SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Emergency Operations Plan

Cañada College

Revised: *October 2014*

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Introduction

Approval and Implementation

This Emergency Operations Plan (EOP) serves as an outline, with guidance for complex and extended duration emergency operations at Cañada College; it supersedes all previous plans. The President of Cañada College and the San Mateo County Community College District (SMC CCD) Chancellor have reviewed this EOP. Their signatures formally recognize, adopt and approve this document as the EOP for Cañada College. In addition, the signatures represent and covey specific authority and responsibility to SMC CCD and Cañada College officials to perform tasks delineated in this EOP before, during, or after an incident.   Included among the specific approvals accompanying the signatures following are delegations of authority concerning modifications to this plan document, the manner in which they can be achieved and by whom such modification(s) may be made.

Record of Changes

Each update or change to the plan will be detailed in the table below.

DATE	CHANGE SUMMARY	PAGE NUMBER(s)	ENTERED BY
2001	Emergency Response Plan Tabbed Binder Revised	All	E.I.S.
1/2006	Original EOP Developed	All	E.M.C. (Horton)
10/2008	Original EOP Revised	All	E.M.C. (Horton)
10/2014	Complete EOP Revision (For congruence w/2013 FEMA Higher Education Guide)	All	M-A, LLC (Maloney)

Record of Distribution

The table below memorializes the distribution of this EOP.

DATE	DISTRIBUTED TO	# OF COPIES
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	Danni Redding-Lapuz, CalStep Grant Project Director	1
	Misha Maggi, Coordinator Student Life and Leadership Development	1
	Maggie Souza, Administrative Assistant	1
	Debra Joy, Administrative Assistant	1
	Joan (Jo'an) Rosario Tanaka, Administrative Assistant	1

Details of Promulgation

The preservation of life and property on District and College properties are inherent management responsibilities of SMC CCD. The SMC CCD has prepared this EOP to ensure the most effective and prudent allocation of resources for the protection of faculty, staff, employees, students and greater college community in any emergency.

While no plan can guarantee the prevention of death and property destruction during an emergency, we acknowledge that knowledgeable and well-trained personnel who follow good plans are most reasonably likely to minimize losses. This plan establishes the hierarchy of an emergency organization, assigns tasks, specifies policies and general procedures for such instances, and provides for coordination of planning efforts of our staff and service elements during emergencies. The intention of this document is to utilize the philosophies of the National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

The objectives of our plan include incorporation and coordination of all the resources, facilities, and personnel of the SMC CCD into an efficient organization capable of responding to any emergency. This NIMS/SEMS congruent EOP is intended to be complementary to existing city, county, state and federal emergency plans.

The SMC CCD Chancellor fully supports this plan and urges all faculty, staff, employees and students, individually and collectively, to do their share in maintaining total emergency preparedness and response capability of the District.

Concurrent with this letter of promulgation is our formal acknowledgement and adoption of NIMS, SEMS and ICS by SMC CCD and Cañada College as guiding principles for emergency management. The SMC CCD, Cañada EOP becomes effective on approval by the Cañada College President and the SMC CCD Chancellor as indicated by their signatures below.
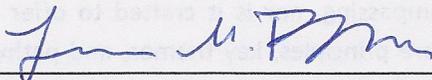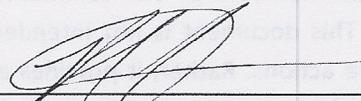
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Lawrence G. Buckley, Ph.D., President
Cañada College

10. 30. 14

Date

Ron Galatolo, MBA, Chancellor
San Mateo County Community College District

10/7/14

Date

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This NIMS and SEMS compliant EOP for the higher education environment addresses the SMC CCD and Cañada College planned response to emergencies associated with large and complex human-caused events, natural hazards and technological incidents. The express purpose of this document is to provide an overview of operational concepts and to identify components of the District and College's emergency response efforts congruent with the incident management concepts, principles and philosophies known as NIMS, SEMS and ICS.

Situation Overview

An EOP is necessary in the environment of higher education to provide guidelines for a comprehensive, approach to incident management and to provide a template for emergency management, regardless of cause, size, location, or complexity of the underlying incident. Within the SMC CCD, planning for emergencies is part of normal organizational conduct. We acknowledge that all members of campus communities share a responsibility for *emergency preparedness*. An emergency can strike anytime, anywhere and a disaster will affect the entire SMC CCD or Cañada College community, or both. The SMC CCD places emphasis on several aspects of preparedness including, conducting comprehensive emergency operations planning; training college personnel to serve in a limited capacity as emergency response personnel; providing faculty, staff, employee and student awareness training on emergency response; and, assuring the adequacy of resources to respond to on campus for campus-related emergencies.

Planning Assumptions

The effects of natural and human-made disasters have become more frequent, far-reaching, and widespread. As a result, preserving the safety, security, and prosperity of institutions of higher education has become more challenging. Threats and hazards that pose a risk to institutions of higher education become greatly mitigated from the use pre-planning such as this EOP. This document presents a foundation for increasing individual preparedness by engaging members of the SMC CCD and Cañada College communities as vital partners in enhancing our resiliency and security through a *Whole Community* approach. This plan is intended to promote greater understanding of our intended approach to emergency management in the higher education environment and to provide a strategic framework to guide all members of our community to integrate Whole Community concepts into their daily practices. This document is not intended to be all encompassing, nor is it crafted to offer specific, prescriptive actions. Rather, it provides an overview of core principles, key themes, and pathways for action based upon practices already used and successful in the field. While on-site resources in higher education environments handle most emergencies locally, dependencies upon external critical resources during complex and extended incidents can be expected and assumed.

The initial response to most emergent incidents are initially handled by local *911* dispatch centers, emergency responders within any given jurisdiction along with those who provide direct support of emergency responders. Most emergency responses need go no further. Yet, in other complex instances, incidents that begin with a single response discipline within a jurisdiction may rapidly expand to multi-disciplinary, multi-jurisdictional scenarios requiring significant resources and operational support over the course of an extended period. The continuum of such emergency incident responses may range from the single jurisdictional to complex incidents with national-level implications. In any such circumstances, a flexible core philosophy for coordinated and collaborative incident management benefits the whole community. Effective cross-jurisdictional coordination using processes and systems quickly become critical.

Specifically, the SMC CCD is primarily responsible for emergency actions within its properties and will commit all available resources to save lives, minimize injury to faculty, staff, employees and students as well as to minimize property damage. Creating a safe environment for human life is prioritized above that of protecting property. The SMC CCD and individual colleges including Cañada College will utilize the philosophies of NIMS, SEMS and ICS in emergency management and response operations.   The Emergency Operations Center (EOC) Director, also known as the Director of Emergency Services, has a responsibility to coordinate the disaster response in conformance with SMC CCD emergency response policy and this EOP.   The SMC CCD will commit internal resources to a reasonable degree before requesting external assistance.   External assistance will be requested when requirements exceed the District or College's ability to meet them.   This EOP does not guarantee a perfect response for all situations. This EOP outlines hazards from a hypothetical perspective—since the circumstances, needs and demands of each instance are different and largely unpredictable—while still presenting recommended guidelines to coordinate anticipatable response activities.

This EOP is not intended for day-to-day emergencies, but rather for complex and extended disaster situations where normal resources are exhausted or have reached very low levels. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning within the District and implementation of increased readiness measures, while preferable, may be impossible. Nonetheless, because some emergencies occur with little or no warning, outside assistance may also be either unavailable for, or extended in response to, major emergencies affecting the SMC CCD or our colleges. Understanding that it may take time to summon external assistance, the SMC CCD and Cañada College intends to be prepared to carry out an initial emergency response on an independent basis. Accordingly, we acknowledge that proper preventative or mitigation actions (i.e., fire inspections, proper storage of hazardous materials, etc.) can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and performing periodic emergency drills and exercises can improve the District's readiness to deal with emergencies.

Concept of Operations

In this section, we explain our philosophy and intentions with regard to emergency management operations in our higher education environment. It is our intention to embrace and embody the concepts and principles of contemporary emergency management at Cañada College. Accordingly, the primary purpose of actions taken *before* an emergency is to prevent, protect from, and mitigate any potential adverse impact on life or property in our environment of higher education. The primary purpose of actions taken *during* an emergency is to respond to the emergency and minimize its impact on life or property. Finally, the primary purpose of actions taken *after* an emergency is to recover from its impact on life or property.

Operations during emergencies involve a full spectrum of response levels. Some emergencies will be preceded by a warning period that provides sufficient time to notify the SMC CCD community and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the appropriate EOP element(s) and commitment of SMC CCD and College response resources. A Crisis Action Team exists at Cañada College to maintain vigilance and preparedness to respond promptly and effectively to any emergency to protect the students, faculty, staff, employees and visitors. Our EOP can be activated at the direction of members of the Crisis Action Team.

It is our intention that this EOP take into account the architectural, programmatic, and communication needs and rights of individuals with disabilities, and others with special access and functional needs in our planning for, and response to, emergencies. To that end, it is also our intention to coordinate with appropriate agencies or boards providing services to our greater college community. At a minimum, this EOP and any pertinent updates will be shared in a timely fashion with the San Mateo County Sheriff's Area Office of Emergency Services, Woodside Fire Protection District and the San Mateo County Sheriff's Office Patrol Bureau to support the implementation of this plan in our mutual planning efforts.

Incident Command

Incident Command is the field response component of Emergency Management. Members of campus Public Safety, with off-campus assistance called in as needed usually coordinate the field response. Most emergency incidents are managed locally without the need for resources external to the college. In other instances, incidents can rapidly expand to multidisciplinary, multijurisdictional levels requiring significant additional resources and operational support. The philosophy known as the Incident Command System (ICS) provides a flexible core mechanism for coordinated and collaborative incident management. Effective cross-jurisdictional coordination using processes and systems is absolutely critical in these situations.

ICS is a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is a fundamental form of emergency management established in a standard format, with the purpose of enabling incident

managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system. The college Emergency Operations Center EOC (EOC) is activated to support ICS by field resources, not to manage the incident itself and Continuity of Operations for the campus. Should external resources be needed to deal with the on-campus emergency, our Public Safety, and other resources, may support the efforts of external responders. An EOC is activated to support the on-scene response during an escalating incident by reliving the burden of external coordination and securing additional resources. An EOC is a physical location, staffed with personnel trained for and authorized to represent the college in certain areas. An EOC I equipped with mechanisms for communicating with the incident site and obtaining resources and potential resources. An EOC is managed through protocols and consists of personnel and equipment appropriate to the level of incident. An EOC is used in varying ways to provide coordination, direction and support during emergencies. An EOC may be needed when resource needs exceed campus capabilities. An EOC does not command the on-scene level of the incident.

Management Organization and Assignment of Responsibilities

In this section is an overview of the broad roles and responsibilities of select faculty, staff, and employees along with their anticipated organizational functions during emergencies requiring activation of this EOP. In accordance with the California Government Code Sections 3100-3101, all SMC CCD employees are acknowledged as, and declared to be, civil defense workers, subject to such civil defense activities as may be assigned to them. We begin with the recent history of this iteration of EOP.

In 2013, the 2009 version of the SMC CCD EOP was revised and re-written for compliance with the Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013). The SMCCD Emergency Operations Plan is now composed within a single plan document and volume. The new single volume provides a comprehensive emergency response document that includes detailed information covering Emergency Operations Center (EOC) procedures, documentation, and reference and support information. Our emergency response planning and the assignment of responsibilities are based upon recognized roles in each college environment. Choice of this model is intentional, rather than bestow responsibilities upon specific individuals by name while recognizing that individuals may change roles over any given period. Our emergency management goals include, primarily providing effective life safety measures within our college community. Continuing in order of priority, we intend to stabilize any campus related emergency, and then to reduce property loss or damage. Simultaneously, we hope to provide for the rapid resumption of Cañada College classes and services, while providing accurate documentation and records that may be required for cost recovery efforts.

At Cañada College, anticipated or actual emergencies may result in three different levels of response. First is that of the initial field response of resources. This level occurs daily for instances that fall short of constituting an emergency, yet require immediate attention, and represents those first on the scene of any campus-related emergency. The second level of response involves the activation of the Crisis Action Team to oversee and manage a perceived campus-related threat or emergency response. Finally, the highest response level is for complex and extended duration campus-related emergencies, embodying itself in the activation of our EOC.

The Crisis Action Team at Cañada College is composed of the college president, vice-presidents, public safety chief, public information officer, deans, directors, facilities operations manager, business operations officer, financial analyst, two business office staff, a public safety officer, a custodian and grounds operations staffer, a facility engineer, and three administrative assistants. It is the responsibility of any member of the Crisis Action Team to activate our EOP and/or EOC when needed. Many emergencies can be effectively managed under the authority and at the direction of the Crisis Action Team. Nonetheless, complex and extended duration emergencies may require the activation of the Cañada College EOC to manage college operations during the particular emergency. In such cases, our EOC will be organized congruently with the principles of ICS, SEMS and NIMS.

Figure one below, associates the EOC organization positions and roles by title to our college classifications that are expected to fulfill those EOC management capacities.

EOC TITLE	COLLEGE CLASSIFICATIONS
EOC Director Role:	College President, any College Vice-President; Director of Planning Research and Student Success; and, Facilities Operations Manager
Command Staff Roles:	District Public Safety Director; Public Information Officer; Administrative Assistant(s)
General Staff Roles:	Any College Vice-President; Public Safety Chief; Director of Planning Research and Student Success; Facilities Operations Manager; Deans; and, Directors

Figure 1: EOC Roles aligned with College Classifications

Figure two below, delineates the assignment of each EOC management position, aligning and outlining the responsibilities for each of those positions.

EOC TITLE	POSITION RESPONSIBILITIES
EOC Director	To manage and coordinate EOC operations; is responsible for the overall college emergency response; also fills the role of the Safety Officer, ensuring the safety of EOC and field responders.
Command Staff Roles:	
Public Information Officer (PIO)	Ensure information support to the media is provided on request; information released is consistent, accurate and timely, and appropriate information is provided to faculty, staff, students, and relevant agencies. May coordinate with the local jurisdiction(s) to establish a Joint Information Center area for the media away from the EOC; will provide and coordinate news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident; will coordinate all information releases and media contacts with the EOC Director.
Liaison Officer	Manage and coordinate agency representatives from outside jurisdictions, districts, utility companies, or agencies that may join the College EOC organization to coordinate response and recovery efforts.

EOC TITLE	POSITION RESPONSIBILITIES
General Staff Roles:	

Operations Section Chief	Manage all operations directly applicable to the primary mission; activate and supervise organizational elements in accordance with the EOC Action Plan and directs successful plan execution; request or release resources, make expedient changes to the EOC Action Plan as necessary and report such to the EOC Director and all other Section Chiefs.
Planning Section Chief	Overall supervision for the collection, analysis, and display of situation information; prepare periodic situation reports; prepare and distribute the EOC Action Plan and facilitate the action planning meeting; conduct advance planning activities; provide technical support services to the various EOC Sections and Units; and, document and maintain files on all EOC activities.
Logistics Section Chief	Ensure the logistics function is carried out in support of the EOC; provide communication services, and resource tracking; acquire equipment, supplies, personnel, facilities, and transportation services, as well as arrange for food, lodging, and other support services as required.
Finance Section Chief	Financial management and cost analysis aspects of the incident and supervise members of the Finance Section; coordination of financial expenditure procedures—must coordinate with both the EOC Director and the Logistics Section Chief.

Figure 2: EOC Management Position Responsibilities

Included in our emergency management organizational projections is a formal agreement (MOU), dated 2009 and scheduled to be renewed every five years, between SMC CCD and the San Mateo County Sheriff's Area Office of Emergency Services. The MOU creates the framework for a collaborative effort between the agreeing entities to provide emergency shelter for disaster displaced community members, emergency medical treatment/inoculations sites, access to KCSM radio and logistic staging areas for emergency response and recovery efforts. In the MOU, SMC CCD agrees that after meeting its emergency responsibilities to pupils/staff, it will permit use of pre-designated facilities as temporary mass care shelters for the victims of disasters or emergency staff, emergency medical treatment/ inoculation sites food service and logistic staging areas for emergency agencies engaged in response and recovery. The parties have agreed to cooperate in the selecting on campus shelter facilities, which have been preliminarily identified at Cañada College as Buildings 1 (Gym), 3 (Theater), 5/6 (Cafeteria) and parking lots. The San Mateo County Sheriff's Area Office of Emergency Services will conduct training to the appropriate members of the college facility staff in mass care and shelter operations. An electronic copy of the MOU is maintained in the SharePoint system, under Emergency Planning available through this hyperlink: https://sharepoint.smccd.edu/SiteDirectory/emergencyplanning/Emergency%20Planning/District%20Office/SMC%20OES%20and%20SMCCCD%20MOU%203.09.pdf.

In addition, Emergency Purchase Order Agreements for Cañada College to provide for the quick acquisition of resources through pre-determined vendors during an emergency are maintain by the Business/Operations Office, Vickie Nunes, and the staff of that area.

Direction, Control, and Coordination

This section provides a broad overview for all direction, control, and coordination activities involved in emergency management for the college. Our emergency management efforts and EOC will be

organized congruently with the principles of the ICS, SEMS and NIMS. Figure three below, depicts our hierarchical structure of EOC organization and reporting relationships as an organizational chart.
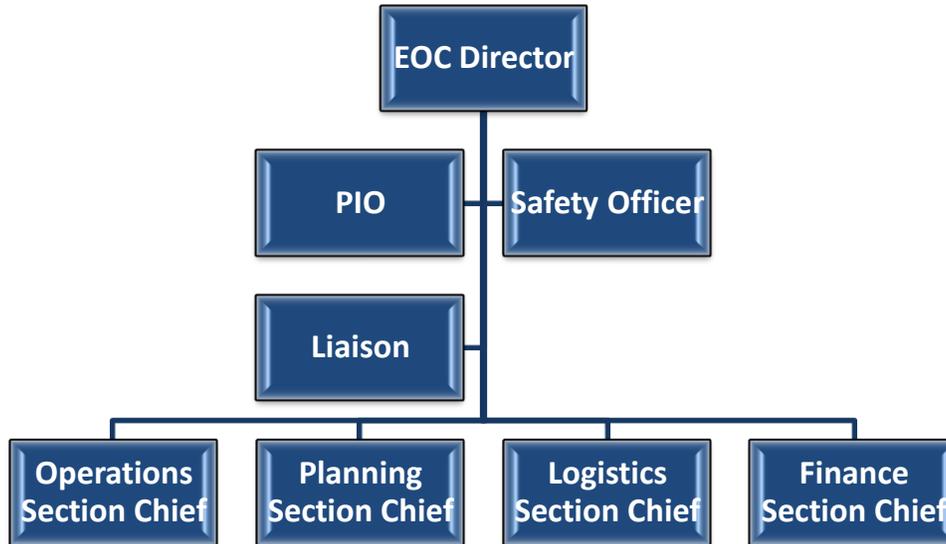
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                        EOC Director
                        
            PIO            Safety Officer
            
          Liaison
          
Operations      Planning      Logistics      Finance
Section Chief   Section Chief  Section Chief  Section Chief
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Figure 3: Cañada College EOC Organization

General Staff positions and roles appear at the bottom of the image, while Command Staff position and roles are located between the EOC Director and the General Staff. Essentially, those occupying Command Staff positions and roles serve as assistants to the EOC Director. All members of the EOC organization are expected to demonstrate professionalism and teamwork.

Figure four on the following page, is intended as a synthesis that provides responsibility associations at-a-glance for each position in the college EOC management organization.

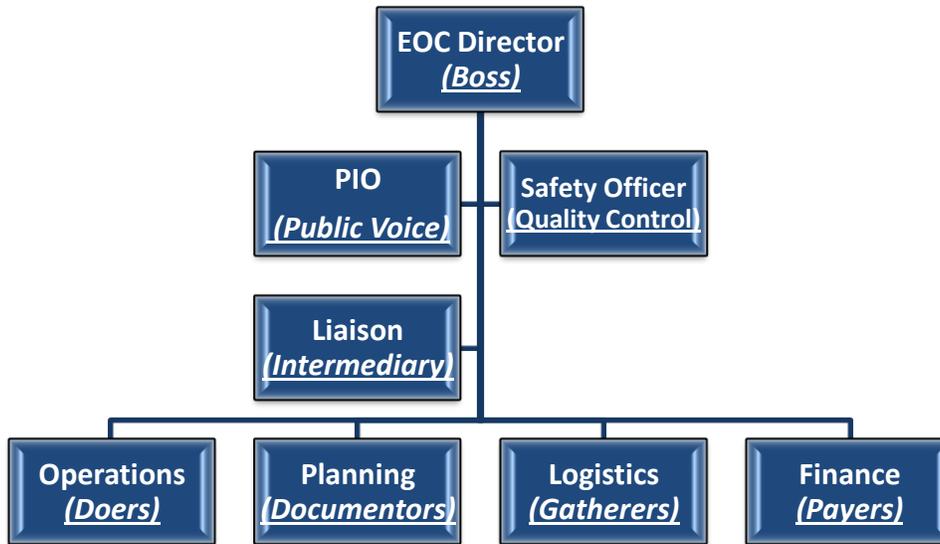*The remainder of this page intentionally left blank*

Figure five below, delineates the assignment of position responsibilities that usually reside within the Operations Section.

EOC TITLE	POSITION RESPONSIBILITIES
Operations Section Roles:	
Public Safety/Rescue	Provide law enforcement, "first response, "traffic control", evacuation, light search and rescue, and other related services. Additional responsibilities include alert and warn the faculty, staff and students, enforce emergency orders, provide security at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources.
Environmental Health	Responsible for ensuring safe environmental working conditions relative to hazardous materials on campus for faculty, staff, students, and the public. During emergencies, these responsibilities include hazardous materials response coordination.
Facilities Management	Maintenance and smooth operation of the college facilities; ensure all facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities. Maintain liaison with all utility service providers (water, sewer, power and telephone). Provide engineering services and expertise for emergency repair or construction requirements. Participate in damage assessment efforts. Coordinate the use of construction materials, equipment, and labor needed for emergency operations.
First Aid/Medical	Provide emergency first aid for faculty, staff and student body when normal Emergency Medical Services (EMS) and hospital support is not readily available due to the situation. Additionally, the First Aid/Medical Unit coordinates with local jurisdiction and resources for disaster stress related counseling.

EOC TITLE	POSITION RESPONSIBILITIES
Operations Section Roles:	
Student Coordination	Responsible for the collection and dissemination of information relating to the safety and welfare of the students, to include their status, location, and immediate plans.
Parent Coordination	In close coordination with the Student Coordination Unit, establish and maintain timely information for the parents and guardians of students.
Emergency Response Team Members	
Building Captains	Manage evacuations, check assigned areas, provide damage assessment reports, and coordinate other emergency operations as directed; overall safety of individuals and property in their area.

Figure 5: EOC Operations Section Position Responsibilities

Figure six following, illustrates the organization of the Operations Section, sans Command Staff positions for illustrative purposes.
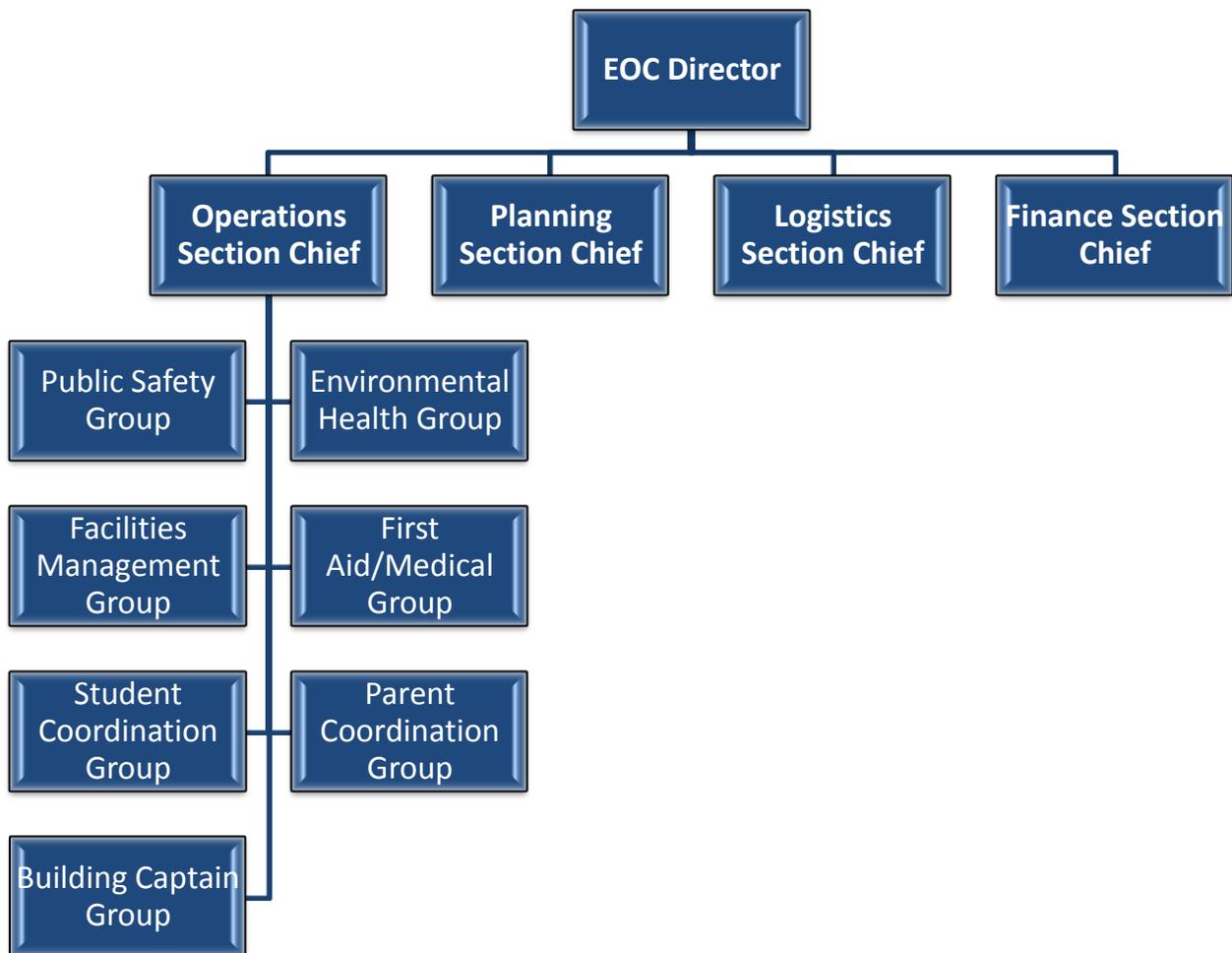

Figure 6: EOC Operations Section Organization

Figure seven below, delineates the assignment of position responsibilities that usually reside within the Planning Section.

EOC TITLE	POSITION RESPONSIBILITIES
Planning Section Roles:	
Damage Assessment	Maintain detailed records of damage assessment information and support the documentation process. Collect initial damage/safety assessment information from other Units within the Operations Section. Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates.
Situation Status	The collection, organization, analysis and display of current incident/disaster situation information. Assist the Planning Section Chief in the development of the EOC Action Plan for each operational period. Additionally, the Unit is responsible to ensure Situation Status Reports are developed for dissemination to EOC staff and to ensure all maps, status boards, and other displays contain current and accurate information.
Message/Documentation Coordination	Responsible to review, and when necessary prepare, all incident or significant information reports for accuracy and legibility and to maintain the documentation. The Message/Documentation Coordination Unit will coordinate the timely distribution of incident documentation to all Sections Chiefs. Additionally, the Documentation Coordination Unit is responsible to maintain accurate and complete incident files, providing copying services for EOC personnel and preserving incident files for legal, analytical, historical and recovery purposes.
Recovery	Responsible to ensure college receives all emergency assistance and disaster recovery reimbursement for which it is eligible; conduct all initial recovery operations, and prepares the EOC organization for transition to a recovery operations organization. Review applicable state and FEMA recovery funding programs to ensure the institution receives all emergency assistance and disaster recovery reimbursement for which it is eligible. Ensure the institution is prepared to participate jointly with state, FEMA and non-profit organizations to expedite disaster assistance to individuals, families, businesses, public entities and others.

Figure 7: EOC Planning Section Position Responsibilities

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Figure eight following, illustrates the organization of the Planning Section, sans Command Staff positions for illustrative purposes.
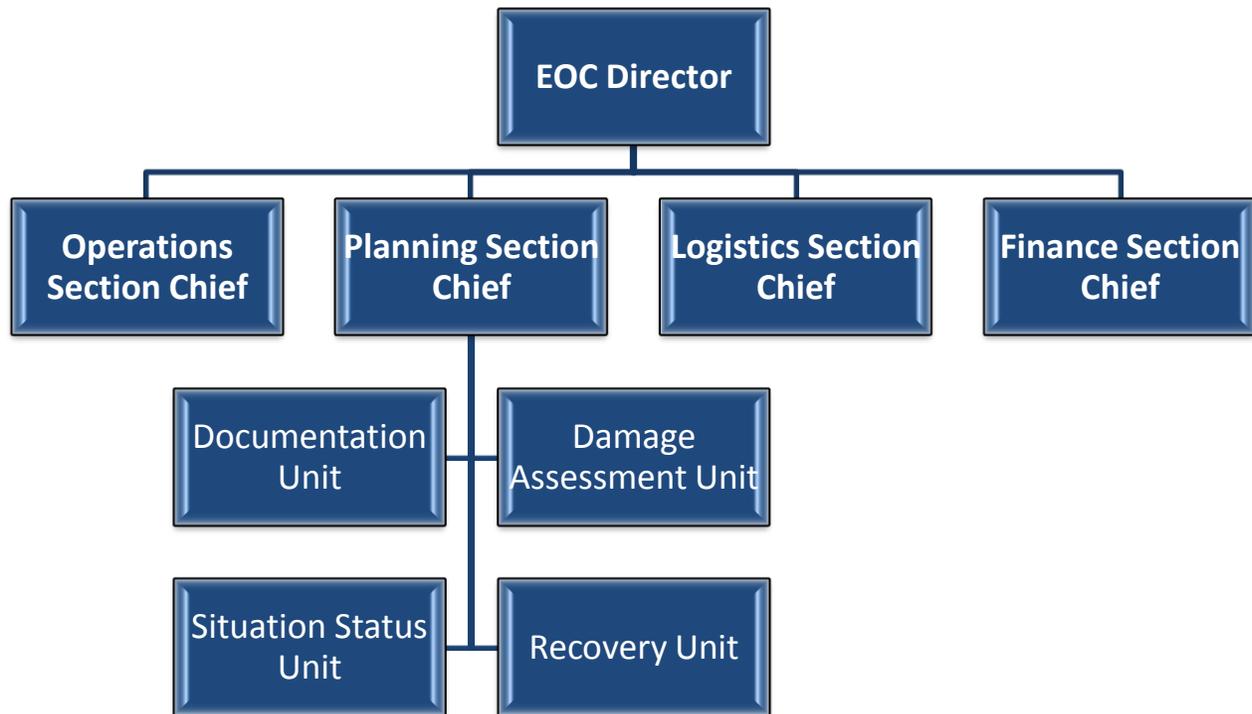

Figure 8: EOC Planning Section Organization

EOC supplies, with sufficient equipment to transform the designated college area into a functional EOC, are maintained in bins. Biannually, those bins should be inspected to ensure sufficient materials are present to support the function of the EOC. The college EOC may be established to meet temporary, short-term needs, yet it is more likely that the EOC will be needed for complex, lengthy emergencies. The degree to which our EOC is equipped and staffed will depend on the management need, resources available, and anticipated emergency management workload. Our EOC should include the following core functions: coordination; communications; resource dispatch and tracking; along with information collection, analysis, and dissemination. The primary Cañada College EOC is located in Building 8, lower level.

SMC CCD has agreed to store one shelter trailer at each of the three colleges within the District as part of the agreement with San Mateo County Sheriff's Area Office of Emergency Services. Access to the supplies and equipment stored at Cañada College, when needed, may be gained by contacting the Cañada College Public Safety Department. Each trailer contains basic supplies to establish a 500-person shelter. Specifically, each trailer contains:

- 500 Standard Shelter Sleeping Mats
- 500 Standard Poly or Acrylic Shelter Blankets
- 250 Unisex Hygiene Kits
- 50 Infant Care Kits
- 75 Children Hygiene Kits
- 80 N-95 Respirator Masks
- 8 Tri-Fold Privacy Screen
- 6 Wobble Lights
- 1 Generator 5KW, Honda EB5000
- 1 Fuel Can, 5 Gallon
- 2 100' Extension Cord, 12 AWG, Three Outlet, General Cable
- 4 50' Extension Cord, 12 AWG, Three Outlet, General Cable

As required by the Kristin Smart Campus Safety Act of 1998, and to clarify agency jurisdiction and response responsibilities for providing law enforcement services on campus, Cañada College entered into a written Interagency Protocol Agreement with the San Mateo County Sheriff's Office in May 1999. In that document, both parties mutually agree that the San Mateo County Sheriff's Office has sole responsibility for law enforcement response and investigations of all criminal activity at Cañada College. The Cañada College Public Safety Department is a college workgroup intended to support direction, control, and coordination activities involved in emergency management for the college

In an effort to coordinate with appropriate organizations providing services to our college community, this EOP and any pertinent updates, will be shared in a timely fashion with the San Mateo County Sheriff's Area Office of Emergency Services, Woodside Fire Protection District and the San Mateo County Sheriff's Office Patrol Bureau. In doing so, our intention is to support the implementation of this plan in our mutual planning efforts.

Information Collection, Analysis, and Dissemination

In this section, we address the role of information in the successful implementation of the management activities relative to information dissemination for emergencies that occur before, during, and after an actual event. Before, an emergency, dissemination of warning within the SMC CCD and implementation of increased readiness measures should be conducted whenever possible. Increased readiness actions should be initiated after the receipt of a warning or the observation that an emergency is imminent or likely to occur soon. Dissemination of accurate and timely emergency public information is one of our goals. Examples of the range of information that may be collected, analyzed and disseminated either before or during an emergency include weather reports, law enforcement alerts, National Oceanic and Atmospheric Administration (NOAA) alerts, Clery Act crime statistics, crime logs, and local crime reports as possible and appropriate.

When analyzing incoming information for suitability for dissemination, the information should be vetted or verified through reasonable inquiry. For the purpose of this EOP, reasonable inquiry can be established by asking all of the following questions:

- ✧ What is the source of the information? Is the information source reliable, trustworthy, timely and verifiable?
- ✧ Is the information itself reliable, trustworthy and verifiable? How might this information be confirmed?
- ✧ Who might benefit most from use of the information? Who is the best target audience for this information?
- ✧ How is the information best shared with the desired target audience?
- ✧ Has this information been explicitly authorized within our emergency management structure to be disseminated?

The SMC CCD has multiple information dissemination methods. We provide free college email accounts to all students. These accounts are available at each College and enables students to be contacted with important information, including emergency notifications. Email accounts are accessible over the web at http://my.smccd.edu. The SMC CCD has also installed an Emergency Announcement System (EAS) at Cañada College that allows emergency messages and alerts to be sent campus wide in an efficient and timely manner. The EAS is activated under the direction of the College President, Director of Public Safety or Campus Chief. The EAS will be utilized for emergencies related to severe weather conditions, a dangerous person on campus, an emergency situation, or other special incidents that may arise and appear to pose a potential threat to College students, faculty, staff, and visitors. Finally, Cañada College employs the use of an emergency text notification system known as *AlertU*. AlertU enables college administration to send emergency information by text messages to cell phones on a subscription basis. To receive college alerts, one can enter their cell phone number at this URL: http://www.smccd.edu/alertu/. All major carriers support AlertU: Alltel, AT&T, Boost Mobile, Cellular One, Nextel, Sprint, T-Mobile, US Cellular, and Verizon.

During an emergency, responsibility for the collection, evaluation, and internal dissemination of information about an incident or emergency, along with the documentation of plans rests within the Planning Section. Yet the Public Information Officer (PIO) reports directly to the EOC Director and is the authorized point of contact for media and government agencies that desire information regarding the incident. The PIO may be best to designate area(s) for news media to work and arrange press conferences, assembles and distributes releases and statements.

The need to collect, analyze and disseminate does not end with the culmination of any given emergency. After an emergency, sharing mental health and relief agency resources, websites and hotlines should be pursued as possible to assist the college community in all aspects of recovery.

Training and Exercises

In this section is an overview of the District-wide 5-year Emergency Management Training and Exercise Plan (TEP). The TEP has been developed along with the November 2013 revision of this EOP and is a stand-alone document. The purpose of the TEP is to guide the college's overall priorities relative to on-going emergency management training and exercises. The TEP is considered a living document that can be updated and refined annually. In it, training priorities are identified and linked to corresponding core capabilities. Identifying training priorities are based upon existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. Our TEP identifies the training and exercises that will help build and sustain the core capabilities needed to address our emergency management training and exercise program priorities. Figure 7 below depicts the continuum of planning, training and exercises relative to capacity building
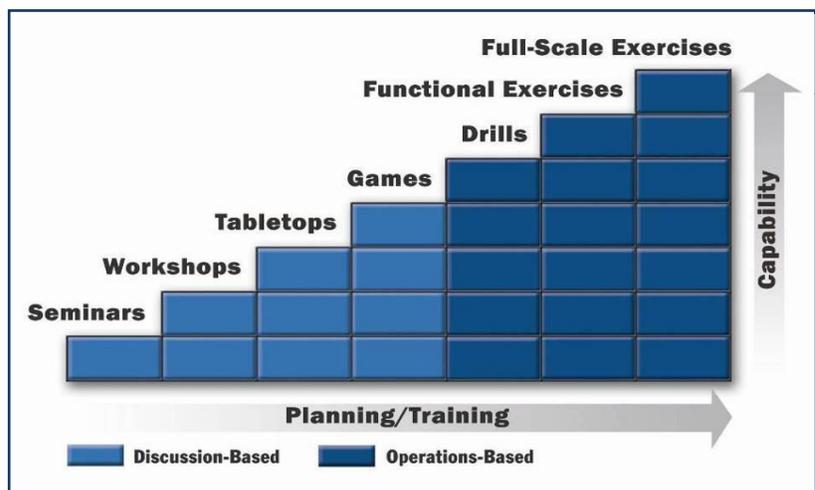

Figure 9: Training and Exercise Continuum

The SMC CCD's TEP describes a combination of progressively building exercises—along with the associated training requirements. Based upon our TEP, we intend to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one to expand individual capacities and establish mastery in our college community. Our TEP is composed to include training requirements in the planning process to address the needs of all college employees, from new to mid-level and senior, experienced veterans. It is through this methodology that we anticipate the ability to address known shortfalls prior to exercising capabilities. Included in our TEP is an annual training and exercise schedule, which provides a graphic illustration of the proposed activities. Exercises range from basic fire and shelter-in-place drills to full-scale communitywide drills that realistically portray a crisis. In addition, it is our intention to understand and improve the role we play within SMC CCD and in relation to external planning efforts of organizations such as the Red Cross, San Mateo County Sheriff's Area Office of Emergency Services, Woodside Fire Protection District and San Mateo County Sheriff' Office.

The SMC CCD TEP is a standalone document that should be reviewed annually to make certain that it address the needs of all college employees. The TEP document can be found in the emergency planning area of SharePoint.

Administration, Finance, and Logistics

In this section, we address general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. We identify and reference policies and procedures that exist outside this EOP.

In emergencies as in day-to-day operations, Cañada College personnel are expected to work together as members of a cohesive and supportive team. In the case of emergencies, responsibility for administrative support for our emergency organization rests largely within the Finance Section. In any given activation of the EOP, the Finance Section Chief, a member of the General Staff, is responsible for all financial management and cost analysis aspects of the incident and for supervising members of the Finance Section. The Finance Section's primary responsibilities are management activities concerning finance and other administrative support services. The extent of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a widespread disaster that isolates Cañada College or requires expenditure of emergency funds the entire Finance Section may mobilize.

The Finance Section is responsible for all financial tracking, procurements and cost analysis aspects of the emergency and for any administrative aspects not handled by other sections. The Finance Section is generally composed of cost and time functions, although it may include a time unit, procurement unit, compensation/claims unit, and cost unit. It is expected that the central functions of time and cost may be handled together or separately as a Cost Unit and a Time Unit. The Finance Section Chief may activate additional Units to fulfill an expanded role if necessary.

The Cost Unit is responsible for administering payment and gathering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Accountability expected from the Cost Unit includes ensuring all records identify scope of work and site-specific work location. Accurate and timely documentation is essential to financial recovery.

The Time Unit is responsible for personnel time recording and documentation essential to cost recovery efforts. The Time Unit tracks hours worked by Cañada College responder staff, volunteers, contract labor, mutual aid from within other SMC CCD locations and all others. Accountability expected from the Time Unit includes ensuring daily personnel time recording documents are prepared in compliance with Cañada College time management policy.

Figure 10 on the following page, illustrates the organization of the Finance Section, sans Command Staff positions for illustrative purposes.

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Figure 10: EOC Finance Section Organization

The Finance Section coordinates the negotiation and administration of vendor and supply contracts and procedures with the Logistics Section Purchasing/Supply Unit Leader. Information concerning financial expenditures/procedures must be coordinated with both the EOC Director and the Logistics Section Chief.

Existing administrative controls, such as budget and acquisition policies and procedures, are generally adhered to during emergencies and fall within the responsibility of the Finance Section. Yet, during EOC activations, expedited processes may be followed to provide resource and expenditure accountability through pre-established emergency purchase order (EPO) arrangements. Those assigned to the Finance Section should familiarize themselves with all existing EPO vendor agreements in place for college resources during emergencies. EPO Agreements for Cañada College to provide for the quick acquisition of resources through pre-determined vendors during an emergency are maintain by the Business/Operations Office, Vickie Nunes, and the staff of that area.

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All General Staff Sections and personnel organizing resources during EOP activations should ensure to include Finance Section representatives in their procurement process. This collaboration-based protocol is intended to support the maintenance of financial records, tracking resource needs, tracking the source and use of resources, acquiring ownership of resources, and compensating the owners of private property used during any such emergency by Cañada College personnel.

Working in close harmony with the Finance Section is the Logistics Section. The Logistics Section provides facilities, services, personnel, equipment and supplies in support of the EOC and field response operations. The Logistics Section may be composed of a Personnel Unit, Purchasing/Supply Unit, Communications Unit, Transportation Unit and a Care and Shelter Unit; this organizational structure is intended to be expandable or collapsible as needed for the particular situation. Through any combination of subunits, the Logistics Section is responsible for the maintenance of accurate logs of key activities in any emergency. Those records include detailed information relating to the Cañada College EOC operation relative to assignments of specific responsibilities. In addition, the Logistics section provides checklists for each member of the General and Command Staff in the EOC.

The Logistics Section is therefore responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, as required. Additionally, if the severity of the emergency requires mass evacuations, the Logistics Section will coordinate with the Woodside Fire District and/or San Mateo County Sheriff's Office and OES, and the American Red Cross, for the establishment of shelters and mass feeding capabilities for victims and/or responders dependents. As previously described in this section, methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the EOC Director or emergency orders of the College President.

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received, providing additional workers for the EOC, and for managing EOC personnel issues and requests.

The Purchasing/Supply Unit is primarily responsible for ordering personnel, equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.

The Communications Unit is responsible for developing plans and implementing operations for the effective use of incident communications resources. These responsibilities include the distribution of communications equipment to the Cañada College EOC and field and coordination with the City of Redwood City, Town of Woodside and/or San Mateo County.

The Transportation Unit is responsible for developing plans and implementing operations for effective transportation response. These responsibilities include the management of Cañada College transportation resources for the movement of Cañada College faculty, staff and students.

The Care and Shelter Unit is responsible for providing care and shelter for disaster victims. This Unit will coordinate efforts with city and county representatives and the American Red Cross and other volunteer agencies for food and other hygiene support for responders (both field and EOC personnel). In addition, if determined by the EOC Director, this Unit will make arrangements to provide shelter requirements for responder's dependents.

Figure 11 following, illustrates the organization of the Logistics Section, sans Command Staff positions for illustrative purposes.

<div align="right">**Figure 11: EOC Logistics Section Organization**</div>

Vital records for the college are routinely stored electronically in secure off campus locations. Each college is responsible to ensure adequate maintenance of backup essential records and information to enable continued operations if the primary documents or information become lost. Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that all vital records would be available following any disaster. Each college within the District should identify, maintain and protect its own essential records.

Plan Development and Maintenance

In this section, we address the overall approach to emergency management planning and the assignment of plan development and maintenance responsibilities. Throughout the SMC CCD, emergency management and associated planning has evolved since the 2006 crafting of an EOP by Emergency Management Consultants, a contracted subject matter expert; the 2006 EOP was revised in 2008/2009 by the same contractor. District wide tabletop exercises were provided by the same contractor to test the plan. Subsequently, the California Community Colleges Chancellor's Office has also provided training and exercise on the EOP. Plan development and maintenance has historically been between the College Presidents and each college's Public Safety Department.

At present, the SMC CCD has placed responsibility for plan development and maintenance within the Facilities Planning, Maintenance & Operations & Public Safety Department, through the Campus Public Safety Chiefs, along with the Director of Public Safety and each college President along with their cabinets at the colleges. In 2013, the 2009 version of the SMC CCD EOP was revised and re-written for compliance with the Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013).

The SMCCD Emergency Operations Plan is now composed within a single plan document and volume. The new single volume provides a comprehensive emergency response document that includes detailed information covering EOC procedures, documentation, and reference and support information. Our emergency response planning and the assignment of responsibilities are based upon recognized roles in each college environment. Choice of this model is intentional, rather than bestow responsibilities upon specific individuals by name while recognizing that individuals may change roles over any given period.

Following the emergent nature of collaboration and teamwork needed in both emergency planning and emergency management, responsibilities for EOP development and maintenance are considered to be shared responsibilities. Similarly, it is through collaboration and teamwork that the SMC CCD emergency management TEP has been developed to support both plan development and maintenance. The TEP is intended to guide the college's overall EOP priorities relative to on-going emergency management training and exercises. This EOP, like the TEP, is considered a living document to be revisited, updated and refined annually.

Our TEP identifies the training and exercises that will help build and sustain the core capabilities needed to address our emergency management training and exercise program priorities. In it, priorities are identified and linked to corresponding core capabilities. Identifying priorities are based upon existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. Functional and Threat or Hazard Specific Annexes are provided in the EOP to focus on critical operational functions and the courses of action developed to carry them out. They should serve as a guide for the management of predictable emergency circumstances.

It is envisioned that each college within the SMC CCD will develop a collaborative planning team to support the review, development and maintenance of the EOP. The planning team will identify possible threats and hazards at their campus, and assesses the risk and vulnerabilities posed by those threats and

hazards. The planning team will then decide which of the threats and hazards identified will be addressed in the EOP. The planning team then develops courses of action for accomplishing each of the threats, hazards, and functions. Courses of action address the what, who, when, where, why, how for each threat, hazard, and function. Finally, the planning team develops a draft revision of the EOP using the courses of action developed. In addition, the team reviews the plan, obtains official approval through the college president, and shares the plan with community partners (e.g., first responders, local emergency managers, public and mental health officials), staff, and stakeholders. Coordination of this process is the overall responsibility of the SMC CCD Public Safety Director, through and with the campus Public Safety Chiefs.

Everyone involved in the EOP needs to know their roles and responsibilities before, during and after an emergency. While proscribed formal training is captured in the TEP, all Command and General staff members are encouraged to network and embrace a robust understanding of how they will function in the Cañada College emergency management organization. At least once a year, it is recommended that members of each section hold an informal meeting to educate all parties on their shared roles in the EOP. One example of content for such a meeting could be to go through the EOP to familiarize the attendees with it. Campus administration, department heads, the PIO, or any prospective Section Chief could host such meetings. Invitees to such meetings might include student affairs representatives, community partners (first responders, emergency managers, public and mental health officials), other community entities and stakeholders. Another informal meeting topic might be to review and revise a portion of the EOP instead of reviewing the entire plan at once; such revisions may occur each month or at natural breaks in the academic calendar. Contemporary events may also provide new information that can be used to inform the plan.

Authorities and References

In this section, we describe provisions for the succession of decision-making authority and operational control to ensure that critical emergency functions can be performed in the absence of the authorized IHE administrator. In addition, presented are the legal basis for emergency operations and activities, including partial lists of laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergency management in SMC CCD and at all campuses.

DECISION MAKING AUTHORITY

SMC CCD Administrative Procedure 2.02.3 and 8.02.1 delineate the Delegation of Authority within the District. In pertinent part, relative to the role of college presidents, it reads, *It is the role and responsibility of the President to provide leadership of campus level discussion and the shared governance process. The President leads decision making at the college level, which directly affects the operation of the college. It is the responsibility of the President to establish and maintain a climate, which encourages open discussion and communication across all levels on the campus. It is further the responsibility of the President to promptly communicate college and District decisions to all staff.*

The specific duties of the College President are described in the Presidents job description, which is on file in the Human Resources and Employee Relations Department. Emergencies do not abrogate the decision making policies and authorities established by the college and all college personnel are

expected to act within the scope of their role and position, being prepared to justify their actions and decisions.

PRESIDENTIAL POLICY DIRECTIVE 8 (PPD-8): NATIONAL PREPAREDNESS

PPD-8[1] was issued was issued on March 30, 2011 by President Barack Obama and describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of what was described as "our whole community." The philosophy described is that every member contributes, including individuals, communities, the private and nonprofit sectors, faith-based organizations, and Federal, state, and local governments. PPD-8 describes our security and resilience posture through *core capabilities* that are necessary to deal with great risks, and provide opportunities for the use of an integrated, layered, and all-of-Nation approach as the foundation for National preparedness.

NATIONAL PREPAREDNESS GOAL (NPG)

The First Edition of the NPG[2] was issued in September 2011 and describes success, a common goal across America, as: *A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.*

CORE CAPABILITIES

The National Preparedness Goal identified 31 Core Capabilities—these are the distinct critical elements needed to achieve the goal. These capabilities are referenced in many national preparedness efforts, including the National Planning Frameworks. The Goal grouped the capabilities into five mission areas, based on where they most logically fit. Some fall into only one mission area, while some others apply to several mission areas. FEMA provides guidance on each of the Core Capabilities[3] and places each in the appropriate Mission Area.

A WHOLE COMMUNITY APPROACH TO EMERGENCY MANAGEMENT

The federal guidance entitled, A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, was published in December 2011.[4] Whole Community is a philosophical approach in how to conduct the business of emergency management.

NATIONAL PREPAREDNESS SYSTEM

The National Preparedness System[5] document was issued in November 2011 and describes the instrument the Nation will employ to build, sustain, and deliver those core capabilities in order to achieve the goal of a secure and resilient Nation. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

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[1] http://www.dhs.gov/xlibrary/assets/presidential-policy-directive-8-national-preparedness.pdf
[2] http://www.fema.gov/media-library-data/20130726-1828-25045-9470/national_preparedness_goal_2011.pdf
[3] http://www.fema.gov/core-capabilities
[4] http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011__2_.pdf
[5] http://www.fema.gov/pdf/prepared/nps_description.pdf

NATIONAL PREVENTION FRAMEWORK

The National Prevention Framework[6] document was issued in May 2013 and describes what the whole community—from community members to senior leaders in government—should do upon the discovery of intelligence or information regarding an imminent threat to the homeland in order to thwart an initial or follow-on terrorist attack. This Framework helps achieve the National Preparedness Goal of a secure and resilient Nation that is optimally prepared to prevent an imminent terrorist attack within the United States. The processes and policies described in this document will be conducted in accordance with existing laws and regulations.

NATIONAL RESPONSE FRAMEWORK (NRF)

Federal guidance on the NRF was most recently revised in January 2008.[7] The NRF is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Federal guidance on NIMS was most recently revised in December 2008.[8] NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management. NIMS also defines preparedness as *a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response*. This 'preparedness cycle' is one element of the broader National Preparedness System to prevent, respond to, recover from, and mitigate against natural disasters, acts of terrorism, and other man-made disasters.

Local governments including Community College Districts must use NIMS in order to be eligible for federal funding reimbursement of response-related personnel costs occurring in response to certain emergency incidents. SMC CCD also employs the use of the preparedness cycle in its TEP.

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[6] http://www.fema.gov/media-library-data/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
[7] http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf
[8] http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

US DEPARTMENT OF EDUCATION

The Action Guide for Emergency Management at Higher Education Institutions,[9] was published in 2010 and has been developed to give higher education institutions a useful resource in the field of emergency management. It is intended for community colleges, four-year colleges and universities, graduate schools, and research institutions associated with higher education entities, both public and private.

CALIFORNIA EMERGENCY PLAN

The State of California Emergency Plan,[10] most recently published in 2009, addresses the state's response to extraordinary emergency situations associated with natural disasters or human-caused emergencies. In accordance with the California Emergency Services Act (ESA), this plan describes the methods for carrying out emergency operations, the process for rendering mutual aid, the emergency services of governmental agencies, how resources are mobilized, how the public will be informed and the process to ensure continuity of government during an emergency or disaster.

CALIFORNIA EMERGENCY SERVICES ACT

The California Emergency Service Act[11] (Chapter 7 of Division 1 of Title 2 of the Government Code) in Article 3, Section 8568, states: "The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." 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. The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS)[12] is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

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[9] http://rems.ed.gov/docs/REMS_ActionGuide.pdf
[10] http://www.calema.ca.gov/PlanningandPreparedness/Documents/SEP%207-01-09%20covrev.pdf
[11] http://www.calema.ca.gov/LandingPages/Documents/Emergency%20_Services_Act_2009.pdf
[12] http://www.calema.ca.gov/PlanningandPreparedness/Pages/Standardized-Emergency-Management-System.aspx

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a key component of NIMS and consists of five functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. The latter four areas also known as General Staff positions or Sections each headed by a Section Chief. ICS is not the same as California's SEMS, nor NIMS, yet all three system are complementary and do not conflict.

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Functional Annexes

Functional annexes focus on critical operational functions and the courses of action developed to carry them out. This section of the EOP describes functions that may be expected and courses of action specific to the college. In the future, a need to prepare additional or different annexes may develop; such annexes should be included here as well.

While each function is described separately in these annexes, it is important to remember that many functions will occur *consecutively*. For example, a shelter-in-place during an emergency may be implemented but if a building is damaged, an evacuation of that building may be initiated.

Often, multiple functions will also be performed *concurrently*. For example, during an evacuation, once all individuals are safely out of the building, the accounting for students, faculty, staff, and visitors function will begin. The evacuation function, however, will still be in effect as college personnel or first responders work to locate and evacuate any unaccounted for persons.

While functions build upon one another and overlap, it is not necessary to repeat any particular course of action found in one functional annex if it appears in a second function. For example, though an evacuation may lead to reunification, it is not necessary to list a course of action for reunification within the Evacuation Annex.

NOTE: This is not a complete list of functional annexes, yet it is recommended that as additional necessary functions are identified, they be added to this EOP.

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Accounting for All Persons

This annex focuses on courses of action concerning accounting for the whereabouts and well-being of students, faculty, staff, and visitors, and identifying those who may be missing. This function can be challenging in an institution of higher education where the community is largely composed of adults with the freedom to come and go as they please.

B E F O R E	**Accounting for All Persons Goal 1**
	Ensure all faculty and staff are aware of available methods of identifying all students, faculty, staff, and visitors during impending or actual emergencies on campus or at reunification areas.
	Accounting for All Persons Objective 1.1
	Faculty and staff should be prepared to make use of a class roster, grade book or similar method to identify all individuals in college classrooms, buildings, facilities and grounds.
	Accounting for All Persons Objective 1.2
	College supervisors and managers should note employees present and absent from work daily.
D U R I N G	**Accounting for All Persons Goal 2**
	All faculty and staff should use available methods to account for the whereabouts and well-being of students, faculty, staff, and visitors, and identify those who may be missing from college classrooms, buildings, facilities and grounds during any given incident on the college campus or at designated reunification areas.
	Accounting for All Persons Objective 2.1
	Faculty and staff should make use of a class roster, grade book or similar method to identify all individuals in college classrooms, buildings, facilities, grounds and reunification areas during any given incident on the college campus.
	Accounting for All Persons Objective 2.2
	College supervisors and managers should make note of employees present and absent from work during any given incident on the college campus.
	Accounting for All Persons Objective 2.3
	Faculty, staff, supervisors and managers who have identified those who may be missing during any given incident on the college campus, should pass the identifying information along to the Public Safety Department.
A F T E R	**Accounting for All Persons Goal 3**
	Ensure all faculty and staff preserve their identification documentation of all students, faculty, staff, and visitors during impending or actual emergencies when the scene has become stabile and/or the hazard has passed.
	Accounting for All Persons Objective 3.1
	Faculty and staff should preserve the class roster, grade book or other accounting method used to identify all individuals in college classrooms, buildings, facilities and grounds during any given incident on the campus.

COURSES OF ACTION:

College personnel should make use of a class roster, grade book or similar method to identify all individuals in classrooms, buildings, facilities, grounds and reunification areas during any given incident on the college campus. College supervisors and managers should make note of employees present and

absent from work during any given incident on the campus. Faculty, staff, supervisors and managers should account for those in attendance at classrooms, assembly or reunification areas. If a student, faculty, staff member, or visitor cannot be located, their identifying information should be quickly passed along to the Public Safety Department. Building Captains may be able to assist faculty in this function or may employ the use of a runner to do so, if safe.

Resumption of routine activities should not occur until the college community has received "ALL CLEAR" message notifications when the scene has become stabile and/or the hazard has passed. Faculty and staff should preserve the class roster, grade book or other accounting method used to identify all individuals in college classrooms, buildings, facilities and grounds during any given incident on the campus.

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Assessment

This annex focuses on the courses of action to be implemented in the case of an occurring or impending emergency situation.

B E F O R E	**Assessment Goal 1**
	Ensure all faculty and staff members are aware of assessment protocols and potential courses of action for impending or actual emergencies at the college.
	Assessment Objective 1.1
	Through formal training and exercises and an up-to-date EOP, communicate assessment protocols and potential courses of action for impending or actual emergencies to all faculty and staff members at the college.
	Assessment Objective 1.2
	Through informal peer-based methods, all faculty and staff members at the college will refresh their knowledge of and practice assessment protocol behaviors, along with potential courses of action, for impending or actual emergencies.
D U R I N G	**Assessment Goal 2**
	All faculty and staff will immediately gather information to determine the type and scale of any given incident, then determine an appropriate responses (courses of action).
	Assessment Objective 2.1
	All faculty and staff will demonstrate a heightened state of awareness to determine the type and scale of any given incident, then determine an appropriate courses of action for impending or actual emergencies at the college.
	Assessment Objective 2.2
	Quickly ensure all faculty and staff members at the college take immediate action to protect life and property consistent with the college Emergency Operations Plan.
A F T E R	**Assessment Goal 3**
	All faculty and staff will work collaboratively and dispassionately together to review emergency management based decision-making to further develop and refine the college EOP.
	Assessment Objective 3.1
	All emergency management actions and decisions will be reviewed, collaboratively and dispassionately, in concert and in consultation with other community partners and leaders.

COURSES OF ACTION:

Staff and faculty should develop an acute awareness of their surroundings, including emerging or impending and existing situations at the college. When an emerging, impending or existing situation requiring emergency management becomes recognized, staff and faculty should identify and report the situation through 9-1-1 the campus Public Safety Office, or both, including the nature of the incident, critical staffing and resource needs.

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If the situation is a minor emergency, such as a small incident or hazardous materials spill which the first responding personnel can abate the matter or, it is likely that the response agency having jurisdiction will be able to handle the circumstances, an EOC activation will probably not be required and the college EOP does not become activated. Yet the college EOC may be activated with limited staffing to facilitate coordination of response resources or to provide information to students, faculty and staff or the media.

If the situation is a moderate emergency, such as a steadily escalating situation where the coordination of the incident cannot be efficiently accomplished at the scene or, the number of local jurisdiction response agencies involved, personnel or resources required indicate a higher level of complexity and lengthy duration, EOC activation may be the resultant recommendation.

When college response capabilities are limited or insufficient to address a major emergency, or if the situation is of such magnitude that coordination of the response at the scene or another location is not possible, then the situation may be considered a major emergency and EOC activation would be required.

In making a rapid assessment, faculty and staff should consider when the emergency occurred or is it expected to occur. What are the key facts known about the emergency? Staff and faculty prepare themselves to report what emergency response actions underway. Be able to provide a brief description of emergency response actions may be pending or recommended as well. If the EOC is to be activated, faculty and staff should be prepared to present a briefing to those assembled in the EOC.

Rapid assessment courses of action should prioritize first, the provision of effective life safety measures and reduction of property loss. Second, the provision of rapid resumption of San Mateo Community College District classes and services. Third, the provision of accurate documentation and records required for cost recovery efforts. Finally, critical operational functions and the courses of action developed to carry them out are detailed for predictable events in the functional annexes of this EOP. A need to prepare additional or different course of action may develop upon the critical review of emergency management experiences on campus and elsewhere. The EOP is subject to revision and update in the future.

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Continuity of Operations (COOP)

This annex will help ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (e.g., payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

B E F O R E	**COOP Goal 1**
	Ensure all faculty, staff and employees are aware of the COOP Plan established to help ensure essential functions continue during an emergency and its immediate aftermath at the college.
	COOP Objective 1.1
	Through formal or informal in-service training opportunities, have faculty, staff and employees review the multiple courses of action to help ensure essential functions continue during an emergency and its immediate aftermath at the college.
	COOP Objective 1.2
	Regularly update the COOP Plan with attention to the essential functions of business services, communication, computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.
D U R I N G	**COOP Goal 2**
	As needed during an emergency and its immediate aftermath at the college, follow the COOP with special attention to the essential functions of business services, communication, computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.
	COOP Objective 2.1
	The students, visitors, faculty, staff and employees all share the essential function and first priority level of safety and security during an emergency and its immediate aftermath at the college.
	COOP Objective 2.2
	During an emergency and its immediate aftermath at the college, the essential functions of business services, communication, computer and systems support, facilities maintenance, and continuity of teaching and learning all share the second priority level of COOP.
A F T E R	**COOP Goal 3**
	All faculty and staff will work collaboratively and dispassionately together, to review COOP based decision-making to further develop and refine college emergency planning.
	COOP Objective 3.1
	All COOP-based emergency management actions and decisions will be reviewed, collaboratively and dispassionately, in concert and in consultation with other community partners and leaders.

CONSIDERATIONS:

The COOP is under development at the time of this EOP revision. While it is impractical to consider a complete *closure* of the District or its Campuses, the nature of any number of emergencies may indicate the very real potential of ceasing social activities (i.e.: classes, public activities) for some period of time. For example, classes could be postponed and pushed the end of the semester back several weeks because of missing students, faculty and staff due to illness or catastrophic. This Annex in the EOP is based on how to maintain critical and essential functions.

The following table depicts potential areas to identify in the emergency management planning process as the critical functions of San Mateo County Community College District and to be maintained in any and all events:

Critical and Essential Functions	Responsible Groups
Safety and Security of the students, staff, faculty, visitors and or the campus facilities	Security or Police Department Environmental, Health & Safety
Physical Plant and Facilities, and maintenance of infrastructure, utilities, custodial	Facilities Operations
Communications • District, community and media information • Information Infrastructure	Computing Services Public Information Office Student Activities Office
Human Health, which includes students, staff, faculty and visitors; this also includes essential staff required to stay on campus	Student Health Services Campus Instructional Health Care Professionals under the supervision or direction of the Student Health Services Human Resources Student Activities Office
Academic Affairs	Office of Instruction Student Support Services
Internal Support for our own departments, our offsite locations and learning centers	Human Resources
Essential administrative functions, which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	Human Resources Accounting and Financial Services Student Support Services, Financial Aid, Registrar General Services, Purchasing

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Communications and Notifications

The communications and notification annex directs attention to communication and coordination during emergencies and disasters, as well as the communication of emergency protocols before an emergency and communication after an emergency.

B E F O R E	**Communications and Notifications Goal 1**
	Ensure all college community members are aware of college communication systems used during impending or actual emergencies.
	Communications and Notifications Objective 1.1
	Maintain and regularly test our e-mail and text messaging communication systems used for impending or actual emergencies at the college.
	Communications and Notifications Objective 1.2
	Maintain and regularly test our Emergency Announcement system (EAS) communication system used for impending or actual emergencies at the college.
D U R I N G	**Communications and Notifications Goal 2**
	Provide the college community with timely, accurate and concise information to determine the type and scale of any given incident, with guidance on appropriate responses (courses of action).
	Communications and Notifications Objective 2.1
	Send timely and efficient emergency information by e-mail and/or text messages.
	Communications and Notifications Objective 2.2
	Send timely and efficient emergency messages and alerts, with pre-designated messages, campus wide using the EAS.
A F T E R	**Communications and Notifications Goal 3**
	Provide the college community with "ALL CLEAR" message notifications when the scene has become stabile and/or the hazard has passed.
	Communications and Notifications Objective 3.1
	Send timely and efficient "ALL CLEAR" message notifications by e-mail and/or text messages when the scene has become stabile and/or the hazard has passed.
	Communications and Notifications Objective 3.2
	Send timely and efficient "ALL CLEAR" message notifications and alerts campus wide using the EAS when the scene has become stabile and/or the hazard has passed.

COURSES OF ACTION:

The college staff strive to operate efficiently, safely, economically, and according to well-publicized predetermined schedules. On those occasions when conditions or other events require the college take emergency measures or should not be opened or closed early, the college will provide timely notification to students, faculty and staff. Depending on the time of the day, this information will be given through voicemail, department heads, local news media, e-mail, AlertU text messaging system and/or web page. Decisions to close or delay classes may also be made based upon transportation safety and situations affecting campus safety.

The college provides free email accounts to all students. These accounts are where each College and the District Office will contact students with important information including Emergency notifications. Email accounts are accessible over the web at http://my.smccd.edu

The San Mateo County Community College District has installed an Emergency Announcement System (EAS) on each of the three campuses that allows emergency messages and alerts to be sent campus wide in an efficient and timely manner. The command center for the device is located in Public Safety Office on each campus and will be activated under the direction of the College Presidents, Director of Public Safety, Campus Chiefs, or other designated personnel. The device will be utilized for emergencies related to severe weather conditions, a dangerous person on campus, an emergency situation, or other special incidents that may arise and appear to pose a potential threat to College students, faculty, staff, and visitors. Listed below are the recorded messages that will be used in accordance with each message.

Examples of Emergency Messages used on the Emergency Announcement System (EAS):

- **TEST MESSAGE:** This is a test of the campus emergency public address system. This is only a test. If this were an actual emergency, you would have received specific instructions. This is only a test.
- **SEVERE WEATHER:** This is an emergency alert: The National Weather Service has issued a Severe Weather Warning. Seek shelter in the nearest building. Close, and stay back from doors and windows. Listen for and be prepared to follow further instructions.
- **HAZARD MATERIAL:** This is an emergency alert: A hazardous materials incident has occurred which threatens the safety of those persons outdoors. Seek shelter in the nearest building. Close, and stay back from doors and windows. Turn off heating and air conditioning systems if you can and listen for and be prepared to follow further instructions.
- **UTILITY FAILURE:** This is an emergency alert: A power failure has occurred on campus. Emergency personnel are on the scene. Classes are cancelled immediately. Updated information will be posted on the college website.
- **LAW ENFORCEMENT:** This is an emergency alert: A law enforcement emergency is occurring. We are locking down the campus. Find a safe location out of sight, away from windows, and secure yourself behind locked doors. Remain quiet. Listen for and follow instructions of emergency personnel. If you need immediate help, dial 911.
- **EARTHQUAKE:** This is an emergency alert: A major earthquake has occurred in this area. Please move to an open area if you can safely do so. Avoid buildings, power lines, trees, and other hazards. Assume all power lines are live. Listen for and be prepared to follow further instructions.
- **FIRE:** This is an emergency alert: There is a fire on campus in Building ##. Please evacuate the building to the nearest parking lot. Emergency Personnel are on scene. Listen for and be prepared to follow instructions.
- **AIRCRAFT EMERGENCY LANDING WARNING:** This is an emergency alert: FAA has reported that an airplane may make an emergency crash landing on or near the campus. Seek shelter in the nearest building. Close, and stay away from doors and windows. Listen for and be prepared to follow further instructions.

- ✧ **BOMB THREAT:** This is an emergency alert: The College has received a credible bomb threat. Take your personal belongings, including your car keys, and evacuate to a designated staging area. Listen for and be prepared to follow further instructions.
- ✧ **ALL CLEAR MESSAGE:** Emergency personnel have given the ALL CLEAR. The on-campus emergency is over. You can return to your normal activities.

In addition, the San Mateo County Area Office of Emergency Services provides *SMC ALERT;* an alert notification system used for immediate contact to people during urgent or emergency situations with useful information and updates by sending text messages to email accounts (home, work, school, etc.), cell phones, pagers and Smartphones/handheld devices. SMC ALERT is free, although carriers may charge a fee to receive alerts on wireless devices. See www.smcalert.info to register for their services.

CONSIDERATIONS:

A comprehensive emergency evacuation plan provides for prompt and effective assistance to individuals whose medical conditions may necessitate it. The Americans with Disabilities Act (ADA) and the Rehabilitation Act support employers' abilities to achieve this goal. Specifically, employers have inquired whether they may request information to help identify individuals who might need assistance because of a medical condition and whether they can share this information with others in the workplace. As the following questions and answers demonstrate, federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan.

Q: May an employer ask employees whether they will require assistance in the event of an evacuation because of a disability or medical condition?

A: Yes. Some employees may need assistance because of medical conditions that are not visually apparent. Others may have obvious disabilities or medical conditions but may not need assistance. Employers, therefore, are allowed to ask employees to self-identify if they will require assistance because of a disability or medical condition.

Q: How may an employer identify individuals who may require assistance?

A: There are three ways that an employer may obtain information:

- ✧ After making a job offer, but before employment begins, an employer may ask all individuals whether they will need assistance during an emergency.
- ✧ An employer also may periodically survey all of its current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information.

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✧ Finally, whether an employer periodically surveys all employees or not, it may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation. For example, many individuals who are blind may prefer to walk down stairs unassisted. People with disabilities are generally in the best position to assess their particular needs.

An employer should inform all individuals who are asked about their need for emergency assistance that the information they provide will be kept confidential and shared only with those who have responsibilities under the emergency evacuation plan.

Q: May an employer specifically ask what type of assistance will be needed?

A: Yes. An employer may ask individuals who indicate a need for assistance because of a medical condition to describe the type of assistance they think will be needed. One way that this can be done is by giving all employees a memo with an attached form requesting information. The employer also may have a follow-up conversation with an individual when necessary to obtain information that is more detailed. For example, it would be important for an employer to know whether someone who uses a wheelchair because of mobility limitations is able to walk independently, with or without the use of crutches or a cane, in an emergency situation. It also would be important for an employer to know if an individual will need any special medication, equipment, or device (e.g., an assisted wheelchair carrier strap or a mask because of a respiratory condition) in the event of an emergency. Of course, an employer is entitled only to the information necessary for it to be prepared to provide assistance. This means that, in most instances, it will be unnecessary for an employer to know the details of an individual's medical condition.

Q: Who is allowed to have information about employees needing assistance in an emergency?

A: The ADA has provisions that require employers to keep medical information about applicants and employees confidential. These provisions, however, include an exception that allows an employer to share medical information with first aid and safety personnel. This exception would allow an employer to share information about the type of assistance an individual needs in the event of an evacuation with medical professionals, Emergency Management Coordinators, floor captains, colleagues who have volunteered to act as "buddies," building security officers who need to confirm that everyone has been evacuated, and other non-medical personnel who are responsible for ensuring safe evacuation. These individuals are entitled to the information necessary to fulfill their responsibilities under the employer's emergency evacuation plan.

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Timely Warnings

The Clery Act requires institutions of higher education to alert the campus community to certain crimes that are reported to campus security authorities or local police agencies, and are considered to represent a threat to students and employees. These alerts must be done in a manner that is timely and that will aid in the prevention of such crimes. The Clery Act does not include a specific definition of "timely." However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. The decision to issue a timely warning will be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts.

Colleges must include in the annual security report a policy statement that accurately reflects the institution's timely warning policy and practice. The policy specifies the circumstances under which the college will issue a timely warning, how those timely warnings will be distributed, and the individual or office responsible for issuing a timely warning. Colleges must take appropriate steps to ensure that timely warnings are communicated to individuals with disabilities, including those who have hearing or vision disabilities, as effectively as they are to others. Information on the annual report on campus crime is available at: http://www.smccd.edu/publicsafety/annualreport.shtml

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student *education records*. The law applies to all educational agencies and institutions that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to students when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The Family Policy Compliance Office at the U. S. Department of Education administers FERPA.

Records created and maintained by the institution's law enforcement unit are not likely to fall into the protected definition of "education records." *Treatment records* are also not considered education records. In a college setting, treatment records typically include those created and maintained at the campus health clinic. Postsecondary institution officials must balance safety interests and student privacy interests. *FERPA* contains exceptions, including the "health or safety emergency exception," and exceptions to the definition of education records, including "law enforcement unit records," which provide school officials with tools to support this goal. *FERPA* regulations permit college officials to disclose personally identifiable information from education records without consent to appropriate parties only when there is an actual, impending, or imminent emergency, such as an articulate-able and significant threat. Information may be disclosed only to protect the health or safety of students or other individuals. The U.S. Department of Education would not find an institution in violation of

FERPA for disclosing *FERPA*-protected information under the health or safety exception as long as the institution had a rational basis, based on the information available at the time, for making its determination that there was an articulate-able and significant threat to the health or safety of the student or other individuals.

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Deny Entry or Closing (Lockdown), Shelter-in-Place or Secure-In-Place

This annex focuses on the courses of action to secure buildings, facilities, and grounds during incidents that pose an immediate threat of violence in or around the college, such as a crime of violence or bomb threat.

B E F O R E	**Lockdown Goal 1**
	Ensure all visitors, students, faculty, and staff members are aware of lockdown courses of action for classrooms, buildings, facilities, and grounds in use at the college.
	Lockdown Objective 1.1
	Through a safety briefing or otherwise, assess, identify, and communicate multiple courses of action to be used during a lockdown of college classrooms, buildings, facilities, and grounds.
	Lockdown Objective 1.2
	Through a safety briefing or otherwise, assess, identify, and communicate danger (doors, windows, etc.) and safe refuge points (within darkened and secured rooms, under desks, etc.) during a lockdown of college classrooms, buildings, facilities, and grounds.
D U R I N G	**Lockdown Goal 2**
	Quickly ensure all faculty, staff, students, and visitors are secured away from immediate danger.
	Lockdown Objective 2.1
	Announce lockdown condition, along with special considerations of doors, windows, etc.
	Lockdown Objective 2.2
	Secure classrooms, buildings, facilities, and grounds using appropriate course of action.
A F T E R	**Lockdown Goal 3**
	Using a class roster, grade book or similar methods, identify all individuals secured in the lockdown classrooms, buildings, facilities and grounds at the college.
	Lockdown Objective 3.1
	When safe to do so, record the identity of all visitors, students, faculty, and staff members assembled within the lockdown area.

COURSES OF ACTION:

Staff, faculty or public safety personnel should communicate directly with those in the area to be secured by announcing *Lockdown* or *Shelter-in-Place* condition and/or by giving a preplanned announcement for this purpose. Immediately close all doors and windows, and perform any other actions requested by emergency response personnel that may arise due to the situation. If window coverings are present, close them so that the view into the secured area is restricted. All personnel should remain in classrooms and take certain protective measures (e.g., shut off ventilation (if possible), close and possibly seal windows and doors, etc.) if necessary or prudent. If unusual or irritating odor is present, protect breathing by breathing through a wet rag or paper towel. If needed and possible, coordinate with Facilities to turn off all heating, cooling, and ventilation systems. If possible, use duct tape or any other material to help seal off the building.

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Assemble all students at a central location within the room, away from doors and windows. Under circumstances where protection from someone outside is needed, it may be necessary to move furniture to lock doors and prevent external access to the room. If possible, establish and maintain communications with the Public Safety personnel, the local municipality first responders and/or any other appropriate response personnel.

Quickly establish a buddy system of those within each group to be sheltered-in-place. People with disabilities should instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency. Always ask someone with a disability how you can help before attempting any physical assistance, rescue technique or similar assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to be close by the person.

Visually impaired persons or others with physical limitations may benefit from clear communication from a trusted partner about the immediate area they are in and what is transpiring. Tell such person the nature of the emergency and offer to stay with them by offering your elbow (this is the preferred method when acting as a "Sighted Guide") for them to hold. Do not grasp a visually impaired person's arm. Give verbal instructions to advise about any obstacles, from secured rooms. Try to orient the person to where they are and ask if any further assistance is needed.

Be familiar with alarm signals, sounds and lighting. Even if salient examinations are in progress, stop the examination process, set conventional school processes aside to avoid wasting time. Encourage everyone to remain calm. Do not open a secured building until permitted or directed by emergency personnel, such a Building Captain, campus Public Safety, Law Enforcement or Fire personnel.

Using a class roster, grade book or similar method, quickly and quietly identify all individuals secured in the lockdown classrooms, buildings, facilities and grounds at the college. Record the identity of all visitors, students, faculty, and staff members present. Remain sheltered in place until the "all clear" has been given by the appropriate organization.

<u>**CONSIDERATIONS:**</u>

If possible, notify the Disabled Students Coordinator of any disabled students in your area. If a Disabled Students Coordinator is not available, notify the Public Safety Department of the location of these disabled students and the type of assistance that may be needed in the event evacuation is necessary.

Deny Entry or Closing (Lockdown), Shelter-in-Place or Secure-In-Place should be considered under the following conditions:

- ✧ Chemical spills or explosions on campus
- ✧ Wild land fires near campus
- ✧ Shootings and/or hostage situations and other related emergencies on campus
- ✧ Natural disasters on or near campus in which evacuation of the College is inappropriate

Evacuation

This annex focuses on the courses of action that college personnel should execute to evacuate buildings, facilities, and grounds safely.

B E F O R E	**Evacuation Goal 1**
	Ensure all visitors, students, faculty, and staff members are aware of evacuation routes and reunification points for classrooms, buildings, facilities, and grounds in use at the college.
	Evacuation Objective 1.1
	Assess, identify, and communicate the location of assembly and reunification points to be used during an evacuation of classrooms, buildings, facilities, and grounds at college.
	Evacuation Objective 1.2
	Assess, identify, and communicate the multiple routes assembly and reunification points to be used during an evacuation of classrooms, buildings, facilities, and grounds at college.
D U R I N G	**Evacuation Goal 2**
	Accomplish the safe and expeditious evacuation of needed classrooms, buildings, facilities, and grounds at college to designated assembly and reunification points.
	Evacuation Objective 2.1
	Announce designated evacuation route(s) along with assembly and reunification points.
	Evacuation Objective 2.2
	Evacuate classrooms, buildings, facilities, and grounds using assigned routes.
A F T E R	**Evacuation Goal 3**
	Using a class roster, grade book or similar method, confirm that all individuals have left the designated classrooms, buildings, facilities and grounds at the college.
	Evacuation Objective 3.1
	When safe to do so, verify the classrooms, buildings, facilities, and grounds at college have been cleared of all visitors, students, faculty, and staff members.

COURSES OF ACTION:

Evacuate to the nearest parking lot or open courtyard area. If you are unsure, please locate evacuation maps at the nearest stairwell entrance of buildings.

Establish a buddy system and alternate for each group to be evacuated. People with disabilities should instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.

If assistance is not immediately available, people with disabilities should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped; they should continue to call for help until rescued. Always ask someone with a disability how you can help before attempting any evacuation, rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with the person.

Visually impaired persons may be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance. Tell such person the nature of the emergency and offer to guide them by offering your elbow (this is the preferred method when acting as a "Sighted Guide"). Do not grasp a visually impaired person's arm. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information. As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways. When you have reached the pre-designated evacuation reassembly area, orient the person to where they are and ask if any further assistance is needed. Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance. White canes and other mobility aids should NOT be left behind.

Most campus buildings are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where someone does not appear to be recognizing an alarm is sounding, flashing or is in a building that is not equipped with a visual alarm system an alternative warning technique is required. Two (2) methods of warning are, 1) Write a note stating what the emergency is and what the evacuation route is i.e. "Fire - go out the rear door to Parking Lot". The second method is to turn the room lights on and off to gain attention - then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go. Offer visual instructions to advise the safest route or directions by pointing toward exits or an evacuation map. People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.

Untrained personnel should not evacuate mobility-impaired persons unless the situation is life threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area. If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes). Notify Public Safety or rescue personnel immediately about any people remaining in the building and their locations.

If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms. Before taking action, always ask the person their preferred method of assistance. Crutches, canes and walkers should not be left behind.

Some non-ambulatory people will be able to exit safely without assistance out of single story buildings. Buildings with floors above or below ground level may require that persons be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well-being. If the person prefers to be moved in their wheelchair, the wheelchair user will be carried facing away from the stairs. Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety. If moving a person more than three (3) flights, a "relay team" arrangement is needed. If a wheelchair is left behind,

do not leave it in an exit path or doorway to become an obstacle. Wheelchairs have many movable weak parts that were not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests). Be aware of persons with respiratory complications and any reliance on artificial respirators or oxygen. They should be given priority assistance if there is smoke or fumes, as their ability to breathe can be made difficult in a smoke filled environment.

Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance from Public Safety or rescue personnel. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty. If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regard to 1) Ways of being removed from a wheelchair; 2) The number of people needed for assistance; 3) Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.; 4) If a seat cushion or pad should be brought along with them if they are removed from the wheelchair; 5) Position, being carried forward to backward on a flight of stairs; and, 6) After-care. If a person is removed from the wheelchair (i.e., a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed. It is likely that the person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the Public Safety staff or rescue personnel of the location of wheelchairs to be retrieved.

Be familiar with alarm signals, sounds and lighting. Leave school materials in the room to avoid wasting time. Encourage everyone to remain calm. Do not re-enter an evacuated building until permitted or directed by emergency personnel, such a Building Captain, campus Public Safety, Law Enforcement or Fire personnel.

If you suspect a fire is behind a door, cover your hand or use the backside of your hand to provide protection, first and then test the door by touching it. If it is hot then do not use the door as an exit; try to find an alternate route for an exit. Do not use elevators unless authorized to do so by Public Safety staff or rescue personnel. Elevators could fail during a fire, earthquake or flood.

CONSIDERATIONS:

A comprehensive evacuation plan should provide for prompt and effective assistance to individuals whose medical, mental health or physical conditions may necessitate it. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would need and whether they need to take additional steps to prepare. Evacuation of people with disabilities will be given the highest priority in all emergencies. In an emergency situation, it is important that college faculty, staff and employees are familiar with the attendant needs of others during an evacuation. People with disabilities should be encouraged to convey these needs to their instructor at

the beginning of each semester. While attending class, people with disabilities should try to position themselves near a doorway for an easier exit. A private conversation with them to become familiar with the building and its exits is advisable and they should follow signs to exits.

An evacuation plan works best when preplanned in order to move away from a threatened building, facility or area toward a pre-designated evacuation reassembly area. The emergency evacuation of a building, multiple buildings or the entire campus may be required due to a wide variety of situations such as, a fire, an explosion, a natural disaster, a hazardous materials spill or several other crises.

Evacuations should be considered under the following conditions:

- ✧ An explosive device detonates on campus
- ✧ A functional explosive device, or suspected explosive device, is found on campus
- ✧ A hostage situation takes place on campus
- ✧ A situation involving a barricaded subject armed with explosives or firearms takes place on campus
- ✧ A severe weather condition occurs that requires removal of people to a safe remote location. If necessary request assistance from the Emergency Operation Center
- ✧ A weapon of mass destruction or hazardous materials incident occur on or near the campus and public safety responders determine that mass evacuation to a remote location is required
- ✧ Whenever the facility or grounds are rendered unsafe and evacuation to a remote site is needed

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Public Health, Medical and Mental Health

This annex describes the courses of action to be implemented to address emergency medical (e.g., first aid), public health, and mental health counseling issues. College efforts in these areas should be coordinated with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives. Mental health needs after an emergency are addressed in the Recovery annex, following.

B E F O R E	**Public Health, Medical and Mental Health Goal 1**
	Ensure all faculty and staff are aware of the courses of action to be implemented to address emergency medical, public health, and mental health counseling issues during impending or actual emergencies on campus.
	Public Health, Medical and Mental Health Objective 1.1
	Faculty and staff should understand Campus Health Center first aid and other services along with the means for faculty, staff, employees, students and visitors to contact the Center.
	Public Health, Medical and Mental Health Objective 1.2
	Review campus website to familiarize with the Campus Health Center Services of health care, referral services, and health educational information for students and staff.
D U R I N G	**Public Health, Medical and Mental Health Goal 2**
	Promptly provide appropriate resources to address emergency medical, public health, and mental health counseling issues during impending or actual emergencies on campus.
	Public Health, Medical and Mental Health Objective 2.1
	Call 9-1-1 and/or campus Public Safety Department and tell the dispatcher that a public health, medical or mental health emergency is in progress and assistance is needed; provide the dispatcher with all available information regarding the situation.
	Public Health, Medical and Mental Health Objective 2.2
	Faculty, staff and those qualified and trained should administer first aid to the extent possible and follow the courses of action outlined below.
A F T E R	**Public Health, Medical and Mental Health Goal 3**
	All faculty and staff will work collaboratively together to document and provide dispassionate input for review of emergency medical, public health, and mental health counseling issues.
	Public Health, Medical and Mental Health Objective 3.1
	For non-employees, a standard non-employee accident report form will be completed and filed.
	Public Health, Medical and Mental Health Objective 3.2
	Injured employees should be provided with an *EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS* package within 24 hours after any injured causing accident.

COURSES OF ACTION:

Medical Emergencies

> If a serious injury or illness occurs on campus, the role of staff members is to call (9) 9-1-1. Give your name, location, telephone number and describe the nature of the medical problem.

Staff members should quickly perform these steps:

1. Call 9-9-1-1 or have someone close by do this for you.
2. Call the Public Safety Department and/or the College Health Center/Nurse.
3. Ask the victim "Are you okay?" and "What's wrong?"
4. Check breathing and pulse
   a. If you are trained, administer artificial respiration or CPR if necessary
5. Control serious bleeding by applying direct pressure on the wound
6. Keep the victim still and comfortable. Have the victim lie down if necessary.

Staff members should continue to assist the victim until help arrives:

1. Try to determine the extent of the injury or probable cause of illness
2. Protect the victim from disturbances, reassure the victim and Do Not move him or her unless absolutely necessary.
3. Look for emergency ID, gather information from witnesses and give all information to the emergency personnel arriving on the scene.

Psychological Crisis

Psychological Emergency: A person's temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset and /or behavior that is outside normal parameters. Examples include suicidal ideation, disconnect from reality, extreme agitation, paranoia, and hallucinations.

Staff members should

1. Respond to the person with calmness and acknowledge their distress.
2. Do not leave the person unattended.
3. Contact the Public Safety Department.
4. If no response from Public Safety, contact 9-9-1-1.
5. Give your name, location and contact phone number.
6. Describe the nature of the situation and provide name(s) of person(s) involved, if known, and any other pertinent information.
7. The Public Safety Department will contact Psychological Services as appropriate.

In accordance with appropriate laws and school regulations, college staff members involved in treatment will promptly share and report information about outbreaks or epidemics or other unusual medical situations to the local health department.

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Recovery

This annex describes recovery from an emergency. The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery and psychological and emotional recovery.

<table>
<tr><td rowspan="7">B E F O R E</td><td>**Recovery Goal 1**</td></tr>
<tr><td>Ensure that prudent courses of action to facilitate academic, physical, fiscal and psychological recovery from possible or actual emergencies on campus are included in emergency planning.</td></tr>
<tr><td>**Recovery Objective 1.1**</td></tr>
<tr><td>Maintain robust, contemporary and thorough EOP and COOP documents shared as appropriate throughout the college community.</td></tr>
<tr><td>**Recovery Objective 1.2**</td></tr>
<tr><td>Prepare, train and exercise members of the college community in EOP and COOP protocols.</td></tr>
</table>

<table>
<tr><td rowspan="8">D U R I N G</td><td>**Recovery Goal 2**</td></tr>
<tr><td>Promptly provide appropriate resources to facilitate academic, physical, fiscal and psychological recovery during impending or actual emergencies on campus.</td></tr>
<tr><td>**Recovery Objective 2.1**</td></tr>
<tr><td>Consideration of safe buildings, alternate facilities, continued educational programming shall accompany life safety and loss control as primary college priorities.</td></tr>
<tr><td>**Recovery Objective 2.2**</td></tr>
<tr><td>All faculty and staff shall create a calm and supportive environment for the college community, share basic information about the incident, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.</td></tr>
<tr><td>**Recovery Objective 2.3**</td></tr>
<tr><td>All faculty and staff shall follow the relevant elements of the Public Health, Medical, and Mental Health annex courses of action and considerations for the needs of students, visitors, faculty, staff, and the larger college community.</td></tr>
</table>

<table>
<tr><td rowspan="6">A F T E R</td><td>**Recovery Goal 3**</td></tr>
<tr><td>All faculty and staff will work collaboratively together to identify immediate, short-, and long-term counseling needs of students, faculty, staff, and families.</td></tr>
<tr><td>**Recovery Objective 3.1**</td></tr>
<tr><td>Memorial activities will strike a balance among honoring the loss, resuming college and class routines and schedules, and maintaining hope for the future.</td></tr>
<tr><td>**Recovery Objective 3.2**</td></tr>
<tr><td>Commemorations, memorial activities, or permanent markers and/or memorial structures, including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance shall be considered as the Crisis Action Team provides information for the college president's decisions.</td></tr>
</table>

COURSES OF ACTION:

Academic recovery

Determinations concerning the closing and reopening of the college rest with the authority of the college president. In the case of temporary space needs, should the college or part of it be

closed, determinations will similarly be made under the authority of the college president. In the event that students cannot physically reconvene at the college, alternate educational programming may be coordinated through other District campuses or alternative means.

Physical Recovery

Standard Operating Procedures for shutdown of inaccessible facilities and college assets are maintained and conducted by the Facilities Planning Maintenance & Operations Department. The Facilities Manager will insure that all facilities personnel are familiar with the shutdown procedures. Those assets include building or campus main electrical main panels, building gas valves, building water supplies (not fire supply mains) and HVAC equipment.

College personnel involved in the critical operations shutdown and recovery listed above shall be notified by management of this responsibility in advance and will be appropriately trained for the particular situation by their supervisors. The Facilities Manager will insure that all facilities personnel are familiar with the shutdown and recovery procedures. The college and staff will work with utility and insurance companies before an emergency to support a quicker recovery.

Fiscal Recovery

The college president and Crisis Action Team will ensure that faculty and staff will receive timely and factual information regarding those needed as emergency workers, continuation of educational services and returning to work, in the case of a complete or partial campus shutdown.

Due consideration will always be given to emergency relief funding and cost recovery opportunities or any interruption of college services.

Psychological and Emotional Recovery

Counseling and psychological first aid will be provided through the Campus Health Center. All college employees will work together to create a calm and supportive environment for its community and share basic information about the incident through the PIO, unless others are authorized to make event related disclosures. Trained college personnel, partners and consultants will provide psychological first aid and identify those who may need immediate crisis counseling.

Immediate, short-, and long-term counseling needs of students, faculty, staff, and families will be the goal of psychological and emotional recovery. The resources of the entire District may be mobilized to achieve this goal and, if needed, to establish a new normal state.

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CONSIDERATIONS:

Telecommunications Failure

> Proceed to the nearest operational phone or use a cell phone to notify the Facilities Department and/or the Public Safety Department.

Elevator Failure

> Those facilities on campus that have elevators will follow those procedures, which are posted within the elevator. Notify the Facilities Department and/or the Public Safety Department.

Plumbing Failure/Flooding

> Cease using all electrical equipment and follow the notification and evacuation steps listed in the EOP. Notify the Facilities Department and/or the Public Safety Department.

Natural Gas Leak or Ruptured Gas Line

> Notify the Facilities Department and/or the Security Department. Cease all operations and follow the notification and evacuation steps listed in the EOP.

Ventilation

> If smoke or burning smells emanate from the ventilation system, report information to the Public Safety Department and evacuate, if appropriate.

Water Contamination

> If water contamination is suspected or has been verified, Environmental Health & Safety will liaison with the Water Department to determine the location and extent of contamination. An advisory will be issued to the campus community communicating the contamination state and to avoid use of the water.

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Hazard-Specific Annexes

The Threat- and Hazard-Specific annexes describe the courses of action unique to particular threats and hazards. Courses of action already outlined in a Functional Annex are not repeated in a hazard-specific annex. If there is a functional annex that applies to one of the threat or hazard annexes, the latter will include it by reference. For example, if a "during" course of action for a fire hazard involves evacuation and there is an evacuation annex, the fire annex might indicate "see Evacuation annex" in the "during" course of action section rather than repeat the evacuation courses of action in the fire annex.

NOTE: This is not a complete list. In the future, a need to prepare additional or different annexes may develop; such annexes should be included here as well.

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Human-Caused Hazards

ACTIVE SHOOTER

1. Call (9) 9-1-1
2. If you see or hear gunfire, notify the Public Safety Department immediately. Provide the dispatcher with all available information regarding the threat
3. Assess the situation. If it is safer to remain in the classroom/office, then stays put and lock or barricade the doors. Do not open doors unless instructed to do so by a staff or authorized personnel who are recognized by sight or voice. Emergency responders may enter the room using a master key or by providing positive identification
4. If an instructor observes imminent danger near your room, immediately secure the room and notify the Public Safety Department of the danger via telephone, radio system or runner
5. The campus may be placed on a heightened security status as a response to an apparent crisis situation. Remain quiet until more can be learned about the situation
6. Calmly and quietly review emergency evacuation procedures and prepare for possible evacuation
7. Until the situation has been assessed, remain in classroom or office area unless authorization is received from appropriate authority

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BOMB THREAT

If you receive suspicious mail, do not further handle the letter, envelope or package. Report to your supervisor/dean and call the Public Safety Department or the Police at 9-9-1-1.

If you receive a phone call that a bomb or other explosive device has been placed on campus, you should attempt to keep the caller talking as long as possible and ask:

- ✧ When is the bomb or device going to explode?
- ✧ Where is the bomb right now?
- ✧ What kind of bomb is it?
- ✧ What does it look like?
- ✧ Why did you place the bomb?
- ✧ From where are you calling?
- ✧ What is your name?

Immediately notify the Public Safety Department and the Police at 9-9-1-1. Supply them with the information outlined above. Save your notes so that you may turn them over to public safety or police officers later.

1. Law enforcement officers and the Public Safety Department will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects. If a suspicious object is found, it should immediately be reported to the Public Safety Department or the Police at 9-9-1-1
2. If directed to do so by a school administrative official, a police officer or a Public Safety official, evacuate the building quickly by walking to the nearest exit, alerting people as you go. Assist the disabled in exiting the building
3. To the best of your ability, and without re-entering the building, assist Police officers or college staff in their attempts to determine that everyone has evacuated safely
4. Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep walkways clear for emergency vehicles
5. DO NOT return to a building until told to do so
6. If a campus wide evacuation notice is given, evacuate the campus as per instructions in the Evacuation Procedures guidelines

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CRIMINAL OR DISRUPTIVE BEHAVIOR

It is critically important that members of our community report threats or crimes in progress in a timely manner to help keep the campus safe. DO NOT take unnecessary chances. If you are the victim of, or you witness an on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, or believe an individual poses an imminent threat to a member or members of the college community please contact the Public Safety Department immediately. If in doubt, call 9-9-1-1 and report:

1. Your Name and Location
2. Nature of the Incident
3. Description of the person(s) involved
4. Description of property involved
5. Do not hang up until the dispatcher tells you to do so

If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked. Turn off lights, remain quiet, keep low to the ground and hide behind a desk or other furniture

Do not attempt to apprehend or interfere with the suspect except for self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the investigating officers.

If you are inside a building and observe a disruptive student:

1. Keep calm and attempt to calm disruptive student down (if you feel safe to do so)
2. If student will not calm down or leave the class / office, and it is safe to do so, call a class break and step out to notify the College Public Safety Department or by calling 9-9-1-1, or by sending a runner. Provide the dispatcher with all available information regarding the situation
3. If an assessment of the situation indicates it is safer to leave classroom or office, evacuate if possible. If disruptive student follows you, proceed directly to Public Safety Department
4. If an instructor observes imminent danger near your room, immediately secure the room and notify a Public Safety Officer of the danger via telephone, radio system or runner

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Concerning civil disturbances or demonstrations, most campus demonstrations will be peaceful, and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators. A threatening disturbance should be reported immediately to the Public Safety Department (Skyline College (650) 738-4199) or Police at 9-9-1-1**.** The following actions should also be taken:

1. Alert all employees in the area to the situation
2. Lock all doors; secure all files, documents, and equipment
3. If necessary, cease operations and evacuate the building, alerting people as you go. Assist the disabled in exiting the building.

Public Safety/Police officers/college staff will assess the situation. Participants who refuse to disperse may be arrested for a violation of the State Penal Code.

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EXPLOSION

1. Immediately take cover under tables, desks or other objects that give protection from broken glass or debris
2. After the effects of the explosion have subsided, notify the Police at 9-9-1-1. Give your name and describe the location and nature of the emergency
3. Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go. Notify your supervisor/dean. Be aware of structural damage. Stay away from glass doors and windows. Do not touch or move any suspicious object
4. Assist others, especially the injured and disabled to evacuate the building
5. Once outside, move to a clear area at least 300 feet away from the affected building. Keep the walkways clear for emergency vehicles
6. To the best of your ability, and without re-entering the building, assist the Police/college staff in their attempt to determine that everyone has evacuated safely
7. Do not return to a building until told to do so
8. If a campus wide evacuation notice is given, evacuate the campus as per instructions in the Evacuation Procedures guidelines

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Natural Hazards

EARTHQUAKE
1. If indoors, stay there. **Duck, cover, and hold.** Get under a desk or table and hold on, or stand in a corner or doorway that provides structural support above and does not have doors on it (do not go in a doorway with doors; they can swing back and forth violently). Protect your head, neck, and face. If in a high-rise building, stay away from windows and outside walls. Do not attempt to use elevators
2. After the initial shock, evaluate the situation. If emergency help is necessary, call the Police at 9-9-1-1. Protect yourself at all times and be prepared for aftershocks
3. After the shaking subsides, go outdoors; and stay clear of buildings, walls, power lines, and trees
4. Follow the procedures for Fire, Hazardous Materials, and Serious Injuries as necessary
5. Identify and assist the injured
6. Keep phone lines clear except when necessary to report serious hazards or injuries
7. Do not return to an evacuated building unless directed to do so by a Public Safety Official, Fire or Police personnel. Assemble and reunify at designated reassembly points on campus
8. If outdoors, move quickly away from buildings, utility poles, and other structures

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FLOODING AND WATER DAMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather. **If a water leak occurs:**

1. Call the Facilities Department and Public Safety Department, advise them of the problem
2. Advise the dispatcher, or the coordinator, of the location and severity of the leak. Indicate whether any valuables, art collections, or books are involved, or are in imminent danger. The Public Safety Department will notify the appropriate authorities and dispatch officers to assist
3. If there are electrical appliances or electrical outlets near the leak, use extreme caution. **If there is any possible danger, evacuate the area**
4. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously
5. Be prepared to assist, as directed, in protecting college and personal property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area

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PANDEMIC OR DISEASE OUTBREAK

The following table compares the San Mateo County Community College District Response Phase to the WHO Periods and U.S. CDC's Federal Stages outlines the general actions to be taken during a pandemic event. Most of the activities related to this event will be triggered on the SMC CCD campuses by either rising absenteeism rates among students, staff and faculty, or through consultation with the local county Public Health Office. For additional details, see the Pandemic Influenza Plan in SharePoint.

District Phase	District Actions
1 – District / Pre- Semester 1 – Pre-Event Planning *Reference: WHO Inter-pandemic Period 1-2 /Pandemic Alert Period 3 & Federal Stage 0*	• Create a District Pandemic Influenza Task Force • Write Pandemic Influenza Plan & Trigger Guide • Create flu prevention & hygiene campaign • Create Influenza Tracking program • Obtain Personal Protective Equipment
2 – District / Start of Semester or initial reports of Influenza Like Illness 2 – Reported Outbreak in California *Reference: WHO Pandemic Alert Period 4-5 & Federal Stage 1-2-3*	• Initiate absence tracking program • Create District wide media awareness campaign • Distribute Pandemic Cleaning & Disinfection Protocol • Coordinate with local and regional public agencies • Request ILI individuals to stay home until well
3 – District /Absences occur over normal expected rates 3 – Confirmed escalation Human to Human Outbreak in San Mateo County *Reference: WHO Pandemic Alert Period 6 & Federal Stage 4-5*	• Task Force meets as needed • EOC, DOC & CEOC personnel on alert • Social Distancing for work, class, extracurricular & sporting events begins • Continue absence tracking program • Consider campus and/or District emergency declaration • Coordinate with local public health agency
4 – District / 33% or more of students, faculty or staff are absent 4 – Widespread Pandemic Overseas and North America *Reference: WHO Pandemic Alert Period 6 & Federal State 5*	• Task Force meets daily or as needed • Consider EOC, DOC & CEOC activations • Social Distancing continues • Declare campus and/or District emergency • Continue absence tracking of staff, faculty & students
5 – District / No increase in absenteeism over 2 weeks 5 – Recovery and Subsequent Waves *Reference: WHO Pandemic Alert Period 6 & Federal Stage 6*	• Continue Tracking program • Continue prevention & hygiene campaign • Anticipate return to normal campus life • Deactivate EOC, DOC or CEOCs • Debriefing and After-Action Reports

WINDSTORM

The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist. A "Watch" is issued by the National Weather Service when a thunderstorm in excess of 55 m.p.h. or a tornado may develop in a given area and during a specific time frame. If a "WARNING" is issued by the National Weather Service the closing of the College may be appropriate, if there is sufficient time before the anticipated arrival of the storm. If it appears too dangerous to leave, the order may be given to shelter in place. The College may consider convening the EOC if a warning has been issued.

If there is advanced warning, seek shelter inside:

1. Close all windows, blinds and drapes.
2. Remain inside
3. Notify all personnel of the windstorm
4. Evacuate areas that bear full force of wind
5. Avoid enclosures with long roof spans

If there is no advanced warning:

1. Take cover immediately in interior rooms or along an inside wall; try to find a place away from large, heavy objects, and windows
2. Open doors if possible
3. Keep and maintain a calm disposition

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Technological Hazards

FIRE

Individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

If you see smoke or fire:

1. Call the Fire Department immediately by activating the nearest fire alarm pull station, contacting the Public Safety Department or by calling 9-9-1-1
2. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so
3. If you are outdoors, seek shelter in a safe nearby building
4. If you are indoors, and it is safe to do so**,** close all windows and doors; open all curtains and blinds. Relocate all combustibles away from windows
5. **ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.**
6. If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving
7. If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help
8. When fire alarms sound, do not use the elevators. An elevator may become a trap. Assist (help carry, if necessary) all disabled persons in using the stairs
9. If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present
10. If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes
11. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel

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HAZARDOUS MATERIALS INCIDENTS

1. Call the Public Safety Department or the local Fire Department, 9-9-1-1
2. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available
3. If you can give first responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly
4. Notify facilities of the extent and location of the spill. If there is any possible danger, evacuate your area immediately

If a chemical fire occurs:

1. Remain calm
2. If time and safety permits, close windows in the room where the fire is located. Close the door behind you as you leave, and immediately sound the building fire alarm
3. **Call the fire department as soon as possible**
4. If you can give first responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly
5. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. **ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING**
6. When fire alarms sound, do not use the elevators. An elevator may become a trap. Give assistance to (help carry, if necessary) all disabled persons in using the stairs
7. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety or public agency personnel
8. Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building

Unless trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

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POWER OUTAGES

If a power outage occurs:

1. Remain calm
2. Call the Public Safety Department
3. Give your name, location, and telephone number. Advise the dispatcher or coordinator of the situation and of any additional locations that are without power. The dispatcher or coordinator will immediately notify the appropriate department or agency of the outage
4. Provide assistance to other individuals in your immediate area
5. Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave
6. If you are in an unlit area, proceed cautiously to an area that has emergency lights
7. If you are trapped in an elevator, remain calm. Use the emergency telephone, or emergency call button. Public Safety officers, or the fire department, will be dispatched to your location for assistance
8. Stand by for instruction from your coordinator or from Public Safety personnel

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Role & Position Checklists

This section contains checklists for the various roles and lead positions that could be activated during the activation of an EOC in the higher education environment. These checklists provide procedural guidance in starting an EOC, general operational responsibilities and position deactivation. These forms are based on FEMA ICS Position Checklists and are utilized in the EOC to ease emergency management operations. FEMA ICS Position Checklists forms, and others, are also available electronically at http://training.fema.gov/EMIWeb/is/ICSResource/PositionChecklists.htm.

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EOC Director Checklist

EOC Director: EOC Start Up

☐ **Identify yourself as the EOC Director by donning your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander, law enforcement, fire/rescue, key Staff, etc); assess situation and formulate appropriate response and Incident Objectives**

☐ **Determine appropriate EOC Activation Level, remembering:**

◊ Minor Emergency - Level I - EOC Activation Not Required
A minor incident or hazardous materials spill which can be abated by the first responding college personnel or local first responders.
The College Emergency Operations Plan is **not** activated.
The College EOC **may be activated** with limited staffing to facilitate coordination or to provide information to students, faculty and staff or the media.

◊ Moderate Emergency - Level II - EOC Activation Recommended
If, due to the number of local response agencies involved, the incident escalates or is about to escalate to the point where the management of the incident cannot be efficiently accomplished within a short duration of time and/or the incident is substantially disruptive to campus operations.

◊ Major Emergency - Level III - Activation Required
If the emergency situation(s) is of such magnitude that the management of the incident cannot be efficiently accomplished within a short duration of time and/or the incident is substantially disruptive to campus operations.
When college response capabilities are limited or insufficient to address a major emergency.

☐ **Direct the college EOC Team members to report immediately to the EOC.**

☐ **Ensure appropriate local jurisdiction responders and/or agencies have been notified (e.g. law enforcement, fire/rescue, emergency medical services, etc.).**

☐ **Notify the College District, the local law enforcement agency and/or San Mateo County OES that the Crisis Action Team is considering or has activated the College EOC. Identify and report the campus:**

◊ Existing situation
◊ Critical staffing needs
◊ Critical resource needs

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing to support 24 hour operations (if required)**

☐ **Keep informed on the situation and response behaviors of college personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Direct the maintenance of a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

◊ Time on duty and assignments
◊ Major Incident or Significant Events
◊ Decisions, actions taken and justification

EOC Director: EOC Start Up

◊ Names and phone numbers of key contacts
◊ Requests filled or denied
◊ Other important information

☐ **Direct Planning Section to use appropriate information from the Functional or Hazard Specific Annexes in the EOP on the laminated Action Plan Worksheet to document and continue to develop incident objectives to guide campus response and recovery.**

☐ **While the Planning Section accomplishes the above tasking, direct the attention of the other Section Chief's to have their personnel refer to the applicable in the Functional or Hazard Specific Annexes from the EOP Role & Position Checklist(s) for completion as appropriate.**

☐ **Direct Planning Section Chief to develop and complete the Incident Objectives Form (ICS 202) and the Incident Briefing Form (ICS 201) to reflect the specific emergency occurring at the college.**

☐ **After Event Specific Checklists have been completed and the Action Plan Worksheet has been formalized develop a presentation to give the members of the EOC Command and General Staff members. Specific Section Chiefs may be tasked to prepare and present elements of the briefing which covers the following topics:**

◊ Situation overview: EOC Director provides a description of the emergency situation. When did the emergency occur or is expected to occur? What are the key facts known about the emergency?
◊ Emergency response actions underway: EOC Director provides a brief description of emergency response actions underway or pending.
◊ Duration of First Operational Period: Planning Section Chief identifies the time period (shift beginning and end time) for the EOC activation

☐ **After Event Specific Checklists have been completed and the Action Plan Worksheet has been formalized develop a presentation to give to the EOC Command and General Staff members. Specific Section Chiefs may be tasked to prepare and present elements of the briefing, which covers the following topics (*continued*):**

◊ Identify the Incident Objectives for the First Operational Period: The Planning Section Chief or Operations Section Chief identify the Incident Objectives that the Command and General staff for the EOC will manage and coordinate during the First Operational Period.

EOC Director: General Operational Duties

☐ **Determine which EOC sections are needed, assign Section Chiefs (General Staff) as appropriate and ensure they are staffing their sections as required:**

◊ Operations Section Chief
◊ Logistics Section Chief
◊ Planning Section Chief
◊ Finance Section Chief

☐ **Determine which Command Staff positions are required and ensure they are filled as soon as possible:**

◊ Public Information Officer
◊ Liaison Officer
◊ Safety Officer

☐ **Brief Command and General Staff (Section Chiefs) and coordinate staff activity**

EOC Director: General Operational Duties
☐ Ensure planning meetings are conducted with Command and General Staff, and other key representatives in attendance; direct the Planning Section Chief to continue EOC action planning procedures to establish organization objectives and priorities and develop the EOC Action Plan
☐ Monitor General Staff activities to ensure all appropriate actions are being taken
☐ Approve and authorize implementation of EOC Action Plan
☐ Provide briefings and coordinate major policy decisions with the College President and District as appropriate
☐ Determine information needs and inform Command and General Staff through regular meetings
☐ Approve requests for resources a needed
☐ Authorize release of information to the news media, College faculty and staff, students, and parents/guardians of students
☐ Complete situation status report at end of shift and provide briefing to incoming EOC Director

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Public Information Officer (PIO) Checklist

PIO: Start-Up Checklist

☐ **Identify yourself as the Public Information Officer by donning your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate PIO course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing for PIO role to support 24 hour operations (if required)**

☐ **Keep informed on the situation and response actions of college personnel**

☐ **Anticipate potential situation changes; develop options for response capacity and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

    ◊ Time on duty and assignments

    ◊ Major incidents or significant events

    ◊ Decisions, actions taken and justification

    ◊ Names and phone numbers of key contacts

    ◊ Requests filled or denied

    ◊ Other important information

PIO: General Operational Duties

☐ **Obtain guidance from the EOC Director regarding the release of information**

☐ **Ensure the EOC Director approves all releases of sensitive information**

☐ **Arrange for necessary work space, materials, telephones, and staffing**

☐ **Coordinate public information activities with all associated Public Information Officer(s) and local jurisdiction(s) PIO(s)**

☐ **Obtain copies of current Situation Status Reports and EOC Action Plans to keep current on the situation and emergency response**

☐ **Prepare initial information summary as soon as possible after arrival**

☐ **Consider establishment a Joint Information Center (JIC) to coordinate with local jurisdiction(s)**

☐ **Provide accurate information to the news media; post information in the EOC, and other appropriate locations**

☐ **Ensure a rumor control function is established and has a means of identifying false or erroneous information; develop a procedure to squelch such information**

☐ **Attend EOC planning meetings to keep current on events and update information releases**

☐ **Arrange for meetings between media and key incident personnel**

☐ **Provide escort service to the media and VIP's**

☐ **Respond to special requests for information**

☐ **Prepare a briefing sheet at the beginning of each shift on key information so that EOC staff can answer questions to other agencies or the public**

☐ **Ensure file copies are maintained for all information released**

☐ **Provide copies of all releases to the EOC Director**

	PIO: Deactivation
☐	Demobilize the Public Information Officer position in accordance with the EOC Action Plan
☐	Ensure all required forms or reports are completed and turned in to the EOC Director prior to your release and departure
☐	Be prepared to provide input to the After Action Report
☐	Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
☐	Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director; return vest and equipment to their original location
☐	Leave forwarding phone number where you can be reached

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Liaison Checklist

Liaison: Start-Up Checklist

☐ **Identify yourself as the Liaison Officer by donning your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate Liaison Officer course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing to support 24 hour operations (if required)**

☐ **Keep informed on the situation and response actions of liaison personnel**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

    ◊ Time on duty and assignments
    ◊ Major Incident or Significant Events
    ◊ Decisions, actions taken and justification
    ◊ Names and phone numbers of key contacts
    ◊ Requests filled or denied
    ◊ Other important information

Liaison: General Operational Duties

☐ **Determine if outside liaison is required with other agencies:**

    ◊ Local/county/state/federal agencies
    ◊ Volunteer organizations
    ◊ Primate sector organizations
    ◊ Utilities

☐ **Serve as a point of contact for agency representatives reporting to the EOC; make sure they complete the following duties:**

    ◊ Have signed into the EOC
    ◊ Understand their assigned function
    ◊ Know their work location
    ◊ Understand EOC organization and floor plan
    ◊ Have received and read their Agency Representative Checklist

☐ **Brief the EOC Director on agency representatives working in the EOC**

☐ **Brief agency representatives on current situation, priorities, and EOC Action Plan**

☐ **Request agency representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC staff**

☐ **Compile list of agency representatives (agency, name, EOC phone) and make available to all Section and Unit Leaders**

☐ **Respond to requests from EOC staff for agency information; direct requesters to appropriate agency representatives**

☐ **Provide periodic update briefings to Agency representatives as necessary**

☐ **Respond to requests from incident personnel for inter-organizational contacts**

Liaison: General Operational Duties
☐ Monitor incident operations to identify current or potential inter-organizational problems

Liaison: Deactivation
☐ Ensure all required forms or reports are completed and turned in to the EOC Director prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
☐ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director, return vest and equipment to their original location
☐ Leave forwarding phone number where you can be reached

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Operations Section Chief Checklist

Operations Section Chief: Start-Up Checklist

☐ **Identify yourself as the Operations Section Chief by donning your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate Operation Section course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing to support 24 hour operations (if required)**

☐ **Keep informed on the situation and response actions of Operations Section personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

- ◊ Time on duty and assignments
- ◊ Major Incident or significant events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Operations Section Chief: General Operational Duties

☐ **Provide briefing of the tactical situation to the EOC Director**

☐ **Activate and supervise campus emergency response operations as required:**

- ◊ Public Safety Group Leader
- ◊ Environmental Health & Safety Group Leader
- ◊ Facilities Management Group Leader
- ◊ Student Coordination Group Leader
- ◊ Parent Coordination Group Leader
- ◊ First Aid/Medical Group Leader
- ◊ Building Captain Group

☐ **Develop the Operations Section portion of the EOC Action Plan to include the achievement of Incident Objectives for each operational period**

☐ **Prepare work strategies and tactic for Section staff and make assignments**

☐ **Meet with other Section Chiefs to disseminate information and coordinate response efforts**

☐ **Establish and implement how each Operations Section Unit will support response based on Incident Objectives as established in the EOC Action Plan**

☐ **Keep the Planning Section informed of incident information, intelligence and response operations**

☐ **Determine need and request additional resources; coordinate mutual aid of resources to other jurisdictions or agencies**

☐ **Manage the efficient release of tactical resources**

☐ **Report information about special activities, events, and occurrences to the EOC Director and Planning Section Chief**

Operations Section Chief: General Operational Duties
☐ Participate in all demobilization planning

Operations Section Chief: Deactivation
☐ Demobilize the Operations Section in accordance with the EOC Action Plan
☐ Ensure all required forms or reports are completed and turned in to the EOC Director and/or Planning Section Chief as appropriate prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
☐ Deactivate the Operations Section Chief position and close out logs when authorized by the EOC Director; return vest and equipment to their original location
☐ Leave forwarding phone number where you can be reached

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Public Safety Group Checklist

Public Safety Group: Start-Up Checklist
☐ Identify the Public Safety Group Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
☐ Obtain briefing from the Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives
☐ Acquire work materials
☐ Clarify issues regarding assignment and authority
☐ Coordinate staffing needed
☐ Keep informed on the situation and response actions of Public Safety Group personnel
☐ Respond aggressively to the emergency, but consider safety in all actions
☐ Anticipate potential situation changes; develop options for response and staffing
☐ Use face-to-face communications with other staff in the EOC whenever possible
☐ Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:

◊ Time on duty and assignments
◊ Major incidents or significant events
◊ Decisions, actions taken and justification
◊ Names and phone numbers of key contacts
◊ Requests filled or denied
◊ Other important information

Public Safety Group: General Operational Duties
☐ Within capability coordinate management of public safety incidents; coordinate with city or county for law enforcement mutual aid
☐ Provide fire/rescue coordination with city, county or state fire departments for campus
☐ Direct field responders to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.)
☐ Keep the Operations Section Chief advised of your Group status and activity and any problem areas that currently need or will require solutions
☐ Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section
☐ Anticipate potential situation changes (i.e., severe earthquake aftershocks) in all Group planning; develop options for all plans and procedures requiring off-site communications
☐ Conduct and/or assist with light search and rescue operations
☐ Alert and notify the faculty, staff and student body of the pending or existing emergency
☐ Provide input to the Operations Section Chief on how the Public Safety Group will meet Incident Objectives of the EOC Action Plan
☐ Provide security and access control for campus EOC; resource staging areas, disaster areas, evacuated areas, and evacuation routes
☐ Assist (when possible) with security of other designated areas, shelters, evacuation reception areas, and mass feeding and lodging areas
☐ Manage evacuation efforts

Public Safety Group: Deactivation

☐ Demobilize the Public Safety Group in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Public Safety Group Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Environmental Health Group Checklist

Environmental Health Group: Start-Up Checklist

☐ **Identify the Environmental Health & Safety Group Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**

☐ **Acquire work materials**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needed**

☐ **Keep informed on the situation and response actions of Environmental Health Group personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

- ◊ Time on duty and assignments
- ◊ Major Incident or Significant Events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Environmental Health Group: General Operational Duties

☐ **If a hazardous material spill has occurred that is beyond your capability to safely manage, notify 9-1-1; coordinate the warning, evacuation, and isolation of the spill area (and appropriate surrounding area), and coordinate with campus public safety to deny entry into the danger zone**

☐ **Ensure the HAZMAT Response Team has been notified through 9-1-1 and are responding**

☐ **If requested by the HAZMAT, assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required through local health department, shipper, manufacturer, CHEMTREC, etc.**

☐ **Develop a plan for your Group operations in support of field operations**

☐ **Obtain regular briefings from Operations Section Chief**

☐ **Direct Group personnel to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.)**

☐ **Keep the Operations Section Chief advised of your Group status and activity and on any problem areas that now need or will require solutions**

☐ **Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section**

☐ **Ensure evacuation routes do not pass through hazard zones**

☐ **Monitor status of warning and evacuation**

☐ **Assist with the needs at the Incident Command Post (if established) as requested**

Environmental Health Group: Deactivation

- [ ] **Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure**
- [ ] **Be prepared to provide input to the After Action Report**
- [ ] **Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief**
- [ ] **Deactivate the Environmental Health & Safety Group Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location**
- [ ] **Leave forwarding phone number where you can be reached**

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Facilities Management Group Checklist

Facilities Management Group: Start-Up Checklist
☐ **Identify the Facilities Management Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**
☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**
☐ **Acquire work materials**
☐ **Clarify issues regarding assignment and authority**
☐ **Coordinate staffing needed**
☐ **Keep informed on the situation and response actions of Facilities Management Group personnel**
☐ **Respond aggressively to the emergency, but consider safety in all actions**
☐ **Anticipate potential situation changes; develop options for response and staffing**
☐ **Use face-to-face communications with other staff in the EOC whenever possible**
☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

◊ Time on duty and assignments
◊ Major Incident or Significant Events
◊ Decisions, actions taken and justification
◊ Names and phone numbers of key contacts
◊ Requests filled or denied
◊ Other important information

Facilities Management Group: General Operational Duties
☐ **Ensure all College facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities**
☐ **Maintain liaison with all utility service providers**
☐ **Provide situation status updates to the Situation Status Group in the Planning Section**
☐ **Provide engineering services and expertise for emergency construction requirements**
☐ **Provide input to the Operations Section Chief on how your Group will meet Incident Objectives and of the EOC Action Plan**
☐ **Participate in initial assessment and detailed follow-on damage assessment efforts in coordination with the Damage Assessment Group Leader from the Planning Section**
☐ **Coordinate with local authorities and/or San Mateo County for the use of private sector engineers and for obtaining construction materials, equipment, and labor needed for emergency operations**
☐ **Coordinate with local authorities, San Mateo County OES and/or the American Red Cross for use of College facilities for care and shelter operations**
☐ **In close coordination with local authorities and/or San Mateo County OES, effect supportive facility inspections with the American Red Cross prior to the use of College facilities as Red Cross shelters**
☐ **Coordinate maintenance and cleaning operations with the American Red Cross during shelter operations**

Facilities Management Group: Deactivation

☐ Demobilize the Facilities Management Group in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Facilities Management Group Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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First Aid/Medical Group Checklist

First Aid/Medical Group: Start-Up Checklist

☐ **Identify the First Aid/Medical Group Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**

☐ **Acquire work materials**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needed**

☐ **Keep informed on the situation and response actions of First Aid/Medical Group personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

> ◊ Time on duty and assignments
> ◊ Major incidents or significant events
> ◊ Decisions, actions taken and justification
> ◊ Names and phone numbers of key contacts
> ◊ Requests filled or denied
> ◊ Other important information

First Aid/Medical Group: General Operational Duties

☐ **Determine number and location of casualties that require emergency first aid and/or hospitalization**

☐ **Respond to requests for medical aid; establish and operate first aid station(s) or casualty collection point as appropriate**

☐ **Coordinate with the Personnel Group in the Logistics Section to obtain additional health/medical personnel**

☐ **In coordination with the Communications/Transportation Group Leaders in the Logistics Section, coordinate transportation for injured persons to hospitals or other treatment facilities in the event Emergency Medical Services (EMS) transportation resources are not available**

☐ **Coordinate with the Purchasing/Supply Group Leader for the procurement of emergency medical supplies**

☐ **Establish and maintain a patient tracking system; keep the Operations Section Chief updated on status of injured victims**

☐ **In close coordination with the local authorities and/or San Mateo County OES arrange for critical incident stress counseling support for disaster victims**

☐ **In coordination with the Care and Shelter Unit in the Logistics Section, establish and staff a medical care station at campus shelter(s)**

First Aid/Medical Group: Deactivation

☐ **Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure**

☐ **Be prepared to provide input to the After Action Report**

☐ **Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief**

☐ **Deactivate the First Aid/Medical Group Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location**

☐ **Leave forwarding phone number where you can be reached**

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Student Coordination Group Checklist

Student Coordination Group: Start-Up Checklist

☐ **Identify the Student Coordination Group Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**

☐ **Acquire work materials**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and response actions of Student Coordination Group personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

    ☐ ◊ Time on duty and assignments

    ☐ ◊ Major incidents or significant events

    ☐ ◊ Decisions, actions taken and justification

    ☐ ◊ Names and phone numbers of key contacts

    ☐ ◊ Requests filled or denied

    ☐ ◊ Other important information

Student Coordination Group: General Operational Duties

☐ **Obtain emergency class rosters from the teachers to determine status and location of all students**

☐ **Prepare an initial information summary as soon as possible; identify killed, injured, or missing for the Operations Section Chief as soon as possible**

☐ **Coordinate with Operations Section Chief for search of missing students**

☐ **Upon approval of Operations Section Chief, provide list of casualties or missing to the College President for coordination with the PIO and local authorities and/or San Mateo County OES/Coroner for notification of next of kin**

☐ **Make recommendation for release of students to Operations Section Chief; if students are released ensure record of time of departure, destination and other essential information is maintained**

☐ **Issue warnings that may affect students, faculty or staff through the public information officer about unsafe areas, structures and facilities**

☐ **Coordinate special information releases addressing rumors through the PIO; identify them as such, and provide correct information, if available**

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Student Coordination Group: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Student Coordination Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Parent Coordination Group Checklist

Parent Coordination Group: Start-Up Checklist

☐ **Identify the Parent Coordination Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**

☐ **Acquire work materials**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and response actions of Parent Coordination Group personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

  ◊ Time on duty and assignments
  ◊ Major Incident or Significant Events
  ◊ Decisions, actions taken and justification
  ◊ Names and phone numbers of key contacts
  ◊ Requests filled or denied
  ◊ Other important information

Parent Coordination Group: General Operational Duties

☐ **Obtain emergency class rosters from the Parent Coordination Group Leader, Student Coordination Group or teachers**

☐ **Make recommendation for release of students through the Operations Section Chief; if students are released ensure record of time of departure and other essential information is maintained**

☐ **Coordinate with the Operations Section Chief and the PIO for statements that will be provided to parents regarding students' status**

☐ **Obtain list of killed, injured, or missing from the Student Coordination Unit Leader as soon as possible; establish procedures for the release of sensitive information with the Operations Section Chief and PIO**

☐ **Coordinate special information releases addressing rumors through the PIO**

☐ **Maintain a log noting information received and actions taken**

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Parent Coordination Group: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Parent Coordination Group Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached.

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Building Captain Group Checklist

Building Captain Group: Start-Up Checklist

☐ **Identify the Building Captain Group Leader by donning the appropriate emergency response vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from Operations Section Chief; assess situation and formulate appropriate response tactics and tasks based upon Incident Objectives**

☐ **Acquire work materials**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and response actions of Building Captain Group personnel**

☐ **Respond aggressively to the emergency but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

Building Captain Group: General Operational Duties

☐ **Ensure that faculty, staff, and students follow evacuation routes and proceed to the appropriate Emergency Assembly Point(s) (EAPs), Evacuation Zone or Reunification Center when evacuation is appropriate or directed by proper authority**

☐ **"Sweep" every room in their areas to make sure that everyone has been evacuated.**

☐ **Notify the Operations Section Chief and Public Safety Group of any personnel remaining trapped in the building or whose location is unknown**

☐ **Be prepared to shut off valves for piped gases and compressed gas cylinders only if trained to do so**

☐ **Manage emergency operations that encompass the following areas:**

◊ Alarm systems
◊ Evacuation plans
◊ Health care facilities
◊ Reporting procedures
◊ Laboratories & maintenance areas
◊ Location of emergency equipment
◊ Telephone and radio communications procedures
◊ Shutdown procedures for water, gas, and electricity
◊ Types of potential emergencies and response procedures
◊ Disabled students, faculty, staff, and visitors who may need to be alerted or assisted

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Building Captain Group: Deactivation

☐ **Demobilize the Building Captain positions in accordance with the EOC Action plan**

☐ **Ensure that required reports and forms are turned in to the Operations Section Chief prior to your release and departure**

☐ **Be prepared to provide input to the After Action Report**

☐ **Determine if follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief**

☐ **Deactivate the Building Captain positions when authorized by the Operations Section Chief; return vest and equipment to their original location**

☐ **Clean up your area before you leave**

☐ **Leave forwarding phone number where you can be reached**

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Planning Section Chief Checklist

Planning Section Chief: Start-Up Checklist

☐ **Identify the Planning Section Chief by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate Planning Section course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing to support 24 hour operations (if required)**

☐ **Keep informed on the situation and course of action of Planning Section personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

- ◊ Time on duty and assignments
- ◊ Major Incident or significant events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Planning Section Chief: General Operational Duties

☐ **Activate and supervise Planning Section units as required:**

- ◊ Documentation Unit
- ◊ Situation Status Unit
- ◊ Damage Assessment Unit
- ◊ Recovery Unit

☐ **Develop the Planning Section portion of the EOC Plan to include the achievement of Incident Objectives for each operational period**

☐ **Prepare work strategies and tactic for Section staff and make assignments**

☐ **Meet with other Section Chiefs to disseminate information and coordinate response efforts**

☐ **Establish and implement how each Planning Section Unit will fulfill their assignments based on Incident Objectives as established in the EOC Action Plan**

☐ **Ensure Planning Section position logs and other necessary files are maintained**

☐ **Ensure the Situation Status Unit is maintaining current information for Situation Status Reports**

☐ **Ensure Major Incidents, Significant Event Reports and Unit Situation Status Reports are completed by working with the Operations Section and are accessible by the Situation Status Unit Leader**

☐ **Ensure a Situation Status Report is produced and distributed to EOC Sections at least once, prior to the end of each operational period**

☐ **Ensure all status boards and other displays are kept current and posted information is neat and legible**

☐ **Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays**

Planning Section Chief: General Operational Duties

☐ Conduct periodic briefings with Section staff and work to reach consensus among staff on courses of action and assignments for each operational periods

☐ Facilitate the EOC Director's Planning meetings approximately two hours before the end of each operational period

☐ Ensure Incident Objective progress for each Section are completed and collected in preparation for the next Planning meeting

☐ Ensure progress on the EOC Action Plan is up to date and ready for distribution prior to the start of the next operational period

☐ Work closely with each Unit within the Planning Section to ensure the Incident Objectives, as defined in the EOC Action Plan are being addressed

Planning Section Chief: Deactivation

☐ Demobilize the Planning Section in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the EOC Director prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director

☐ Deactivate the Planning Section Chief position and close out logs when authorized by the EOC Director; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Documentation Unit Checklist

Documentation Unit: Start-Up Checklist

☐ **Identify the Documentation Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Planning Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Documentation Unit personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for actions and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

◊ Time on duty and assignments

◊ Major Incident or Significant Events

◊ Decisions, actions taken and justification

◊ Names and phone numbers of key contacts

◊ Requests filled or denied

◊ Other important information

Documentation Unit: General Operational Duties

☐ **Set up and maintain a Major Incident or Significant Event Information Report review process and distribution system**

☐ **Provide instruction in completion and use of the Major Incident or Significant Information Report to EOC staff**

☐ **Ensure all Major Incident or Significant Event Information Reports are legible and accurate, incident and report tracking numbers are assigned, and that they are distributed to the Section Chiefs in a timely manner**

☐ **Meet with the Planning Section Chief to determine what EOC documentation should be maintained for official records (Note: for major emergencies all EOC documentation must be retained)**

☐ **Contact other EOC Sections and Units to inform them of the requirement to maintain official records; assist them as necessary in setting up a file records system**

☐ **Establish a system for collecting all Section and Unit journal/logs at completion of each operational period or at the end of the emergency**

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Documentation Unit: Deactivation

☐ **Ensure all required forms or reports are completed and turned in to the Planning Section Chief prior to your release and departure**

☐ **Be prepared to provide input to the After Action Report**

☐ **Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief**

☐ **Deactivate the Documentation Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location**

☐ **Leave forwarding phone number where you can be reached**

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Situation Status Unit Checklist

Situation Status Unit: Start-Up Checklist

☐ **Identify the Situation Status Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Planning Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Situation Status Unit personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for actions and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**
   ◊ Time on duty and assignments
   ◊ Major Incident or Significant Events
   ◊ Decisions, actions taken and justification
   ◊ Names and phone numbers of key contacts
   ◊ Requests filled or denied
   ◊ Other important information

Situation Status Unit: General Operational Duties

☐ **Oversee the collection, analysis and display on charts and maps the status of events including the following information:**
   ◊ Location and nature of the disaster/emergency
   ◊ Special hazards
   ◊ Number of injured persons
   ◊ Number of deceased persons
   ◊ Road closures and disaster routes
   ◊ Structural property damage (estimated dollar value)
   ◊ Personal property damage (estimated dollar value)
   ◊ Shelters, type, location and number of people that can be accommodated

☐ **Provide for an authentication process in case of conflicting status reports on events**

☐ **Meet with the Planning Section Chief and the EOC Director to determine needs for Planning meetings and briefings; determine if there are any special information needs**

☐ **Meet with the Public Information Officer (PIO) to determine best methods for exchanging information and providing the PIO with Situation Status Unit information**

☐ **Provide information to the PIO for use in developing media and other briefings**

☐ **Alert the Planning Section Chief of any identified potential problem areas relating to the emergency response, problems along evacuation routes; i.e., restricted access, road sections susceptible to secondary effects of an incident, etc.**

☐ **In preparation for Planning meetings, ensure the meeting area is set up with appropriate equipment and materials (easels, markers, SITSTAT Reports, etc.).**

Situation Status Unit: General Operational Duties

☐ Prepare an evaluation of the situation and a forecast on the potential course of the event(s) at periodic intervals or upon request of the Planning Section Chief

Situation Status Unit: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Planning Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Situation Status Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Damage Assessment Unit Checklist

Damage Assessment Unit: Start-Up Checklist

☐ **Identify the Damage Assessment Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Planning Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Damage Assessment Unit personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for actions and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**
- ◊ Time on duty and assignments
- ◊ Major Incident or Significant Events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Damage Assessment Unit: General Operational Duties

☐ **Obtain initial damage and safety assessment information from the Planning and Operations Section Chiefs and field responders as necessary**

☐ **Prepare the damage assessment information for a preliminary survey (also referred to as a Windshield Survey) and provide to the Planning Section Chief for review, post appropriate information on EOC charts**

☐ **Coordinate with the American Red Cross, utility service providers, and other resources for additional damage and safety assessment information**

☐ **Prepare detailed damage and safety assessment information, including estimate of value of the losses, and provide to the Planning Section**

☐ **Collect, record and total the type, location and estimate the value of damage**

☐ **Document those structures requiring immediate destruction to ensure the public safety through inspection records, videos, photographs, etc.**

☐ **Clearly label each structure and facility inspected**

☐ **Display damage assessment information on EOC Charts and in written form to be retained at the end of the emergency by the Documentation Unit**

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Damage Assessment Unit: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Planning Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Recovery Unit Checklist

Recovery Unit: Start-Up Checklist
☐ Identify the Recovery Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
☐ Obtain briefing from the Planning Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives
☐ Acquire work materials and set-up your work station
☐ Clarify issues regarding assignment and authority
☐ Coordinate staffing needs
☐ Keep informed on the situation and course of action of Recovery Unit personnel
☐ Respond aggressively to the emergency, but consider safety in all actions
☐ Anticipate potential situation changes; develop options for actions and staffing
☐ Use face-to-face communications with other staff in the EOC whenever possible
☐ Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:

    ◊ Time on duty and assignments
    ◊ Major Incident or Significant Events
    ◊ Decisions, actions taken and justification
    ◊ Names and phone numbers of key contacts
    ◊ Requests filled or denied
    ◊ Other important information

Recovery Unit: General Operational Duties
☐ Develop a course of action for members of your unit in support of the Incident Objectives as required; assign specific responsibilities
☐ Keep up to date on the situation and resources associated with your unit; maintain current status reports and displays
☐ Prepare any needed recovery forms
☐ In coordination with state and FEMA officials and the PIO, provide information to students, faculty and staff regarding assistance with recovery issues
☐ As required, coordinate expansion of medical, mental health and outreach programs for students, faculty and staff
☐ If needed, coordinate establishment of a Recovery Task Force
☐ If applicable, in coordination with the Facilities Unit Leader monitor utility restoration
☐ In coordination with the Recovery Task Force, establish initial priorities for repairing and rebuilding the institution facilities
☐ Make recommendations to the Planning Section Chief and EOC Director for long-term planning.
☐ In coordination with the Planning Section Chief and the EOC Director establish a Hazard Mitigation Team and ensure required mitigation measures are undertaken
☐ Coordinate individual assistance programs for students, faculty and staff through the state and FEMA individual assistance programs (if applicable)
☐ Make recommendations to the EOC Director for appropriate short and long term recovery
☐ Coordinate closely with the Finance Section for fiscal documentation and recovery

Recovery Unit: Deactivation

☐ **Ensure all required forms or reports are completed and turned in to the Planning Section Chief prior to your release and departure**

☐ **Be prepared to provide input to the After Action Report**

☐ **Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief**

☐ **Deactivate the Recovery Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location**

☐ **Leave forwarding phone number where you can be reached**

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Logistics Section Chief Checklist

Logistics Section Chief: Start-Up Checklist

☐ **Identify the Logistics Section Chief by donning the appropriate EOC vest; check-in at the personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate Operation Section course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing to support 24 hour operations (if required)**

☐ **Keep informed on the situation and course of action of Logistics Section personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

◊ Time on duty and assignments

◊ Major Incident or Significant Events

◊ Decisions, actions taken and justification

◊ Names and phone numbers of key contacts

◊ Requests filled or denied

◊ Other important information

Logistics Section Chief: General Operational Duties

☐ **Activate and supervise Logistics Section emergency response operations including**

◊ Personnel Unit Leader

◊ Purchasing/Supply Unit Leader

◊ Communications Unit Leader

◊ Transportation Unit Leader

◊ Care and Shelter Unit Leader

☐ **Assign work locations and preliminary work tasks to Logistics Section personnel**

☐ **Assemble and brief Logistics Unit Leaders**

☐ **Identify service and support requirements for planned and expected operations**

☐ **Coordinate and process requests for additional resources**

☐ **Participate in EOC Planning meetings and preparation of EOC Plan**

☐ **Review the EOC Plan and prepare for logistics needs for next operational period**

☐ **Establish and implement the Logistics Section courses of action in support of the Incident Objectives**

☐ **Direct the Communications and Transportation Unit Leaders to prepare an incident communications plan and transportation plan if required**

☐ **Advise the EOC Director and other Section Chiefs on current service and support capabilities and any potential problems of logistics support**

☐ **Estimate future service and support**

☐ **Ensure general welfare and safety of Logistics Section personnel**

☐ **Participate in all demobilization planning**

Logistics Section Chief: Deactivation

- [ ] Demobilize the Logistics Section in accordance with the EOC Plan
- [ ] Ensure all required forms or reports are completed and turned in to the EOC Director prior to your release and departure
- [ ] Be prepared to provide input to the After Action Report
- [ ] Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
- [ ] Deactivate the Logistics Section Chief position and close out logs when authorized by the EOC Director; return vest and equipment to their original location
- [ ] Leave forwarding phone number where you can be reached

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Personnel Unit Checklist

Personnel Unit: Start-Up Checklist

☐ **Identify the Personnel Unit Leader by donning the appropriate EOC vest; create a check-in list in the Logistics Section and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Logistics Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Personnel Unit staff**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

• Time on duty and assignments

• Major Incident or significant events

• Decisions, actions taken and justification

• Names and phone numbers of key contacts

• Requests filled or denied

• Other important information

Personnel Unit: General Operational Duties

☐ **Post and maintain the EOC Organization Chart with names of all current EOC staff**

☐ **Receive and process all incoming requests for personnel support; identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival, secure an estimated time of arrival for relay back to the requestor**

☐ **Develop a system for tracking personnel, including volunteers, processed by the Personnel Unit; maintain sign in and out logs; accountability of personnel used in the response effort**

☐ **Maintain information regarding:**

◊ Personnel and volunteers processed

◊ Personnel and volunteers allocated and assigned by group, unit and location

◊ Personnel and volunteers on standby

◊ Special personnel requests not filled by category

☐ **Develop a plan for communicating with those organizations having personnel resources capable of meeting special needs for the event**

☐ **Ensure the organization, management, coordination and channeling of the services for individuals and volunteer groups during and following the emergency**

☐ **In coordination with the First Aid/Medical Unit in the Operations Section, obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet First Aid/Medical needs**

☐ **Request technical expertise resources not available within the college (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through any mutual aid channels, local municipality and/or county emergency management coordinator**

Personnel Unit: Deactivation

☐ **Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure**

☐ **Be prepared to provide input to the After Action Report**

☐ **Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Directors**

☐ **Deactivate the Personnel Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location**

☐ **Leave forwarding phone number where you can be reached**

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Purchasing/Supply Unit

Purchasing/Supply Unit: Start-Up Checklist

- [ ] **Identify the Purchasing/Supply Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**
- [ ] **Obtain briefing from the Logistics Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**
- [ ] **Acquire work materials and set-up your work station**
- [ ] **Clarify issues regarding assignment and authority**
- [ ] **Coordinate staffing needs**
- [ ] **Keep informed on the situation and course of action of Purchasing/Supply Unit personnel**
- [ ] **Respond aggressively to the emergency, but consider safety in all actions**
- [ ] **Anticipate potential situation changes; develop options for response and staffing**
- [ ] **Use face-to-face communications with other staff in the EOC whenever possible**
- [ ] **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**
  - ◊ Time on duty and assignments
  - ◊ Major Incident or significant events
  - ◊ Decisions, actions taken and justification
  - ◊ Names and phone numbers of key contacts
  - ◊ Requests filled or denied
  - ◊ Other important information

Purchasing/Supply Unit: General Operational Duties

- [ ] **Meet and coordinate activities with Finance Section Chief and determine purchasing authority to be delegated to Purchasing/Supply Unit**
- [ ] **Review, verify, and process requests from other sections for resources**
- [ ] **Maintain information regarding;**
  - ◊ Resources readily available
  - ◊ Logistics requests
  - ◊ Status of shipments
  - ◊ Priority resource requirements
  - ◊ Shortfalls
- [ ] **Coordinate with other Units as appropriate on proper use of any designated Request Forms and resources requests received from Operations Section Groups to ensure there is no duplication of effort or requisition**
- [ ] **Determine if needed resources are available from local municipality or County, pre-designated vendor sources or other supplies; arrange for delivery if available**
- [ ] **In coordination with the Cost Unit Leader in the Finance Section issue purchase orders for needed items within authorized cost limitations**
- [ ] **Notify the Logistics and Finance Section Chiefs of procurement needs that exceed delegated purchase authority; obtain needed authorizations and associated documentation**
- [ ] **Arrange for delivery of procured resources**
- [ ] **Identify to the Logistics Section Chief any significant resource request(s) that cannot be met through local action, if possible suggest alternative methods to resolve needed acquisitions**

Purchasing/Supply Unit: General Operational Duties

☐ Establish contact with the appropriate Groups, Units and Red Cross representatives(s) and identify the food and potable water situation with regard to mass care shelters and mass feeding locations; coordinate actions as required

☐ Working with the Care/Shelter Unit establish a plan to obtain food service delivery for those in the field and the EOC; coordinate with Operations Section to avoid duplication

☐ Continually update communications availability information with the Communications Unit; revise contact methods with suppliers as improved communications become available

☐ Review the situation reports as they are received; determine/anticipate support requirements; verify information where questions exist

☐ Establish and maintain documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.

☐ Provide and coordinate with the Transportation Unit Leader for the distribution of water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters

☐ Coordinate resources with relief agencies (American Red Cross, etc.)

☐ Establish and maintain a chain-of-custody record for all equipment

Purchasing/Supply Unit: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director

☐ Deactivate the Purchasing/Supply Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Communications Unit Checklist

Communications Unit: Start-Up Checklist

☐ **Identify the Communications Unit Leader by donning thee appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Logistics Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Communications Unit staff**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

◇ Time on duty and assignments
◇ Major Incident or significant events
◇ Decisions, actions taken and justification
◇ Names and phone numbers of key contacts
◇ Requests filled or denied
◇ Other important information

Communications Unit: General Operational Duties

☐ **Provide input to the Logistics Section Chief detailing the course of action for your Unit based upon based upon the Incident Objectives**

☐ **Advise the Logistics Section Chief on communications capabilities and limitations**

☐ **Set up EOC telephone, radio and other communications systems**

☐ **Establish appropriate communications with college field groups and responders**

☐ **Ensure communications systems are installed, tested, and maintained**

☐ **Ensure an equipment accountability system is established and maintained**

☐ **Ensure personal portable radio equipment or cell phones are distributed as required**

☐ **Provide technical information as required on:**

◇ Adequacy of communications systems currently in operation
◇ Geographic limitation on communications systems
◇ Equipment capabilities
◇ Amount and types of equipment available
◇ Anticipated problems in the use of communications equipment

☐ **Establish and maintain a chain-of-custody record for all equipment (cellular phones, radios, etc.)**

☐ **Recover equipment from relieved or released Units**

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Communications Unit: Deactivation

☐ Demobilize the Communications Unit in accordance with the EOC Plan

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director

☐ Deactivate the Communications Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Transportation Unit Checklist

Transportation Unit: Start-Up Checklist
☐ Identify the Transportation Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
☐ Obtain briefing from the Logistics Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives
☐ Acquire work materials and set-up your work station
☐ Clarify issues regarding assignment and authority
☐ Coordinate staffing needs
☐ Keep informed on the situation and course of action of Transportation Unit staff
☐ Respond aggressively to the emergency, but consider safety in all actions
☐ Anticipate potential situation changes; develop options for response and staffing
☐ Use face-to-face communications with other staff in the EOC whenever possible
☐ Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:

◊ Time on duty and assignments
◊ Major Incident or Significant Events
◊ Decisions, actions taken and justification
◊ Names and phone numbers of key contacts
◊ Requests filled or denied
◊ Other important information

Transportation Unit: General Operational Duties
☐ Provide input to the Logistics Section Chief detailing the course of action for your Unit based upon based upon the Incident Objectives
☐ Advise the Logistics Section Chief on transportation capabilities and limitations
☐ Establish appropriate transportation support with college EOC field groups and responders
☐ Coordinate transportation requirements and scheduling with the local municipality and/or County as appropriate
☐ Coordinate transportation scheduling information with EOC Section Chiefs

Transportation Unit: Deactivation
☐ Demobilize the Transportation Unit in accordance with the EOC Plan
☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
☐ Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location
☐ Leave forwarding phone number where you can be reached

Care & Shelter Unit Checklist

Care & Shelter Unit: Start-Up Checklist

☐ **Identify the Care & Shelter Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from the Logistics Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Care & Shelter Unit staff**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**
- ◊ Time on duty and assignments
- ◊ Major Incident or significant events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Care & Shelter Unit: General Operational Duties

☐ **Determine the need or requirement for an evacuation center or mass care shelter on campus**

☐ **Provide care and shelter support (to include food, water and shelter for extended operations) as needed and authorized for the emergency**

☐ **If mass evacuations are required and sheltering needs are established that are beyond the college capacity to manage, coordinate with the local municipality and/or County to contact the local chapter of the American Red Cross (ARC) and request an ARC liaison for the EOC. Note: The ARC liaison may be assigned to the local municipality and/or County EOC only**

☐ **Ensure appropriate city or county building and safety departments have inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock**

☐ **Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards**

☐ **Coordinate with the Personnel Unit to contact volunteer agencies and the local municipality and/or County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs**

☐ **Coordinate with the Communications Unit to provide communications where needed to link mass care facilities, the EOC and other key facilities**

☐ **Coordinate with the local municipality and/or County for the care of animals brought to the shelter**

☐ **Coordinate with the Transportation Unit for transportation needs of shelter occupants**

Care & Shelter Unit: General Operational Duties
☐ Ensure shelter managers provide activity reports each operational period to the EOC including requests for delivery of equipment and supplies, any college expenditures, damages, casualties and numbers and types of persons sheltered (each reporting period will be determined by the Logistics Section Chief)

Care & Shelter Unit: Deactivation
☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director
☐ Deactivate the Care & Shelter Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location
☐ Leave forwarding phone number where you can be reached

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Finance Section Chief Checklist

Finance Section Chief: Start-Up Checklist

☐ **Identify the Finance Chief by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart**

☐ **Obtain briefing from available sources (Incident Commander or EOC Director); assess situation and formulate appropriate Finance Section course of action based upon Incident Objectives**

☐ **Acquire work materials and set-up your work station**

☐ **Clarify issues regarding assignment and authority**

☐ **Coordinate staffing needs**

☐ **Keep informed on the situation and course of action of Finance Section personnel**

☐ **Respond aggressively to the emergency, but consider safety in all actions**

☐ **Anticipate potential situation changes; develop options for response and staffing**

☐ **Use face-to-face communications with other staff in the EOC whenever possible**

☐ **Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:**

    ◊ Time on duty and assignments

    ◊ Major Incident or Significant Events

    ◊ Decisions, actions taken and justification

    ◊ Names and phone numbers of key contacts

    ◊ Requests filled or denied

    ◊ Other important information

Finance Section Chief: General Operational Duties

☐ **Activate and supervise the Finance Section operations including:**

    ◊ Cost Unit Leader

    ◊ Time Unit Leader

    ◊ Recovery Unit Leader

☐ **Develop the Finance Section portion of the EOC Plan to include the achievement of Incident Objectives for each operational period**

☐ **Identify and order supply and support needs for Finance Section**

☐ **Establish and implement course of action for the Finance Section in support of the EOC Plan**

☐ **Provide input in all Planning sessions on financial and cost analysis matters**

☐ **Ensure all personnel time records are crafted, transmitted and preserved according to policy**

☐ **Ensure all obligation documents initiated at the incident are properly prepared and completed**

☐ **Keep the EOC Director aware of the current fiscal situation and other related matters, on an on-going basis**

☐ **Ensure the Time Unit tracks and records all college response staff time**

☐ **Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section**

☐ **In coordination with the Logistics Section, ensure the Purchasing/Supply Unit processes purchase orders and develops contracts in a timely manner**

Finance Section Chief: Deactivation

- [ ] **Demobilize the Finance Section in accordance with the EOC Plan**
- [ ] **Ensure all required forms or reports are completed and turned in to the EOC Director prior to your release and departure**
- [ ] **Be prepared to provide input to the After Action Report**
- [ ] **Determine what follow-up to your assignment might be required before you leave; communicate the information to the EOC Director**
- [ ] **Deactivate the Finance Section Chief position and close out logs when authorized by the EOC Director; return vest and equipment to their original location**
- [ ] **Leave forwarding phone number where you can be reached**

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Time Unit Checklist

Time Unit: Start-Up Checklist
☐ Identify the Time Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
☐ Obtain briefing from the Finance Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives
☐ Acquire work materials and set-up your work station
☐ Clarify issues regarding assignment and authority
☐ Coordinate staffing needs
☐ Keep informed on the situation and course of action of Time Unit personnel
☐ Respond aggressively to the emergency, but consider safety in all actions
☐ Anticipate potential situation changes; develop options for response and staffing
☐ Use face-to-face communications with other staff in the EOC whenever possible
☐ Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:

- ◊ Time on duty and assignments
- ◊ Major Incident or significant events
- ◊ Decisions, actions taken and justification
- ◊ Names and phone numbers of key contacts
- ◊ Requests filled or denied
- ◊ Other important information

Time Unit: General Operational Duties
☐ Determine specific requirements for the time recording function
☐ Coordinate time tracking with the Personnel Unit of the Logistics Section
☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure time records are accurate and prepared in compliance with college policy
☐ Obtain complete personnel rosters from the Personnel Unit; rosters must include all EOC Personnel as well as personnel assigned in the field
☐ Provide instructions for all supervisors to ensure time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them
☐ Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as each employee is assigned to the response
☐ Keep the Finance Section Chief informed of significant issues affecting the Time Unit

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Time Unit: Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Finance Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief

☐ Deactivate the Time Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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Cost Unit Checklist

Cost Unit: Start-Up Checklist
☐ Identify the Cost Unit Leader by donning the appropriate EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
☐ Obtain briefing from the Finance Section Chief; assess situation and formulate appropriate course of action and tasks based upon Incident Objectives
☐ Acquire work materials and set-up your work station
☐ Clarify issues regarding assignment and authority
☐ Coordinate staffing needs
☐ Keep informed on the situation and course of action of Cost Unit staff
☐ Respond aggressively to the emergency, but consider safety in all actions
☐ Anticipate potential situation changes; develop options for response and staffing
☐ Use face-to-face communications with other staff in the EOC whenever possible
☐ Open and maintain a chronological (time and date) Unit Log ICS 214. Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:

◊ Time on duty and assignments
◊ Major Incident or significant events
◊ Decisions, actions taken and justification
◊ Names and phone numbers of key contacts
◊ Requests filled or denied
◊ Other important information

Cost Unit: General Operational Duties
☐ Clearly establish spending limit authorities and procedures from Finance Section Chief
☐ Provide input to the Finance Section Chief detailing the course of action for your Unit based upon based upon the Incident Objectives
☐ In coordination with the Finance Section Chief coordinate payment procedures and disseminate information to the Purchasing/Supply Unit Leader in the Logistics Section
☐ In coordination with the Finance Section Chief establish and disseminate information relating to contracting for services
☐ Obtain and record all cost data
☐ Prepare incident cost summaries
☐ Make recommendations for cost savings to Finance Section Chief
☐ Ensure all records identify scope of work and site-specific work location
☐ Maintain cumulative incident cost records
☐ Ensure all cost documents are accurately prepared
☐ Complete all records prior to demobilization
☐ Provide reports to Finance Section Chief

Cost Unit: Deactivation

- [ ] Demobilize the Cost Unit in accordance with the EOC Plan
- [ ] Ensure all required forms or reports are completed and turned in to the Finance Section Chief prior to your release and departure
- [ ] Be prepared to provide input to the After Action Report
- [ ] Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief
- [ ] Deactivate the Cost Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location
- [ ] Leave forwarding phone number where you can be reached

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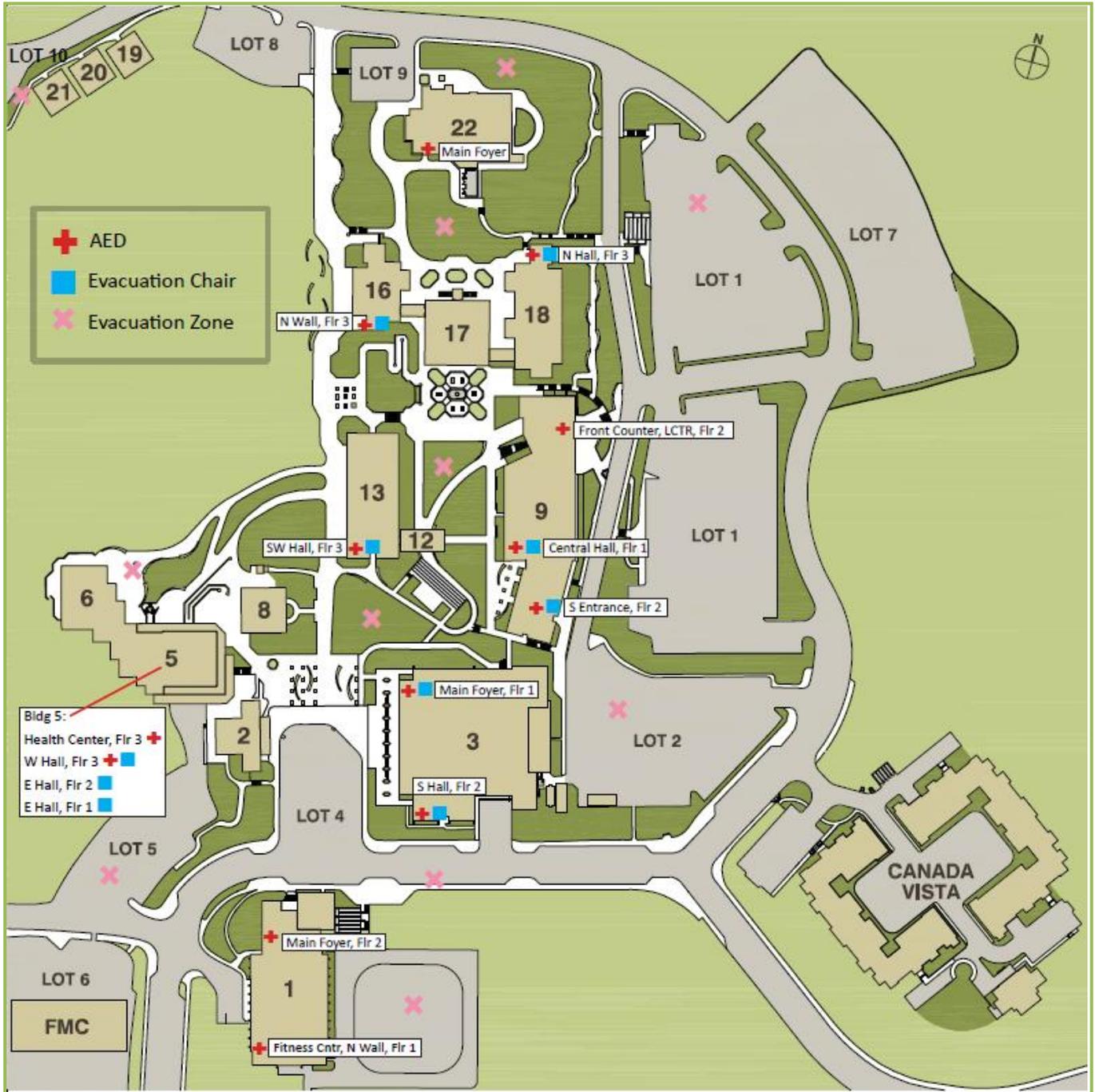
Evacuation Zones Map

The Safety Committee designated day and evening building captains and assistants who are responsible in case of disaster or emergency. Evacuation plans have been posted online and in buildings. The locations of evacuation chairs used to carry mobility impaired individual from an upper story to the ground floor and Automated External Defibrillators (AEDs) are also depicted in the Evacuation Zone Map.

In all evacuations, precaution should be taken to maintain distance from buildings in the event of collapse, falling debris, and explosion. In the event that the emergency has resulted in an evacuation area not being a safe area in which to congregate, the faculty member/staff should congregate in any safe location on campus.

Cañada Building	Evacuation Area
Building 1, floor 1	Track on the east side of building 1
Building 1, floor 2	Bus stop
Building 2, room 10 Building 5, floor 2 Building 5, floor 3	Parking lot 5
Building 2, Bookstore Building 3, floor 1 Building 13, floor 1	Lower quad
Building 3, floor 2 Building 3, scene shop Building 9, floor 2	Parking lot 2
Building 5, floor 1	Outside area north of building 5 and 6
Building 6	Outside area north of building 5 and 6
Building 7	Parking lot
Building 8	Lower quad
Building 9, floor 1 Building 13, floor 2 Building 13, floor 3 Building 16, room 110, 206, 212 Building 16, south facing classrooms Building 17, 109 Building 17, south facing classrooms Building 18, south facing classrooms Building 18, room 221, 311, 319	Main quad
Building 9, floor 3 Building 18, room 305	Parking lot 1

Cañada Buildings	Evacuation Area
Building 16, rooms 106, 108, 204, 210 Building 16, room G-05 Building 17, rooms 103, 105, 107 Building 17, floor 2, north facing classrooms Building 18, floor 1 Building 18, rooms 205, 213, 221 Building 22	Lawn area north of building 22
Building 16, north facing classrooms Building 17, north facing classrooms Building 18, north facing classrooms	North Hill between building 17 and building 22
Building 19 Building 20 Building 21	Parking lot 10

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Legend:
- ✚ AED
- ◼ Evacuation Chair
- ✖ Evacuation Zone

Labels on map:
- LOT 10
- LOT 8
- LOT 9
- 21 20 19
- 22 — Main Foyer
- N Hall, Flr 3
- LOT 7
- LOT 1
- 16
- N Wall, Flr 3
- 17
- 18
- Front Counter, LCTR, Flr 2
- 13
- 9
- LOT 1
- SW Hall, Flr 3
- 12
- Central Hall, Flr 1
- 6
- 8
- S Entrance, Flr 2
- 5
- Bldg 5:
- Health Center, Flr 3
- W Hall, Flr 3
- E Hall, Flr 2
- E Hall, Flr 1
- Main Foyer, Flr 1
- 2
- 3
- LOT 2
- S Hall, Flr 2
- LOT 4
- CANADA VISTA
- LOT 5
- Main Foyer, Flr 2
- LOT 6
- 1
- FMC
- Fitness Cntr, N Wall, Flr 1

Incident Command Forms

The purpose of the EOC is to support Incident Command in the field. Therefore, FEMA Incident Command forms are utilized in the EOC to ease emergency management operations. These forms, and others, are also available electronically at http://www.fema.gov/media-library-data/20130726-1922-25045-7047/ics_forms_12_7_10.pdf where detailed guidance is provided for them.

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Incident Briefing Form (ICS 201)

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

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):

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.

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 1	Date/Time: Date	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
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HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 2	Date/Time: Date	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

9. Current Organization (fill in additional organization as appropriate):

```
                        ┌──────────────────────┐        ┌──────────────────────┐
                        │  Incident Commander  │────────│   Liaison Officer    │
                        │                      │        └──────────────────────┘
                        │                      │        ┌──────────────────────┐
                        │                      │────────│    Safety Officer    │
                        │                      │        └──────────────────────┘
                        │                      │        ┌──────────────────────┐
                        └──────────────────────┘────────│ Public Information   │
                                    │                    │       Officer        │
                                    │                    └──────────────────────┘
       ┌────────────┬───────────────┼───────────────┬────────────┐
 ┌───────────┐ ┌───────────┐  ┌───────────┐  ┌───────────┐
 │ Operations│ │  Planning │  │ Logistics │  │Finance/Admin│
 │ Section   │ │  Section  │  │  Section  │  │  Section   │
 │  Chief    │ │   Chief   │  │   Chief   │  │   Chief    │
 └───────────┘ └───────────┘  └───────────┘  └───────────┘
```

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 3	Date/Time: Date	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: DateTime: 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 Form (ICS 202)

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

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: Date

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 <u>Other Attachments</u>:	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.

Incident Organization Form (ICS 207)

INCIDENT ORGANIZATION CHART (ICS 207)

| 1. Incident Name: | 2. Operational Period: Date From: Date   Date To: Date |
| | Time From: HHMM   Time To: HHMM |

3. Organization Chart

Incident Commander

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance/Admin Section Chief
Staging Area Manager	Resource Unit Ldr.	Support Branch Dir.	Services Branch Dir.	Time Unit Ldr.
	Situation Unit Ldr.	Supply Unit Ldr.	Comm. Unit Ldr.	Procurement Unit Ldr.
	Documentation Unit Ldr.	Facilities Unit Ldr.	Medical Unit Ldr.	Comp./Claims Unit Ldr.
	Demobilization Unit Ldr	Ground Spt. Unit Ldr.	Food Unit Ldr.	Cost Unit Ldr.

| ICS 207 | IAP Page | 4. Prepared by: Name: | Position/Title: | Signature: _____ | Date/Time: |

ICS 207
Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 207 is intended to be wall mounted (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print 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	Organization Chart	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	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).

Activity Log Form (ICS 214)

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: | Date From: Date | Date To: Date |
| | | Time From: HHMM | Time To: HHMM |

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: Name: | Position/Title: | Signature: _____ |
| **ICS 214, Page 1** | Date/Time: Date | |

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 214, Page 2	Date/Time: Date		

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

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	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**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).

Operational Planning Worksheet Form (ICS 2015)

OPERATIONAL PLANNING WORKSHEET (ICS 215)

| 1. Incident Name: | | 2. Operational Period: | Date From: Date | Date To: Date |
| | | | Time From: HHMM | Time To: HHMM |

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												
			Req.												
			Have												
			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: Date		

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 Form (ICS 215A)

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:		

3. Date/Time Prepared: Date: Date Time: HHMM	4. Operational Period:	Date From: Date Date To: Date Time From: HHMM Time To: HHMM

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: Date

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.

Demobilization Check-Out Form (ICS 221)

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:	2. Incident Number:	

3. Planned Release Date/Time:	4. Resource or Personnel Released:	5. Order Request Number:
Date: Date Time: HHMM		

6. Resource or Personnel:
You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information: Room Overnight: ☐ Yes ☐ No
Estimated Time of Departure: _____   Actual Release Date/Time: _____
Destination: _____   Estimated Time of Arrival: _____
Travel Method: _____   Contact Information While Traveling: _____
Manifest: ☐ Yes ☐ No   Area/Agency/Region Notified:
        Number: _____   _____

9. Reassignment Information: ☐ Yes ☐ No
Incident Name: _____   Incident Number: _____
Location: _____   Order Request Number: _____

10. Prepared by: Name:	Position/Title:	Signature: _____
ICS 221	Date/Time: Date	

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:
- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 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	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	**Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	**Finance/Administration Section** ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	**Travel Information**	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	**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 (using the 24-hour clock).