingly.

- Manage and maintain current display boards associated with your section.

- Ensure information reports or displays are clear and understandable.

- Hold regular planning meetings with Branch/Unit Coordinators.

- Ensure that requests for additional resources and personnel have been placed and delivery tracked to its destination point.

- Ensure that any media requests are referred to the PIO.

- Provide regular situational and resource updates to the Planning/Intelligence Section.

- Conduct periodic Logistics briefings for sections. Ensure that staff is aware of priorities, unfulfilled requests, and any issues or problems.

- Brief EOC Director on critical issues or problems that need attention.

- Brief your relief staff prior to shift change.

Deactivation/Demobilization

- Deactivate Section positions as needed. Ensure any open actions are handled by remaining section staff or transferred to other EOC positions as required.

- Deactivate the Section and close out logs as authorized by the EOC Director.

- Ensure that any required forms, reports, or documentation are completed prior to your departure.

- Be prepared to provide input to the After-Action Report.

Care and Shelter Branch Coordinator

Primary: District Human Resources Analyst
Alternate: SBVC Cafeteria Manager

Function

Manage the provision for emergency shelter and feeding of the campus community in the event sheltering in place is required. Coordinate with the American Red Cross, County Operational Area and/or cities as to the availability of appropriate District/Campus resources for general public sheltering. Ensure that resource coordination occurs between District/Campus and requesting jurisdiction.

Section Assignment

- Logistics

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Logistics Section Chief and receive a situation briefing.

- Review your position responsibilities.

- Establish Branch work area to include maps and status boards and any additional support documentation.

- Activate support staff as needed.

- Review EOC activated positions and know whom to contact for information or support.

- Clarify any questions you may have regarding your assignment.

- Open and maintain accurate and detailed logs on your Branch's activities.

- Ensure sufficient Branch personnel are assigned to maintain an initial two-shift operation.

- Depending on incident needs, 24-hour operation using 12-hour rotating shifts may be required during the initial 72 hours.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Determine the number of District/Campus community (students, faculty, and staff) that will require emergency sheltering. If sheltering needs are specific to the Campus or District and do not involve the community at large, the District will be responsible for its own internal sheltering needs.

- If the general public begins to enter the campus in anticipation, seeking shelter or safety, coordinate with the Logistics Section and the EOC Director, to formally request to be activated as an American Red Cross Reception Site and Shelter.

- In coordination with the Operations, Utilities, and Damage Assessment Branch, identify facility for reception or sheltering and determine the facility's structural safety, post disaster, e.g. earthquake, flood, etc.

- When possible, coordinate with appropriate campus personnel to pre-designate buildings and facilities for reception center, care, Red Cross shelter locations, and animal shelter areas.

- Prior to opening a shelter site, request a campus Damage Assessment team to document the facility condition with photographs. Ensure both the interior and exterior of the building are documented.

- Immediately after closing a shelter site, request that any building damage is documented to submit for repair or reimbursement from the Red Cross.

- When additional Care and Shelter Branch personnel are required, request volunteer support through the Personnel Branch Coordinator.

- When a Shelter activation request is made by District EOC, coordinate all activations with the campus Care and Shelter Branch Coordinator(s).

- When activating as a shelter for a site-specific incident, continue to coordinate and brief the Red Cross on Reception and/or sheltering operations.

- For a large disaster, coordinate and provide regular briefings on Reception Center and Shelter operations with the Operational Area Care and Shelter Coordinator.

- Ensure that designated shelter care staff is provided a situation briefing and has been assigned duties.

- Coordinate with Movement/Traffic Unit Leader to ensure appropriate signage is in place marking entrances to campuses and facilities.

- Coordinate with Red Cross representatives for the delivery of supplies and meals.

- If Red Cross does not include volunteer/staff feeding, arrange for campus cafeterias or other food suppliers to cater or prepare meals.

- Ensure that the Registration and Inquiry desk are the first stations opened and functional.

- Coordinate with Shelter Leader that 24-hour staffing has been established.

- If unable to staff Reception Center or Shelter with internal staff, consult with Red Cross representative for activation of Red Cross Disaster Welfare Inquiry Cadre personnel.

- If needed, designate secondary shelter facilities in the event primary care centers become unsafe due to developing hazardous conditions (wind shift during HAZMAT incident, aftershocks following a major earthquake, etc.).

- Following the Red Cross guidelines for facility usage, attempt to meet the standards list below:

  - 1 toilet per 40 persons
  - 40 sq /ft for sleeping areas (5'x8' space) per person
  - 1 qt. of drinking water (minimum per person, per day)
  - 5 gals of water per person per day for all uses
  - 2500 calories per person per day (approximately 3.5 lbs. of unprepared food)

- Ensure household pets and animals are prohibited from shelter facilities with the exception of aide or guide dogs. If feasible, establish an animal shelter for domestic pets in general proximity to the human shelter.

- If supplies and personnel are inadequate or not available to establish a campus-specific shelter, attempt to request mutual aid from the Operational Area and the Red Cross. If you are unable to establish mutual aid, contact City EOC Care and Shelter Coordinator and verify if city shelters can accept portions of campus community for sheltering.

- Additional sites and assistance may include:

  ▫ Salvation Army.
  ▫ Local church groups.
  ▫ Local high schools.
  ▫ State and Federal military units.
  ▫ City and County Parks and Recreation Departments.
  ▫ Fairgrounds.

- When relocating shelter operations coordinate with Safety Officer to ensure new shelter location is inspected, including shower and toilet facilities and water supplies.

- Ensure that procedures are established for communication between Shelter Registration and the EOC.

- Keep EOC Director and Logistics Section Chief briefed and updated on the shelter's status.

- Obtain and update lists of designated and available shelter care facilities in the immediate area. Ensure this information is provided to the EOC Director and Logistics Section Chief for distribution.

- Ensure that updated registration, sign-in/out logs, and rosters are maintained of those housed at the campus shelter centers.

- Consider establishing pre-disaster Memorandums of Understanding (MOUs) with local vendors for the provision of portable toilets and potable water.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close Reception Centers and Care and Shelter centers and release staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- Ensure that all reports or forms are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Communications Branch Coordinator

Primary: District Director of Computer Services
Alternate: SBVC Director of Technology Services

Function

This unit is responsible for the primary and back-up communication systems within the District and to all outside supporting and responding agencies during the emergency response and recovery periods. This position manages and maintains support of communication devices and the transmitting and receiving of radio, landline, and Internet communications.

Section Assignment

- Logistics Section

Actions – Start-Up

- Check in upon arrival at the EOC.

- Report to the Logistics Section Chief and receive an updated briefing.

- Review your position responsibilities.

- Establish work area to include maps, appropriate status boards, and any other support equipment needed.

- Activate support staff as needed.

- Review activated EOC positions and know where to go for information or support.

- Clarify any questions you may have regarding your assignment.

- Open and maintain accurate and detailed logs on the Branch's activities.

- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24-hour coverage may be needed during the first 72 hours of the incident.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure operation of all communications.

- Coordinate with Transportation Branch to ensure adequate fuel for the generators.

- Coordinate with Public Safety, Maintenance and Operations, or Information Technology for maintenance of radio systems.

- Furnish communications equipment necessary for the EOC and/or Field Command Post.

- Maintain telephone communications. Identify if there are any pay phones in general vicinity.

- Coordinate with Logistics Chief and request from OA and City Logistics Section communication back-up support with local RACES teams.

Deactivation/Demobilization

- Obtain authorization to deactivate Branch from the EOC Director.

- Ensure that any required reports or forms are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Information Technology Branch Coordinator

Primary: Executive Director of Technology
Alternate: CHC Technical Support Specialist II

Function

The Technology Unit is responsible for checking and restoring the District/Campus information systems and telephones, cell phones, and computer infrastructure. Ensure that qualified specialists are available in the areas to assist in supporting these systems during an emergency or disaster.

Section Assignment

• Logistics

Action – Start-Up

• Check in upon arrival at the EOC.

• Report to the Logistics Section Chief and receive a current situation briefing.

• Review your position responsibilities.

• Establish work area to include maps and status boards and any other support material or equipment.

• Determine what staff resources are immediately needed and attempt to locate equipment or supplies within the District.

• Ensure equipment is tagged, tracked, and received when Sections demobilize.

• Review activated EOC positions and know where to go for information or support.

• Clarify any questions you may have regarding your assignment.

• Open and maintain accurate and detailed logs on the Branch's activities.

• Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24-hour coverage may be needed during the first 72 hours of the incident.

• Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

• Ensure that the EOC is set up properly and that appropriate personnel, equipment, and supplies are in place.

• Ensure that technicians begin to assess and monitor District/Campus telephone systems and telecommunications network.

• Ensure that EOC or Command Post receive communications system to support their operations throughout the emergency or disaster.

- Provide on-going monitoring of the telecommunication and information infrastructure for damage or power failure.

Deactivation/Demobilization

- Release support staff when no longer needed.

- Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- Ensure that any required forms or reports are completed prior to your release and departure.

- Ensure that all documentation is accurately maintained and provided to the Planning/Intelligence Documentation Unit throughout emergency or disaster.

- Use appropriate documentation reporting forms. See Communication/Forms Annex for FEMA and/or the Cal OES forms.

- Be prepared to provide input to the After-Action Report.

Personnel Branch Coordinator

Primary: District Payroll Supervisor
Alternate: CHC Dean of Student Services

Function

Maintain a roster of Disaster Service Workers; allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Ensure accurate records are maintained on employee time cards, mutual aid response, support staff and equipment, and all workers' compensation claims related to the incident.

Section Assignment

- Logistics

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Logistics Section Chief to receive a briefing.

- Review your position responsibilities.

- Establish Branch work area to include maps, status boards, and other required equipment and material.

- Activate support staff as needed.

- Review activated EOC personnel and know where to go for information or support.

- Clarify any questions you may have regarding your authority and assignment.

- Open and maintain accurate and detailed logs on the Branch's activities.

- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Contact Section Chiefs and determine the number of personnel needed as well as their skill as required for both EOC and field duties.

- Request and confirm the number of injured and their status.

- Confirm the number of reported fatalities.

- Monitor District/Campus personnel as to their family emergency needs or situations. If employee must be released to tend to emergency needs, document release time and estimated time of return. Request back-up personnel to fill position from District office or other Campus if necessary.

- Assess personnel staffing needs. Coordinate with Section Chiefs to reassign EOC personnel to backfill requested positions.

- Maintain master file of shift schedules and work assignments submitted by Section Chiefs for their section staffs.

- Establish a pool of available volunteers based on skills, training, and availability.

- Establish a staging area for volunteers to receive their assignments and be sworn in as Disaster Services Workers.

- Ensure that all volunteer Disaster Services Workers receive their duty instruction, and are provided:

  ▫ I. D. cards.
  ▫ Volunteer employment certification.
  ▫ Information on worker's compensation coverage.
  ▫ Situation briefing and update on any hazardous conditions related to the incident.

- Ensure all volunteer assignments are based on individual's physical capabilities, health status, skill level, and availability.

- Maintain detailed and accurate records of all volunteer work assignments.

- Instruct volunteers to report back to staging area upon completion of assignment and sign-out prior to departing.

- Ensure all volunteers are debriefed at completion of assignments.

- Coordinate with the Purchasing Unit to purchase snacks and beverages, and for longer activations, meals for volunteers.

- Demobilize/release volunteers as soon as possible. Volunteers should be demobilized prior to employed staff.

- Provide regular updates to the EOC Director and Section Chiefs on the on-going personnel situation.

- Participate in the EOC Director's planning meetings.

- In the event of an evacuation, take the necessary precautions to ensure the security of personnel records.

- Monitor Branch activities and adjust as necessary.

- Consult with the EOC Director on critical issues that require immediate action.

- Brief your relief prior to leaving your position.

Deactivation/Demobilization

- Release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other sections as appropriate.

- Ensure that all forms, reports, and legal documentation are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Transportation, Supplies, Facilities Branch Coordinator

Primary: District Custodian/Courier
Alternate: SBVC Bookstore Director

Function

Determine the available District transportation resources for the movement of evacuees, response personnel, supplies and material. Coordinate and supervise the allocation of transportation resources for use in support of disaster response operations. Oversee and ensure procedures for maintenance and refueling of transportation equipment.

Section Assignment

- Logistics Director

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Logistics Section.

- Obtain briefing from the Logistics Section Chief.

- Review your position responsibilities.

- Set-up section work station.

- Review the Logistics organization and where to go for support and information.

- Clarify any issues you may have with regards to your assignment.

- Open and maintain accurate and detailed section log.

- Adopt a proactive attitude; Think and plan ahead.

Operational Duties

- Determine operational status and location of all available District-owned vehicles.

- Determine amounts of available fuel in the fuel storage area.

- Take steps to ensure fuel reserves are sufficient to keep vehicles operational.

- Determine operational status of fuel storage and pumps; ensure emergency power is available in the event of area-wide power outages.

- Maintain accurate records of fuel used for emergency response operations.

- If feasible and when necessary, arrange for repair and maintenance of transportation and support vehicles.

- Coordinate and track the internal use and mutual aid deployment of all District vehicles.

- Determine and track the availability of District vehicles.

- Establish and coordinate the use and deployment of vehicles for transportation of personnel, equipment, and material.

- Establish which vehicles can be used for evacuations and transport of injured and "walking wounded".

- Maintain transportation logs of vehicles to include:

  ▫ Vehicle year, make, model and license number.
  ▫ Driver name.
  ▫ Transportation assignment for each trip.
  ▫ Beginning and ending mileage for each specific assignment.

- If used for transport or evacuation, maintain list of the individuals transported and final destination.

- Report all expenditures to the Finance Purchasing Coordinator.

- Determine the need for additional vehicles during the initial response period, such as flatbeds, skip loaders, and buses, etc.

- If additional support vehicles are required, coordinate with the Logistics Section Chief and the EOC Director to transport vehicles from other District campuses or request mutual aid support from the Operational Area.

- If necessary, arrange for the use of privately owned vehicles to provide additional transportation needs.

- Provide regular and updated transportation briefings to the EO/COCC Director and Logistics Section Chief.

- If additional Branch personnel are needed, request additional support personnel through the Logistics Section Chief.

- Use prior established MOUs with appropriate vendors for the provision of transportation resources and specialized equipment.

- As needed, request from the Planning/Intelligence Section the status of local roadway and recommended routes.

- If vehicle staging area established, coordinate security of vehicles with the Operations Section Chief.

- If a District/Campus evacuation is required, coordinate the following with Operations, Planning/ Intelligence Section, and the City Movement Coordinator:

  ▫ Any predetermined or designated movement and evacuation routes in coordination with Campus staging areas.
  ▫ Coordination of staging areas if evacuation becomes necessary.
  ▫ When evacuation becomes necessary, request field personnel to place route signs on roadway and at intersections.

- Ensure that drivers are thoroughly briefed on:

  ▫ Location of Campus or District staging areas.
  ▫ Designated transportation and evacuation routes.

- Locate local community collection points and shelter care locations.

- Ensure that mass movement of District/Campus evacuees is coordinated through the EOC Directors and/or the Operational Area Movement Coordinator.

- When appropriate, and in coordination with the Safety Officer, ensure sanitation facilities and portable water are placed at evacuee staging areas.

- Consult with the Medical Services Branch to determine needs for medical evacuees.

- Consult with Children's Center to determine needs for evacuation of children and/or reunification staging area for parents and guardians.

- As needed, coordinate assignment of Public Safety personnel at traffic control points.

- If additional support personnel are needed, request additional volunteer support through the Personnel Branch Director.

- Establish a dispatch desk and driver pool.

- When feasible, establish direct communications between the transportation dispatch and the EOC.

- Establish and designate secondary-staging locations in the event the primary locations become unusable due to developing hazards or unsafe conditions.

- Provide regular briefings to the Operations Section Chief and the EOC Director on the status of movement and/or evacuation operations.

- Ensure all section and branch personnel are aware of the locations of staging areas.

- As feasible, establish direct communications between assigned staging area personnel and the EOC.

- Coordinate with Communications Branch to ensure evacuation information is disseminated to campus community. Provide the following information to evacuees:

  ▫ Reason for the evacuation.
  ▫ Designated "recommended evacuation routes," including road conditions, bridge and overpass collapses.
  ▫ Location(s) of campus staging areas.

- When available, obtain location of local community care shelter sites.

- Establish staging areas in safe and easily accessible areas for pedestrians and the disabled.

- Ensure the PIO is fully briefed on all movement operations.

- Coordinate with Disabled Services to ensure transportation needs of disabled persons are addressed.

- Coordinate with the Care and Shelter Branch Coordinator to ensure additional resources for staging areas are available should the staging area be activated for an extended period.

- Maintain updated roster of evacuees transported from the campus to off-site Reception Center or Shelter.

- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close down staging areas and release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- If mutual aid resources were used, release drivers and equipment as appropriate and maintain all tracking or deployment records.

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Finance/Administration Section

Overview

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

The Finance and Administration Section positions will vary depending upon the need. The Section positions may be activated at a one-person level or a Unit level, depending upon the needs of the incident or extent of the disaster, the work to be accomplished, and the number of personnel needed.

Objectives

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

- Provide financial support and coordination to District/Campus emergency operations.
- Manage all financial aspects of an emergency.
- Analyze costs related to the disaster.
- Track and record personnel time.
- Ensure all documents related to the emergency or disaster, that commit the District to a financial obligation are properly prepared, tracked, and completed.
- Brief Sections on financial issues related to the emergency or disaster.
- Process purchase order and contracts in coordination with the Logistics Section.
- Process workers' compensation and other related claims.
- Handle travel expense claims and maintain all financial records of the incident.
- Supervise the negotiation and administration of vendor/supply contracts and procedures.
- Provide financial resources necessary for recovery.
- Investigate and process claims.
- Coordinate documentation for cost recovery.
- Work with State and Federal support on cost recovery.
- Coordinate the recovery of costs.

FAAP

- The EOC Director is authorized to activate the Finance and Administration Section in response to a disaster/emergency.
- The Finance and Administration Section will be activated whenever EOC Director determines that the District/Campus is involved, or may soon be involved, in an emergency or disaster that will require Finance and Administration tracking and support.
- The Finance and Administration Chief will activate the various units as the need arises. The extent of the disaster will determine the extent to which the Finance and Administration Section will mobilize. In a low-level emergency, only part of the section may be mobilized. In a widespread disaster that damages communications and systems, the entire section should be activated. The Cost Recovery Unit will be activated in all cases.

- In a widespread emergency that disrupts normal communications, all units in the Finance and Administration section are to assume they are activated and report to their assigned emergency location.

Staffing

Positions in this Section include:

- Finance/Administration Section Director
- Purchasing and Cost Accounting Branch Coordinator
- Cost Recover Coordinator
- Claims and Compensation Coordinator

Finance/Administration Section Director

Primary: Director of Fiscal Services
Alternate: SBVC Vice President of Instruction

Function

The Finance/Administration Section is responsible for managing all financial aspects of an incident, to include: finance and cost analysis, tracking and recording of personnel time, ensuring all obligation financial documents initiated during the emergency or disaster are properly prepared and completed. All administrative personnel must be briefed on financial documentation related to the incident to ensure that issues requiring attention are completed.

This Unit will maintain contact with Administration to explain financial impact, process purchase orders, and coordinate contracts with the Logistics Section. Duties also include processing workers' compensation claims, handling travel and expense claims, and the maintenance of all financial records of the emergency. Standard ICS Finance/Administration Section units may include a Time Unit, Procurement Unit, Compensation/Claims Unit, and a Cost Unit. Not all incidents will require activation of this section, or all units described.

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the EOC Director and obtain a briefing on the situation.

- Review your position responsibilities.

- Establish work area for maps, status boards, and additional support documentation.

- Determine appropriate staffing levels for EOC sections and positions.

- Review activated EOC sections for information or support.

- Clarify any issues you may have regarding your authority and assignment.

- Review the job responsibilities of others in your section.

- Open and maintain accurate and detailed section logs.

- Determine appropriate purchasing limits for the Logistics Section and brief the Logistics Section Chief.

- Meet with Operations and Logistics Section Chief and determine financial and administrative support needs.

- Based on present incident and future needs, begin to estimate potential future Finance/ Administration Section personnel and support needs.

- Activate Finance and Administration Section positions as needed.

- In consultation with Section staff, identify objectives to be accomplished during the initial operational period.

- Request additional personnel as needed to maintain a two-shift operation.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure that Section logs and files of all activities are detailed and accurate.

- Anticipate potential situation changes, such as severe aftershocks and flooding, and develop contingency plans for all procedures requiring communication capability out of the District.

- Be aware of ongoing and changing events and issues at all times.

- Maintain current displays associated with your Section and ensure that such displays and/or information reports are clear and understandable.

- Provide situation and resource information to the Planning/Intelligence Section on a periodic basis, or as requested.

- Ensure that major incidents reports and status reports are completed by the Operation Section and are accessible by Planning/Intelligence.

- Participate in the EOC Director's planning meetings.

- Provide assignments for support staff.

- Request damage reports from Planning and Logistics Sections (ensure both written and photographic documentation of damages is obtained).

- In the event of an evacuation, take necessary organizational actions to ensure the security of records and District/Campus financial documentation.

- Ensure all Branch Coordinators who are utilizing private vendor or contract services are maintaining accurate records of equipment use and personnel time.

- Provide the EOC Director with updates on cost-related information as requested.

- Keep the Emergency Operations Director briefed on all incident-related business management issues requiring immediate attention.

- Ensure that all time and cost expenditure records are kept current and logged in a timely manner.

- Conduct periodic section briefings. Ensure staff is aware of identified priorities.

- Monitor section activities and adjust as appropriate.

- Brief EOC Director on critical issues or areas that will require immediate attention and/or solutions.

- Share Finance and Administration Section updates and pertinent information with other Sections as required.

- Keep EOC apprised of the overall financial situation.

- Brief your relief at shift change time.

Deactivation/Demobilization

- Authorize deactivation of Section personnel when no longer needed. Ensure that open actions are handled by the Section or transferred to other EOC personnel as appropriate.

- Deactivate the Section and close out all logs when authorized by the EOC Director.

- Ensure that any financial documents, tracking forms, and reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Purchasing and Cost Accounting Branch Coordinator

Primary: District Purchasing Agent
Alternate: CHC Administrative Assistant II

Function

Responsible for the procurement of essential supplies and services and to collect cost information, perform cost-effectiveness analyses, and provide cost estimates and make cost savings recommendations. Oversee and coordinate all operations concerned with purchasing or leasing equipment and resources. In coordination with the Finance Section, create contractual agreements for payment for any contracted emergency services. Coordinate vendor contracts not previously addressed by existing approved vendor lists. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

Section Assignment

- Logistics/Finance

Action – Start-Up

- Check in upon arrival at the EOC.

- Report to the Logistics Section Chief and receive current briefing on the situation.

- Review your position responsibilities.

- Establish Branch work area to include maps and status boards and any additional support documentation.

- Activate support staff as needed.

- Review EOC activated positions and where to go for information or support.

- Clarify any questions you may have regarding your authority and assignment.

- Open and maintain accurate and detailed logs on the Branch's activities.

- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation.

- 24-hour coverage may be required during the first 72 hours of an incident.

- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- In consultation with the EOC Director and Logistics Section Chief, assess resources currently available and any additional supplies or services required for emergency operations.

- Coordinate and process requests for needed equipment, supplies, and material.

- If additional procurement support staff is required, request additional personnel through the Personnel Branch.

- Prior to an emergency or disaster, develop current vendor lists that include emergency and after-hours contact phone numbers, page numbers, etc.

- Monitor all emergency expenditures.

- Ensure that Sections and activated departments are compiling and documenting cost and related information using the Districts/Campus cost codes.

- Ensure that estimate costs are replaced with actual costs when verified.

- Verify cost data in the pre-established vendor contracts and/or agreements.

- Negotiate rental rates not already established or purchase prices with vendors as required.

- Obtain and record all cost data to cover:

  ▫ Personnel.
  ▫ Equipment.
  ▫ Rental/contract equipment.
  ▫ Supplies from outside vendors.
  ▫ Contracts for special or emergency services.

- As appropriate, develop pre-disaster MOUs with vendors to ensure availability of critical resources.

- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Coordinators.

- When and if appropriate, establish a staging area for the storage of supplies and equipment.

- Establish a vendor/contractor reporting and staging area in an easily accessible location.

- Interpret contracts and agreements and resolve any claims disputes as necessary.

- Finalize all agreements and contracts, as required.

- Coordinate arrangements regarding contract payments.

- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster-related purchases.

- Finalize all agreements and send documents to Purchasing and Payroll for payment.

- Keep the EOC Director and Finance Section Coordinator briefed on the status of all emergency procurements and contracts.

- Participate in the EOC Director's planning meetings.

- In the event of an evacuation or campus closure, coordinate with the Operations Section and take the necessary organizational actions to ensure the security of supplies, equipment, and material.

- Monitor all Branch activities and adjust as necessary.

- Brief the EOC Director and Logistics Section Coordinator on critical issues that will need immediate resolution.

- Share any information updates with other Sections and Branches as appropriate.

- Brief your relief at shift change time.

- Establish (or implement) an accounting system and special cost codes associated with this emergency.

- Collect and compile cost information at the end of each shift and compile cumulative cost records on a daily basis.

- Coordinate with the Documentation Unit on content and format of cost-related files to be transferred.

- Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.

- Organize and prepare records for audits as necessary.

- Review existing documentation to determine if there are additional cost items that may have been overlooked.

- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC planning meetings, if required.

- Prepare all required State and Federal documentation as necessary to recover allowable costs.

Deactivation/Demobilization

- Release support staff when no longer needed.

- Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

- Ensure that any critical financial documents, forms, and reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

Cost Recovery Branch Coordinator

Primary: Senior Accounting Supervisor
Alternate: CHC Project Analyst

Function

The Cost Recovery Coordinator reports to the Finance/Administration Section Coordinator. Cost Recovery is the coordinator of expenditures for emergency response and recovery, and shall serve as the focal point for reporting summarized information to the District EOC, on total cost of response and loss estimates. The Cost Recovery Coordinator will provide liaison for the District/campus with State and Federal representatives on cost, time, procurement, and claims activity for timelines and consistency, and provide advice on documentation, claim submission, audit preparation, and interpretations of fiscal matters.

Section Assignment

- Finance/Administration

Action – Start-up

- Check in upon arrival at the EOC.

- Report to the Finance/Administration Coordinator and obtain a current briefing.

- Review position responsibilities.

- Maintain log of events, documenting all activities.

- Set up appropriate maps and check phone numbers, supplies, etc.

- Determine the nature, scope, and severity of the emergency and potential roles for Cost Recovery.

- Ensure appropriate staffing for those roles.

- Ensure the Cost Recovery Unit of the Finance/Administration Section is adequately staffed to perform the required tasks

- Ensure an incident-specific purchase order number has been assigned for tracking and cost recovery.

Operational Duties

- Provide information to the Finance/Administration Chief on the financial record keeping requirements for the emergency period.

- Assist in determining damaged areas and cost of damage. Work with the Planning/Intelligence Section to prepare a damage report.

- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.

- Provide a briefing to the Finance/Administration Coordinator on cost recovery planning operations.

- In coordination with Logistics Section, develop a recovery plan and strategy for the District/ Campus.

- Ensure that all personnel and equipment time-keeping records are accurately completed and transmitted to home agencies, according to policy.

- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Cost Recovery function in the EOC.

- Gather and analyze information on cost recovery issues, expenditures, revenues, and reimbursements.

- Meet with assisting and cooperating agency representatives as needed.

- Coordinate with the Advance Planning Unit to determine major mid-to-long-range social, economic, environmental, and political impacts.

- Coordinate meetings among Campus/County/State/Federal staff on finance matters.

- Advise the Finance/Administration Coordinator and Policy Group on cost recovery issues.

- Develop a final report on monetary issues.

- Manage all financial aspects and ensure financial records of the emergency are maintained, including emergency response activities, damage and repair/replacement estimates, and recovery activities.

- Ensure that financial and cost analysis information is provided as requested.

- Ensure compensation and claims functions are being addressed relative to the emergency.

- Provide financial input for demobilization and recovery planning.

- Ensure that all obligation documents initiated at the incident are properly prepared and completed.

- Ensure that the cost recovery function is performed, including:

  ▫ Maintaining financial records of the emergency.
  ▫ Tracking and recording of all agency staff time.
  ▫ Processing purchase orders and contracts in coordination with Logistics Section.
  ▫ Handling travel and expense claims.

- Establish a cost recovery information gathering system.

- Track the use of equipment and personnel. Include:

  ▫ Time began.
  ▫ Time ended.
  ▫ Site where work was performed.
  ▫ Work conducted.
  ▫ By whom.
  ▫ Equipment used.

- Coordinate with the Logistics Section to ensure an incident-specific purchase order number has been assigned for tracking and cost recovery.

- Maintain records of emergency operation expenses and billing and claims information.

- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.

- Ensure Logistics Section provides copies of all purchases made in support of the incident.

- Coordinate with the Finance Section to ensure that FEMA, Cal OES, and other public reimbursement source documents and applications are consistent with the recovery strategy.

- In conjunction with the Finance/Administration Section, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

- Process state claims for reimbursement as needed.

Deactivation/Demobilization

- Deactivate the Unit and close out logs when authorized by the Finance/Administration Coordinator.

- Brief EOC personnel on all financial issues needing attention or follow-up.

- Ensure that any open actions are assigned to the appropriate department for follow-up support.

- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input on the operations of the Finance/Administration Section to the After-Action Report.

- In conjunction with all Section Chiefs, determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.

- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.

- Provide a final report to the Finance/Administration Chief and Planning/Intelligence Chief on total costs and reimbursement programs.

Claims and Compensation Branch Coordinator

Primary: Senior Payroll Accountant
Alternate: CHC Administrative Assistant II

Function

The Claims and Compensation Coordinator reports to the Finance/Administration Section Chief. Claims and Compensation manages the investigation and compensation of physical injuries and property damage claims involving the District/Campus arising out of an emergency, including completion of all forms required by workers' compensation programs and local agencies, maintaining files of injuries and illnesses associated with the event, providing investigation support of claims, and issuing checks upon settlement of claims.

Section Assignment

- Finance/Administration

Action – Start-up

- Check-in upon arrival at the EOC.

- Report to the Finance/Administration Chief and obtain a briefing.

- Review position responsibilities.

- Maintain log of events, documenting all activities.

- Establish workstation to include all appropriate maps and check phone numbers, supplies, etc.

- Determine the nature, scope, and severity of the emergency and potential or unforeseen issues that may impact Claims and Compensation.

- Ensure the Claims and Compensation unit of the Finance/Administration Section is adequately staffed to perform the required tasks.

- Request additional resources through appropriate Logistics Section Unit, as needed.

Operational Duties

- Provide information to the Finance/Administration Chief on the financial record keeping requirements during the emergency or disaster.

- Maintain a chronological log of all injuries occurring during the disaster or an emergency.

- Prepare claims relative to damage to District/Campus property and notify and file claims with insurer.

- Develop and maintain a log of potential and existing claims.

- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Claims and Compensation function in the EOC.

- Periodically review all logs and forms produced by Unit to ensure:

  - Work is complete.

- ▫ Entries are accurate and timely.

- Ensure the investigation of all accidents whenever possible.

- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.

- Ensure that individual departments complete a claim form for any injured personnel or volunteers working at the emergency.

- Obtain all witness statements pertaining to claims, as needed.

- Prepare appropriate forms for verifiable injury claims and forward to workers' compensation within the required time frame.

- Forward all equipment or property damage claims to the Recovery Unit.

Deactivation/Demobilization

- Deactivate the Unit and close out logs when authorized by the Finance/Administration Chief.

- Brief EOC personnel on all financial issues needing attention or follow-up.

- Ensure that any open actions are assigned to the appropriate department for follow-up support.

- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input on the operations of the Finance/Administration Section to the After-Action Report.

- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.

- Provide a final report to the Finance/Administration Chief and Planning/Intelligence Chief on personnel injuries, fatalities, and total property loss.

PART III – APPENDICES

Acronym Guide

CCP   Casualty Collection Point
Cal OES   California Office of Emergency Services
CEOC   Campus Emergency Operation Center
CERT   California Emergency Response Team
COC   Campus Operations Center
CWIRS   County-wide Integrated Radio System
DEM   Division of Emergency Management
DOC   Department Operations Center
EOD   Campus Emergency Operations Director
EAS   Emergency Alert System
EMD   Emergency Medical Director
EMP   Emergency Management Program
EOC   Emergency Operations Center
EOP   Emergency Operations Plan
EPI   Emergency Public Information
FE   Functional Exercise
HSPD   Homeland Security Presidential Directive
IAP   Incident Action Plan
IC   Incident Command
IC   Incident Commander
ICP   Incident Command Post
ICS   Incident Command System
IT   Information Technology
JIC   Joint Information Center
MSAs   Multipurpose Staging Areas
NIMS   National Incident Management System
OES   Office of Emergency Services
OA   Operational Area
PIO   Public Information Officer(s)
SAP   Safety Assessment Program
SAR   Search and Rescue
SEMS   Standardized Emergency Management System
TTX   Tabletop Exercise
UC   Unified Command

List of Terms

Accident: "An unexpected or undesirable event, especially one causing injury to a small number of individuals and/or modest damage to physical structures. Examples would be automotive accidents or damage from lightning striking a house." (Drabek 1996, Session 2, p. 3)

Acts of God: A fatalistic "syndrome whereby individuals feel no personal responsibility for hazard response and wish to avoid expenditure on risk reduction." (Smith 1996, 70).

Alert: Advisory that hazard is approaching but is less imminent than implied by a warning message. See also "warning." (U.N. 1992, 3)

Assessment: Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for preparedness, mitigation, and relief action. (Reference Center 1998)

Calamity: "A massive or extreme catastrophic disaster that extends over time and space." Notes the Black Death of the 14th century as an example. (Drabek 1996, Session 2, p.4)

Catastrophe: "An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations. An example would be the 1985 Earthquakes in Mexico City and other Mexican cities. Thousands of people—estimates vary markedly—died and tens of thousands were injured. At least 100,000 building units were damaged; reconstruction costs exceeded five billion dollars (with some estimates running as high as $10 billion). Over sixty donor nations contributed to the recovery through programs coordinated by the League of Red Cross and Red Crescent Societies." (Drabek1996, Session 2, p. 4; citing Russell R. Dynes, E.L. Quarantelli, and Dennis Wenger. 1990. Individual and Organizational Response to the 1985 Earthquake in Mexico City, Mexico. Newark, Delaware: Disaster Research Center, University of Delaware)

Comprehensive Emergency Management (CEM): "CEM refers to a state's responsibility and unique capability to manage all types of disasters by coordinating wide-ranging actions of numerous agencies. The 'comprehensive' aspect of CEM includes all five phases of disaster activity: mitigation, preparedness, prevention, response and recovery for all risks — attack, man- made, and natural — in a Federal, State, and Local operating partnership." (NGA 1978, 203)

Comprehensive Environmental Response, Compensation and Liability Act (CERCLA): Public Law 96-510, as amended. More popularly known as "Superfund," CERCLA provides authority for Federal and State governments to respond directly to hazardous substances incidents. (FEMA 1992, Appendix C)

Consequence Management (COM): Involves measures to alleviate the damage, loss, hardship, or suffering caused by emergencies. It includes measures to restore essential

government services, protect public health and safety, and provide emergency relief to affected governments, businesses, and individuals. (FEMA, Weapons of Mass Destruction-Nuclear Scenario)

Consequence Management: "Relative to terrorism incident operations, measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism." (FEMA Disaster Dictionary 2001, 22; cites Federal Response Plan, "Terrorism Incident Annex.")

Contingency Planning: "Asking about all the 'what if's' that might occur in the activities of an organization and the dangers faced in the external environment." (Lerbinger 1997, 267)

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision-makers.

Crisis: ". . . a decisive or critical moment or turning point when things can take a dramatic turn, normally for the worse. . ." (Allinson 1993, 93; based upon Webster's New International Dictionary, Unabridged, 2nd ed.)

Crisis Management: "Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism." (FEMA Disaster Dictionary, 2001, 26; citing FEMA FRP, "Terrorism Incident Annex")

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Damage Classification: Evaluation and recording of damage to structures, facilities, or objects according to three (or more) categories:

1. **Severe Damage -** which precludes further use of the structure, facility, or abject for its intended purpose.

2. **Moderate Damage -** or the degree of damage to principal members, which precludes effective use of the structure, facility, or object for its intended purpose, unless major repairs are made short of complete reconstruction.

3. **Light Damage -** such as broken windows, slight damage to roofing and siding, interior partitions blown down, and cracked walls; the damage is not severe enough to preclude use of the installation for the purpose for which it was intended. (U.N. 1992, 19)

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Disaster Relief Act of 1974: A Federal statute designed to supplement the efforts of the affected States and local governments in expediting the rendering of assistance, emergency services, and the reconstruction and rehabilitation of devastated areas (PL 93-288), as amended. (FEMA Instruction 5000.2)

Disaster Response: A sum of decisions and actions taken during and after disaster, including immediate relief, rehabilitation, and reconstruction. (U.N. 1992, 3)

Disaster Risk Reduction: "The systematic development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) adverse impact of hazards, within the broad context of sustainable development." (U.N. ISDR 2002, 25)

Domestic Emergency: "Any natural disaster or other emergency that does not seriously endanger national security, but which is of such a catastrophic nature that it cannot be managed effectively without substantial Federal presence, or which arises within spheres of activity in which there is an established Federal role." (FEMA Disaster Dictionary 2001, 36; cites Domestic Emergencies Handbook, US Army Forces Command, March 15, 1999).

Emergency: "Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect the public health and safety, or lessen or avert the threat of a disaster." (Michigan EMD 1998, 6)

Emergency Assistance: Assistance which may be made available under an emergency declaration. In general, Federal support to State and local efforts to save lives, protect property and public health and **safety**, and lessen or avert the threat of a catastrophe. Federal emergency assistance may take the form of coordinating all disaster relief assistance (including voluntary assistance) provided by Federal agencies, private organizations, and State and local governments. Or, the Federal government may provide technical and advisory assistance to affected State and local governments for: the performance of essential community services; issuance of warnings of risks or hazards; public health and safety information, including dissemination of such information; provision of health and safety measures; management, control, and reduction of immediate threats to public health and safety; debris removal; temporary housing; and distribution of medicine, food, and other consumable supplies. (Stafford Act)

Emergency Management: "The process, through which America prepares for emergencies and disasters, responds to them, recovers from them, rebuilds, and mitigates their future effects." (FEMA Disaster Dictionary 2001, 40, citing FEMA Strategic Plan)

Emergency Operations Plan (EOP): An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Emergency Preparedness: Activities and measures designed or undertaken to prepare for or minimize the effects of a hazard upon the civilian population, to deal with the immediate emergency conditions which would be created by the hazard, and to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by the hazard. (Stafford Act)

Emergency Public Information: Information which is disseminated primarily in anticipation of an emergency or at the actual time of an emergency and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. (Simeon Institute 1998)

Emergency Risk Management: "Emergency risk management is a 'systematic process that produces a range of measures that contribute to the well-being of communities and the environment'. It includes: context definition; risk identification; risk analysis; risk evaluation; risk treatment; monitoring and reviewing; and, communicating and consulting." (Emergency Management Australia 2000, 1)

Federal Response Plan (FRP): 1) The plan designed to address the consequences of any disaster or emergency situation in which there is a need for Federal assistance under the authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. 2) The FRP is the Federal government's plan of action for assisting affected States and local jurisdictions in the event of a major disaster or emergency. As the implementing document for the Stafford Act, the FRP organizes the Federal response by grouping potential response requirements into 12 functional categories, called Emergency Support Functions. The FRP was completed in April 1992, and 29 Federal departments and agencies are signatories to the plan. (FRERP)

The Five Phases: Mitigation, Prevention, Preparedness, Response, and Recovery.

Hazard: A broad concept "that incorporates the probability of the event happening, but also includes the impact or magnitude of the event on society and the environment, as well as the sociopolitical contexts within which these take place. Hazards are the threats to people and the things they value, whereas risks are measures of the threat of the hazards. . ." (Cutter 1993, 2).

Hazard Assessment: (Sometimes Hazard Analysis/Evaluation) The process of estimating, for defined areas, the probabilities of the occurrence of potentially-damaging phenomenon of given magnitudes within a specified period of time. Hazard assessment involves analysis of formal and informal historical records, and skilled interpretation of existing topographical graphical, geological geomorphological, hydrological, and land-use maps. (Simeon Institute 1998)

Hazardous Material (HAZMAT): Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment. (Firescope 1994)

Human-Made Disasters: are disasters or emergency situations where the principal, direct cause(s) are identifiable human actions, deliberate or otherwise. Apart from "technological" and "ecological" disasters, this mainly involves situations in which civilian populations suffer casualties, losses of property, basic services and means of livelihood as a result of war or civil strife, for example: Human-made disasters/emergencies can be of the rapid or slow onset types, and in the case of internal conflict, can lead to "complex emergencies" as well. Human-made disaster acknowledges that all disasters are caused by humans because they have chosen, for whatever reason, to be where natural phenomena occurs that result in adverse impacts of people. This mainly involves situations in which civilian populations suffer casualties, losses of property, basic services and means of livelihood as a result of war, civil strife, or other conflict. (Simeon Institute)

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as the situation requires greater resources without requiring new,
reorganized, command structures.

Individual Assistance: Supplementary Federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to individuals and families adversely affected. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Mitigate: To lessen in force or intensity. This definition does not preclude "Lessening to Zero" when mitigation or to mitigate are used in relation to hazards that could cause or contribute to a peacetime civil emergency. (FEMA 1990)

Mitigation: ". . . mitigation is the social attempt to reduce the occurrence of a disaster, to reduce the vulnerability of certain populations, and to more equitably distribute the costs within the society." (Dynes 1993, 179)

Modified Mercalli Intensity Scale: A measure of the effects of an earthquake in a specific location. (Deyle, French, Olshansky, and Paterson 1998, 124)

Modified Mercalli Intensity Scale: (Jaffe, Buffer, and Thurow 1981)

Intensity Detectability/Level Impact

    I Detected only by sensitive instruments
    II Felt by a few persons at rest, especially on upper floors
   III Felt noticeably indoors, but not always recognized as a quake
  IV Felt indoors by many, outdoors by a few
   V Felt by most people, damage to glass and plaster
  VI Felt by all, many frightened and run outdoors, damage small
  VII Everybody runs outdoors, damage to buildings varies
 VIII Panel walls thrown out of frames, fall of walls and chimneys

  IX Buildings shifted off foundations, cracked, thrown out of plumb
   X Most masonry and framed structures destroyed, ground cracked
  XI New structures still standing, bridges destroyed, ground fissures
 XII Damage total, waves seen on ground surface

Preliminary Damage Assessment (PDA): A process used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected as a result of the PDA process is used by the State as a basis for the Governor's request for Federal assistance under the Stafford Act, and by FEMA to document the recommendation made to the President in response to the Governor's request. (44 CFR 206.33)

Public Assistance (PA): Supplementary Federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to State and local governments or certain private, not-for-profit organizations other than assistance for the direct benefit of individuals and families. (FEMA/EMI 1996)

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities' cease. Recovery includes individual and public assistance programs, which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recover from the effects of a disaster. (FEMA FRP Appendix B)

Richter Scale: Logarithmic magnitude scale of earthquake energy, illustrated by typical impacts. Energies of earthquakes (Richter-scale Magnitude):
Magnitude Energies (TNT)
1 = 1.7 Kg
2 = 5.9 Kg
3 = 180 Kg
4 = 6 tons
5 = 199 tons
6 = 6,270 tons
7 = 100,000 tons
8 = 6,270,000 tons
9 = 199,000,000 tons (Reference Center 1998)

Risk Analysis: Risk analysis is the most sophisticated level of hazard assessment. It involves making quantitative estimates of the damage, injuries, and costs likely to be experienced within a specified geographic area over a specific period of time. Risk, therefore, has two measurable components: 1) the magnitude of the harm that may result (defined through vulnerability assessment); and 2) the likelihood or probability of the harm occurring in any particular location within any specified period of time (risk = magnitude x probability). A comprehensive risk analysis includes a full probability

assessment of various levels of the hazard as well as probability assessments of impacts on structures and populations. (Deyle, French, Olshansky, and Paterson 1998, 134.)

Risk Assessment: "Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards by assessing the vulnerability of people, buildings, and infrastructure to natural hazards. Risk assessment answers the fundamental question that fuels the natural hazard mitigation process: 'What would happen if a natural hazard event occurred in your community.' " A risk assessment tells you:

- The hazards to which your state or community is susceptible;
- What these hazards can do to physical, social, and economic assets;
- Which areas are most vulnerable to damage from these hazards; and
- The resulting cost of damages 0r costs avoided through future mitigation projects."

(FEMA 2001, iii)

Risk Factors:

- Frequency of Occurrence
- Location
- Spatial Area (% of jurisdiction hazard likely to impact)
- Duration
- Secondary Effects
- Seasonality
- Speed of onset
- Warning availability

Risk Management: The process of intervening to reduce risk-the making of public and private decisions regarding protective policies and actions that reduce the threat to life, property, and the environment posed by hazards. Generally, the risk management process attempts to answer the following questions:

1. What can be done?
2. What options or alternatives are available and what are their associated tradeoffs in terms of costs, benefits, and other (current and future risks?
3. What are the effects of current decisions on future options? (Shaw, 1999.)

Stafford Act: 1) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. 2) The Stafford Act provides an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disaster. The President, in response to a State Governor's request, may declare an "emergency" or "major disaster" in order to provide Federal assistance under the Act. The President, in Executive Order 12148, delegated all functions, except those in Sections 301, 401, and 409, to the Director, of FEMA. The Act provides for the appointment of a Federal Coordinating Officer who will operate in the designated area

with a State Coordinating Officer for the purpose of coordinating state and local disaster assistance efforts with those of the Federal Government. (44 CFR 206.2)

Superfund: The trust fund established initially under the Comprehensive Environmental Response, Compensation, and Liability Act and extended under the Superfund Amendments and Reauthorization Act to provide money that can be used during cleanups associated with inactive hazardous waste disposal sites. (FEMA 1992)

Unified Command: "Under the Incident Command System (ICS) concept of operations, Unified Command is a unified team effort which allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This Unified Command effort is accomplished without losing or abdicating agency authority, responsibility, or accountability." (FEMA Disaster Dictionary 2001,
124; citing ICS Glossary)

Warning: A warning is issued by the National Weather Service to let people know, that a severe weather event is already occurring or is imminent. People should take immediate safety action. (Simeon Institute 1992)

Watch: A watch is issued by the National Weather Service to let people know that conditions are right for a potential disaster to occur. It does not mean that an event will necessarily occur. People should listen to their radio or TV to keep informed about changing weather conditions. A watch is issued for specific geographic areas, such as counties, for phenomena such as hurricanes, tornadoes, floods, flash floods, severe thunderstorms, and winter storms. (Simeon Institute 1992)

Wetlands: Those areas which are inundated or saturated by surface or ground water with a frequency sufficient to support, or that under normal hydrologic conditions does or would support, a prevalence of vegetation or aquatic life typically adapted for life in saturated or
seasonally saturated soil conditions. Examples of wetlands include, but are not limited to, swamps, fresh and salt water marshes, estuaries, bogs, beaches, wet meadows, sloughs, potholes, mud flats, river overflows, and other similar areas. This definition includes those wetland areas separated from their natural supply of water as a result of activities such as the construction of structural flood protection methods or solid-fill road beds and activities such as mineral extraction and navigation improvement. This definition is intended to be consistent with the definition utilized by the U.S. Fish and Wildlife Service in the publication entitled, Classification of Wetlands and Deep Water Habitats of the United States (Cowardin et al., 1977). (FEMA 1992)

ICS Form Descriptions

ICS 201 Incident Briefing Form	The ICS 201 – Incident Briefing Form is most often used by the initial Incident Commander and is a four-sheet document that allows for the capture of vital incident command and control information prior to the implementation of the formal planning process. This form allows for a concise and complete transition of Command briefing to an incoming new Incident Commander. In addition, this form may serve as the full extent of incident command and control documentation if the situation is resolved by the initial response resources and organization. This form is designed to be transferred easily to the members of the Command and General Staff as they arrive and begin work. It is not included as a part of the formal written Incident Action Plan.
ICS 202 Incident Objectives	The ICS 202 – Incident Objectives serves as the first page of a written IAP. It includes incident information, a listing of the Incident Commander's Objectives for the Operational Period, pertinent weather information, a general safety message, and a table of contents for the plan. Signature Blocks are provided.
ICS 203 Operational Assignment List	**The ICS 203 – Organizational Assignment List is typically the second page of the IAP and provides a full accounting of incident management and supervisory staff for that Operational Period.**
ICS 204 Division/Group Assignment List	The ICS 204 – Division/Group Assignment List is included in multiples based on the organizational structure of the Operations Section for the Operational Period. Each Division or Group will have its own page. This page will list who is supervising the Division or group to include Branch Director if assigned. It will also list the specific assigned resources with leader name and number of personnel assigned to each resource. This document then describes in detail the specific actions that Division or Group will be taking in support of the overall incident objectives. Any special instruction will be included as well as the elements of the communication plan that applies to that Division or Group.
ICS 205 Incident Communications Plan	ICS 205 – Incident Communications Plan depicts the entire communications plan for the incident.
ICS 211 Check-In List	The ICS 211 – Check-In List is used to document the check-in process. Check-in recorders report check-in information to the Resources Unit

ICS 215 **Operational** **Planning Worksheet**	The ICS 215 – Operational Planning Worksheet communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS 204) and by the Logistics Section Chief for ordering recourses.
ICS 215a **Incident Action** **Plan Safety Analysis**	The ICS 215a – Incident Action Plan Safety Analysis communicates to the Operations and planning Section Chiefs safety and health issues identified by the Safety Officer. The Worksheet is used by the Resources Unit to complete ICS 204 Forms and Operations briefings.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories,

Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: Position/Title: Signature: _____
ICS 201, Page 1   Date/Time:____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 2	Date/Time:	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**

```
                        ┌──────────────────────┐        ┌──────────────────────┐
                        │  Incident Commander  │────────│   Liaison Officer    │
                        │                      │        └──────────────────────┘
                        │                      │        ┌──────────────────────┐
                        │                      │────────│    Safety Officer    │
                        │                      │        └──────────────────────┘
                        └──────────┬───────────┘        ┌──────────────────────┐
                                   │                ─────│ Public Information   │
                                   │                     │      Officer         │
                                   │                     └──────────────────────┘
        ┌──────────────┬───────────┴─────┬──────────────────┐
┌───────────────┐┌───────────────┐┌───────────────┐┌───────────────┐
│  Operations   ││   Planning    ││   Logistics   ││ Finance/Admin │
│ Section Chief ││ Section Chief ││ Section Chief ││ Section Chief │
└───────────────┘└───────────────┘└───────────────┘└───────────────┘
```
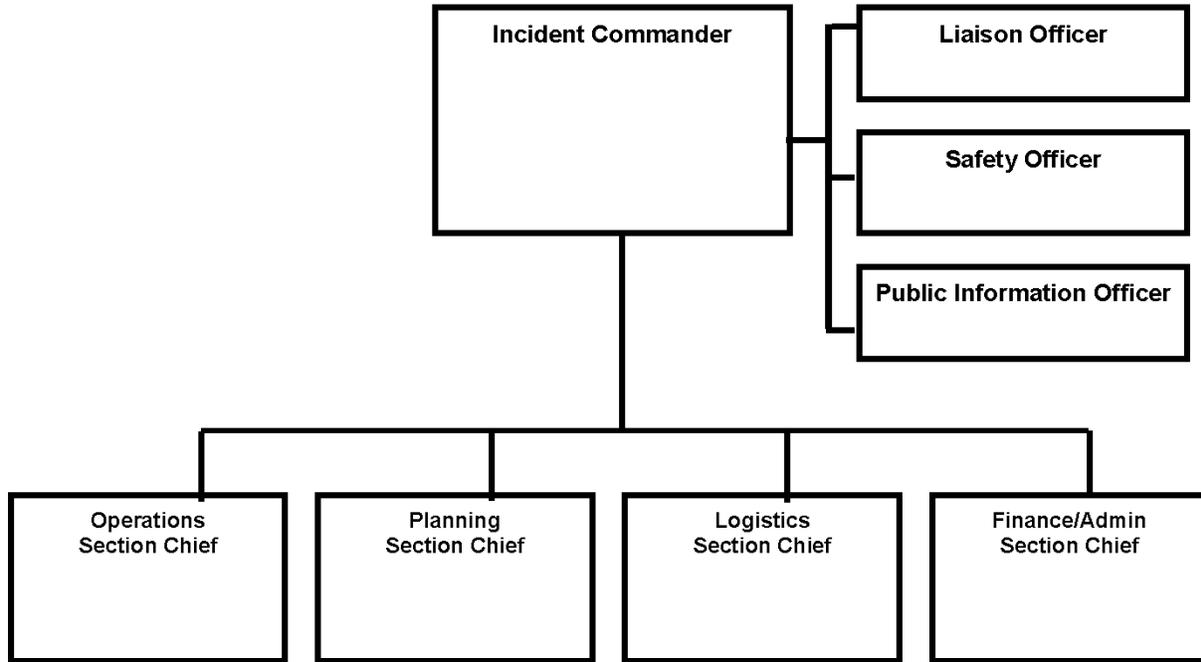
6. Prepared by: Name: Position/Title: Signature: _____
ICS 201, Page 3   Date/Time:

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 4	Date/Time: Date	

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:
- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From:	Date To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

  Approved Site Safety Plan(s) Located at: _____

6. Incident Action Plan (the items checked below are included in this Incident Action Plan)**:**

☐ ICS 203	☐ ICS 207	Other Attachments:	
☐ ICS 204	☐ ICS 208	☐	_____
☐ ICS 205	☐ Map/Chart	☐	_____
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐	_____
☐ ICS 206		☐	_____
		☐	_____

7. Prepared by:	Name:	Position/Title:	Signature: _____

8. Approved by Incident Commander:	Name:	Signature: _____

ICS 202	IAP Page	Date/Time:

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	**Logistics Section** • Chief • Deputy **Support Branch** • Director • Supply Unit • Facilities Unit • Ground Support Unit **Service Branch** • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** • Chief • Deputy • Staging Area **Branch** • Branch Director • Deputy • Division/Group **Air Operations Branch** • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Branch:
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor:		Division: Group: Staging Area:

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name   /Function   Primary Contact: indicate cell, pager, or radio (frequency/system/channel)

/		
/		
/		
/		

9. Prepared by: Name: Position/Title: Signature: _____

ICS 204	**IAP Page**	Date/Time:

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.

4	**Operations Personnel**
	• Name, Contact Number(s)
	  – Operations Section Chief
	  – Branch Director
	  – Division/Group Supervisor
		Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).

5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	**2. Date/Time Prepared:** Date: Time:	**3. Operational Period:** Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader):   Name: Signature: _____

ICS 205	IAP Page	Date/Time:

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:
- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

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OPERATIONAL PLANNING WORKSHEET (ICS 215)

| 1. Incident Name: | | | | | | | | | | | | | | | | | 2. Operational Period: Date From: | Date To: | | | |
| | | | | | | | | | | | | | | | | | Time From: | Time To: | | | |

3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources													7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
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			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
	11. Total Resources Required															14. Prepared by:			
	12. Total Resources Have on Hand															Name: _____			
																Position/Title: _____			
ICS 215	13. Total Resources Need To Order															Signature: _____			
																Date/Time:			

ICS 215
Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:
- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch**	Enter the Branch of the work assignment for the resources.
4	**Division, Group, or Other**	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	**Work Assignment & Special Instructions**	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	**Resources**	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	**Overhead Position(s)**	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	**Special Equipment & Supplies**	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	**Reporting Location**	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	**Requested Arrival Time**	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	**Total Resources Required**	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	**Total Resources Have on Hand**	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	**Total Resources Need To Order**	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:	2. Incident Number:		

3. Date/Time Prepared: Date: Time:	4. Operational Period:	Date From: Time From:	Date To: Time To:

5. Incident Area	6. Hazards/Risks	7. Mitigations

8. Prepared by (Safety Officer):   Name: Signature: _____
Prepared by (Operations Section Chief):   Name: Signature: _____

ICS 215A	Date/Time:

ICS 215A
Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:
- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	**Incident Area**	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	**Hazards/Risks**	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	**Mitigations**	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	**Prepared by** (Safety Officer and Operations Section Chief) • Name • Signature • Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

EOC Command Staff Roster

EOC Incident Commander

EOC Director _____   Contact Info: _____

Alternate 1: _____   Contact Info: _____

Alternate 2: _____   Contact Info: _____

Go-Kit Location: _____

Public Information Officer (PIO)

EOC Director _____   Contact Info: _____

Alternate 1: _____   Contact Info: _____

Alternate 2: _____   Contact Info: _____

Go-Kit Location: _____

Safety Officer

EOC Director _____   Contact Info: _____

Alternate 1: _____   Contact Info: _____

Alternate 2: _____   Contact Info: _____

Go-Kit Location: _____

Liaison Officer (LO)

EOC Director _____   Contact Info: _____

Alternate 1: _____   Contact Info: _____

Alternate 2: _____   Contact Info: _____

Go-Kit Location: _____

EOC Staffing List	San Bernardino Community College District
For Operational Period	
From Date/Time:	To Date/Time:
Command Staff	**Operations Section**
EOC Director:	Operations Chief:
Public Information Officer:	Utilities & Damage Assessment:
Safety Officer:	Medical Services:
Liaison Officer:	Search & Rescue:
Recorder:	Law/Traffic:
Other:	Evacuation:
	Other:
Planning Section	**Logistics Section**
Planning Section Chief:	Logistics Section Chief:
Documentation:	Info Technology & Communications:
Situation Analysis:	Care, Shelter, Food:
Other:	Personnel Services:
	Transportation:
	Other:

EOC Staffing List	San Bernardino Community College District
Agency Representatives	**Finance Section**
	Finance Section Chief:
	Time Keeping:
	Cost Accounting:
	Compensation & Claims:
	Purchasing:
	Cost Recovery:
	Other:
Prepared by (Planning Section Chief):	Approved by (Incident Commander):
Date:	Date:

If additional space is needed, ✓ box and reference location of additional information.

EOC Action Plan	San Bernardino Community College District	
For Operational Period		Prepared:
From Date/Time:	To Date/Time:	Date/Time:

General Objectives

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress. Each TASK assigned to Sections should address a specific OBJECTIVE.

| |
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| |

Weather Forecast for Operational Period

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| |
| |

Safety Message

| |
| |
| |

Attachments (√ if attached)

	Current Situation Report		Task Assignments		Traffic/Staging Area Map

Prepared by (Planning Section Chief):	Approved by (EOC IC):
Date:	Date:

EOC Activity Log	San Bernardino Community College District			
Section:	Unit:			
From Date/Time:	To Date/Time:	Page		of	
Completed by:				

EOC Scheduled Briefings		San Bernardino Community College District		
Scheduled Briefings (EOC Director/Planning Chief/PIO)				
Briefing Type	Frequency	Time	Location	Briefer
EOC Section Chiefs	2/Daily			EOC Director Planning Chief
EOC Staff	2/Daily			Planning Chief
Media	2/Daily			PIO
Scheduled Briefings (EOC Director/Planning Chief/PIO)				
Briefing Type	Frequency	Time	Location	Briefer
Planning Meeting	2/Daily			EOC Director Planning Chief

EOC Section Tasks	San Bernardino Community College District	Part A
For Operational Period		
From Date/Time:	To Date/Time:	
EOC Director		Assigned to:
Public Information Officer		Assigned to:
Operations Section		Assigned to:

EOC Section Tasks	San Bernardino Community College District	Part B
For Operational Period		
From Date/Time:	To Date/Time:	
Planning Section		**Assigned to:**
Logistics Section		**Assigned to:**
Finance Section		**Assigned to:**

EOC Situation Report	San Bernardino Community College District		Page 1 of 2
Date/Time:	Report No.:		Report Period:
Prepared By:	Event:		Shift:
EOC Activation/Declarations/Ordinances		**Subject Matter**	**Date/Time**
EOC Activation			
Local Emergency Declaration			
Board of Supervisors Confirmation			
County Declaration			
Gubernatorial Declaration			
Presidential Declaration			
Small Business Admin. Declaration			
Resolution or Ordinance No.			
Resolution or Ordinance No.			
Action Plan Objectives for Operation Period			

EOC Situation Report	San Bernardino Community College District		Page 2 of 2
Liaison Representatives from Other Agencies (Liaison Officer)			
Organization/Agency	**Name**	**EOC Location**	**Contact Number**

Distribution:

- All Section Chiefs
- All Operations Branch Coordinators
- All Command Staff
- Documentation Unit
- _____
- _____
- _____
- _____

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Hazard Specific Appendices
(Extracted from SBCCD's Emergency Procedures Flip Chart)

Aircraft Crash

- In a life threatening emergency call 911. If it is not a life threatening emergency notify the DISTRICT POLICE.
- Move away from immediate vicinity of the crash.
- If necessary, evacuate from the building to a safe evacuation area away from the crash scene.
- Check to ensure that all have evacuated.
- Report the names of any who are unaccounted or absent.
- Maintain control a safe distance from the crash site.
- Initiate first aid for any injured students or staff.
- Remain in the evacuation area until further instructions are provided by the administration, District Police or emergency responders.

Assault/Fighting

- In a life threatening emergency call 911. If it is not a life threatening emergency notify the DISTRICT POLICE.
- Approach in a calm manner and direct combatants to stop fighting.
- Do not attempt to separate combatants during a physical altercation.
- Keep combatants isolated from others, if possible, until the District Police arrive.
- Assess extent of injuries, administer first aid and seek further medical support as needed.

Bomb Threats

- In a life threatening emergency call 911. If it is not a life threatening emergency notify the DISTRICT POLICE.
- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system because of risk of activating a device.
- If a suspicious device or package is found… DO NOT TOUCH.
- Clear the immediate area and notify the DISTRICT POLICE from a safe distance.
- If directed, evacuate a safe distance away from buildings.
- Report the names of any who are unaccounted or absent.
- Be prepared to treat injuries that may arise.

Explosions

- Notify the DISTRICT POLICE and take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- If directed to do so by District Police or College staff, activate the fire alarm system and Evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Report the names of any who are unaccounted or absent.
- DO NOT reenter a building unless it has been declared safe to do so.

Earthquake

If indoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Do NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Check for any injured and render First Aid.
- In a life threatening emergency call 911. If it is not a life   threatening   emergency notify DISTRICT POLICE.
- If classroom or building is heavily damaged, initiate immediate evacuation.
- Protect yourself at all times and be prepared for aftershocks.
- Proceed to the designated evacuation site.
- Report the names of any who are unaccounted or absent.
- DO NOT reenter a building unless it has been declared safe to do so.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Assist any persons with physical disabilities and find a safe place for them.
- Protect yourself at all times and be prepared for aftershocks.
- Be alert for gas leaks, live wires, flooding, etc.
- In a life threatening emergency call 911. If it is not a life threatening emergency, call the DISTRICT POLICE.

Fire

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call the DISTRICT POLICE and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.

- Close all doors and windows to confine the fire and reduce oxygen—but do not lock them.

EVACUATE when the sound of the fire alarm is heard.

- Do not attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Report the names of any who are unaccounted or absent.
- DO NOT reenter a building unless it has been declared safe to do so.

Flood

Low-lying areas of the campus are also prone to urban flooding. In the case of weather-related flooding District Police will monitor the National Weather Service and other weather advisories to determine necessary action.

If indoors:

1. If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. The Campus Administration will identify a temporary shelter to house materials.

2. Be prepared to move your vehicle if certain parking areas are at risk of being flooded.

3. Be prepared to evacuate your office at a moment's notice if your building lies in a known flood zone. If there is any possible danger or if given the order to do so, evacuate the building.

4. If evacuation is directed, unplug all electrical equipment, if safe to do so. If there are electrical appliances or electrical outlets in any flooded area do not proceed. There is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.

5. Do not return to the building or work area until instructed to do so by District Police or Campus Administration.

If outdoors:

1. Do not try to walk or drive through flooded areas. Stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.

2. Stay away from flooded areas unless authorities ask for volunteers.

3. Stay away from downed power lines.

4. Be aware of areas where flood waters may have receded and may have weakened road surfaces.

5. Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

Only authorized Campus personnel are allowed access to flood- damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble. Report broken utility lines to the appropriate authorities. Do not throw away any flood-damaged items until an official inventory has been taken.

For information about the status of the campus in the event of a major service interruption access the campus webpage. Also ensure your contact information is updated on Blackboard Connect in order to receive emergency notifications. Go to valleycollege.edu/webadvisor or craftonhills.edu/webadvisor.

S B C C D Police

SBCCD Police

EMERGENCY CONTACT UPDATE

Get voice, text and/or email notifications when emergencies occur and notices are sent out to ensure you receive critical information that will help or assist you during an emergency.

Access Web Advisor from the college web home page:

- Click "WebAdvisor" from "Quick Login" menu.

- Click the "LOG IN" link on the Web Advisor home page. Enter your user ID and password (*same as your student/datatel ID and password*).

- When you see your name click the "Student" or "Employees" box on the right. **Note:** *If the box is not colored you are not logged in correctly.*

- Under User Account click on "Contact Information".

- Enter name, address, phone number, and type of notification you want to receive: voice only, voice and text, or email. Submit and log off.

If you are not able to update your information for any reason,
contact **(877) 241-1756.**

Violent Intruder/Weapons on Campus

- Report all suspicious persons and situations to the DISTRICT POLICE.

If violent behavior or weapons are observed:

- Immediately call the DISTRICT POLICE.
- Attempt to observe intruder without placing self in further danger.
- Take note of description/behavior/weapons and report to the District Police.
- If directed, implement Lockdown procedures.
- Remain quiet in a secured area, away from windows and doors, with all lights turned off.
- Remain in Lockdown until an Administrator or Law Enforcement gives an all clear command.
- If directed to evacuate by Law Enforcement or an Administrator, bring attendance roster and emergency supplies.

Medical Emergency and First Aid

For Serious Injury Or Illness

DO NOT MOVE VICTIM UNLESS ABSOLUTELY NECESSARY!!! Immediately call 911. Give your name; describe the nature of the medial problem and the location of the victim. You may notify District Police at extension 4491 or (909) 384-4491. Paramedics will be called by District Police, if necessary.

For Minor Injury Or Illness

Provide first aid. Use the first aid materials that are available in the nearest Department Office. After treatment, the victim may go to the Student Health Center in Women's Gym.

Heart Attack

- Help victim to comfortable position, maintaining an adequate airway. Call 911.
- Give resuscitation or CPR as necessary.
- Keep victim comfortable and calm.
- Ask or look for emergency medical ID.

Choking

- Determine if person can speak or cough. If not, call 911.
- Perform an abdominal thrust (Heimlich maneuver) repeatedly until the foreign body is expelled.
- A chest thrust may also be used for markedly obese persons or women in late stages of pregnancy.
- If the person becomes unresponsive, perform CPR. If you see an object in the throat or mouth, remove it.

Fainting or Unconsciousness

- Have a victim lie or sit down and call Health Services.
- Keep victim comfortable, not hot or cold.
- If unconscious, keep victim on side to prevent choking.
- Ask or look for medical ID.
- Treat other injuries as necessary.

Severe Bleeding and Wounds

- Call 911.
- Apply direct pressure on wound (wearing gloves if possible).
- Elevate the body part, if possible.
- Keep pressure on wound until help arrives.

Lockdown/Shelter-in-Place Procedures

A Lockdown is a security measure used to prevent violent intruders from entering occupied areas of the buildings, or when it is necessary to isolate students and staff from danger on the college campus or from within a building. Each instructor will be responsible for the direct supervision of their class and will do the following upon notification of a need for a Lockdown:

- Immediately lock doors and close shades and/or blinds if it appears safe to do so.
- Instruct students to move away from the windows and to get down on the floor.
- Remain in the classroom or secured area until further instructions are provided by the administration or law enforcement.

A Shelter-in-Place is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air. Each instructor will be responsible for the direct supervision of their class and will do the following upon notification of a need for a Shelter-in-Place:

- Immediately clear students from the hallways.
- Keep all students in the classroom until further instructions are received. Assist those needing any special assistance.
- Secure individual classrooms: Close and lock doors and windows, shut down the classroom HVAC system, seal gaps under doors and windows with wet towels or duct tape and seal vents with aluminum foil or plastic wrap.
- Remain in the classroom or secured area and wait for further instructions from administration or emergency responders.

Emergency Evacuation Procedures

Faculty will be called upon to be leaders in any evacuation scenario. Faculty members will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed. Each instructor will be responsible for the direct supervision of their class and will do the following:

- Direct the evacuation of students to designated Evacuation Sites (see Evacuation Site Map).
- Immediately shut down all hazardous operations (equipment in use, etc.).
- Take with you: your car keys, purse, briefcase, etc. Do not take large or heavy objects.
- Shut all doors behind you as you go to slow the spread of fire, smoke, and water.
- Proceed as quickly as possible, but in an orderly manner.
- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- Report the names of any who are unaccounted or absent.
- Seek medical attention for the injured.

Evacuation of Persons with Disabilities

- Help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest safe evacuation area.
- Be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available, or if it is unsafe to use them, direct wheelchair-users to the top of the nearest staircase or the nearest designated area of rescue assistance.
- Immediately notify the Building Captain or a member of the Emergency Response Team of the individual's whereabouts.

External Partner Contact List			
Organization/Agency	Phone Number	After-Hours Contact	After-Hours Phone Number

Emergency Notification List				
Name	Work Phone	Cell Phone	Home Phone	Email

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