

IMPERIAL VALLEY COLLEGE

Emergency Preparedness Plan

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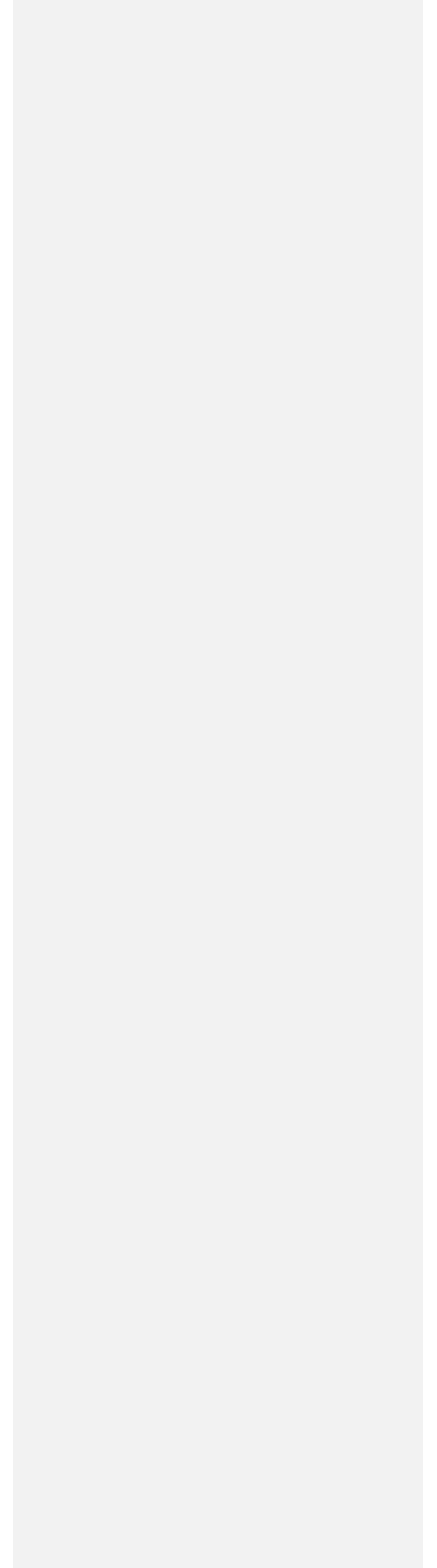


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PREFACE

This manual includes specific procedures for a campus emergency or disaster. All Imperial Valley College personnel should know and follow the procedures described in the Specific Emergency Procedures and General Emergency Procedures Sections. Those who have been assigned to the Standardized Emergency Management System/Incident Command System (SEMS/ICS) should also understand the overall organization and their specific duties in this system.

Remember that those directing district emergency operations may make changes to these emergency procedures as needed.

If you have suggestions, recommendations, or requests for changes in this plan, please submit them in writing to the Environmental Health and Safety Committee. The Safety Committee will review suggestions, and recommend those to be incorporated into the plan. Each year the college administration and the governing board will review the plan and changes.

While the scope and content of this manual have not been developed to cover every conceivable emergency situation, this plan will provide the basic structure and procedures necessary to cope with most emergencies or disasters.

This manual conforms to the California Code of Regulations, Title 8, Safety Code Section 3220, Emergency Action Plan.

PART ONE: INTRODUCTION TO THE IMPERIAL COMMUNITY COLLEGE DISTRICT EMERGENCY PLAN (ICCD)

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

Introduction

This document applies the principles of SEMS (Standardized Emergency Management System) and the concept of ICS (Incident Command System) to ICCD's Emergency Plan. Emergency responses to any major disaster should be conducted within the framework of this plan. Exceptions or changes to the outlined procedures must be approved by the Incident Commander before implementation.

The plan is designed to effectively coordinate the use of Imperial Valley College and community resources to protect life and property immediately following a major natural or accidental disaster at the Main and/or Extended Campuses. It is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies envisioned by this plan are a major earthquake, flood, hazardous material incident, air crash, school violence, or wild land fire, though the principles are applicable to other occurrences.

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

The Homeland Security Presidential Directive/HSPD-5 requires federal departments and agencies to make adoption of the National Incident Management System (NIMS) by state and local organizations a condition for federal preparedness assistance (through grants, contracts, and other activities) beginning in fiscal year 2005. The Governor's Executive Order S-2-5 states that the California Standardized Emergency management System (SEMS) substantially meets the objectives of the NIMS for year 2005. However, in order to be compliant in the future, it may be necessary to update ICCD's Emergency Plan to incorporate NIMS.

Plan Use

This plan is established as a supplement to the administrative policies, procedures, and practices followed during normal times. When implemented, it serves as the Imperial Community College District Emergency Plan, setting forth the authorities and policies for activation, personnel emergency assignments, operational procedures and recovery activities.

The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency.

The format is also intended to be "response ready." Users are to utilize the checklists contained in this document when participating in drills, exercises, or in actual events. The completed forms are then kept on file, as official records of the emergency response.

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

Concept of Operations

The college's partial or total response to natural disasters or technological incidents will be declared by the type and magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

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

Level One

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

Level Two

A moderate to severe emergency wherein campus resources may not be adequate and mutual aid may be required on a larger basis. An EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.

Level Three

A major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required. The College Superintendent/President or designee will proclaim a STATE OF EMERGENCY.

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

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

Management and Control

The College Superintendent/President or designee establishes the basic policies, which govern the Emergency Management Organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The Emergency Operations Plan is under the executive management of the Superintendent/President or Administrator on Duty (Incident Commander) and under the operational direction of the Superintendent/President.

Plans, Goals and Objectives

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

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

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

Plan Activation

When an emergency situation arises, the Superintendent/President or Administrator on Duty should activate the Emergency Plan. He/she will retain control of the Emergency Operations until relieved by a higher-ranking administrator. College personnel and equipment will be utilized to provide priority protection for:

1. Life/Safety
2. Preservation of Property
3. Restoration of the Academic Program

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

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

The Superintendent/President or designee will be responsible for notifying the Incident Commander to deactivate the Emergency Operations Plan when he/she deems it appropriate.

CALL LIST – REPORTING EMERGENCIES

For most emergencies on campus, you will need to call 9-1-1, the Campus Nurse, the Switchboard, and/or Maintenance/Operations. The chart below will help you decide which action is appropriate.

<p>Perform CPR, if necessary Call 9-1-1, provide location Call College Nurse at Ext 310 or 337-0300 Call Campus Security at 996-4614</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency Is a condition brought on by preexisting disease, sudden illness, or accidental injury that requires immediate treatment to prevent serious harm, or further injury such as / but not limited to: <ul style="list-style-type: none"> ▪ Cessation of breathing ▪ Chest pain ▪ Sudden loss of consciousness ▪ Head or spinal injury ▪ Injury from gunshot or stabbing ▪ Burns due to heat or chemical • Psychological Crisis This condition exists, when an individual is threatening harm to self or others, or is out of touch with reality. Uncontrollable behavior and/ or hallucinations could be manifested. • Exposure to hazardous chemical or spill
<p>Call 9-1-1, provide location Call College Nurse at Ext 310 or 337-0300 Call Campus Security at 996-4614</p> <p>Call Poison Control Center: 800-876-4766</p>	<ul style="list-style-type: none"> • A hazardous material release with low potential for fire or injury • Utility failure
<p>Call Maintenance/Operations at Ext. 371/373 or 455-9267 (emergency cell), and call the Switchboard at Ext. 0</p>	<ul style="list-style-type: none"> • Any fire
<p>Call 9-1-1, and call the Switchboard at Ext. 0, and call Maintenance/Operations at Ext. 371/373 or 455-9767 (emergency cell)</p>	<ul style="list-style-type: none"> • Civil disturbance • Crime or violent incident
<p>Call 9-1-1, and call the Switchboard at Ext. 0 and call Campus Security IVC Radio Channel 1, 554-1183 (791-5576 Manager).</p>	<ul style="list-style-type: none"> • Any major incident with potential for adverse publicity to the college. If the major incident happens on the weekend, call the Director of Maintenance's cell phone at 455-9767
<p>Call the Superintendent/President's Office at Ext. 218/219 or Administrator on Duty</p>	<ul style="list-style-type: none"> • Student or faculty issues during evening hours.
<p>Call Evening Administrator at Ext. 456/457 or 996-6765, 5-10 PM, Monday - Thursday</p>	<ul style="list-style-type: none"> • Student or faculty issues during evening hours.

Comment [ta1]: Major changes

Comment [ta3]: Completely revised this portion to reflect current CPR /First aid response.

Comment [ta2]: We will need traffic control

TELEPHONE NUMBERS

Notification in an Emergency. The Maintenance/Operations Officer on duty will delegate an assistant to notify the senior maintenance staff member of any campus emergency, using the Maintenance Department emergency call list.

The Maintenance/Operations Officer on duty will also initiate the administrative notification system by calling the Superintendent/President or the Administrator on Duty, who will notify the appropriate members of the Executive Council.

POSITION	NAME	EXTENSION*/ TELEPHONE
Superintendent/President		219/218
Director of Maintenance/Operations	Rick Webster	373/371
Vice President of Academic Services	Kathy Berry	213/215
Vice President of Student Services	Dr. Victor Jaime	269
Vice President of Business Services	John Lau	241
Associate Dean of Human Resources/Safety Admin.	Travis Gregory	212/207
Dean of Applied Sciences	Gonzalo Huerta	419
Dean of Extended Campus	Efrain Silva	353-2180
Dean of Technology/Learning Services	Robin Ying	377
Director of Nursing	Kathy Berry	347
Director of Consumer Ed. and Family Studies	Becky Green	231
Director of Disabled Students Programs & Svcs.	Ted Ceasar	311
Evening Administrator (contact Office/Evening Resources Assistant)	Paula Saldana	547
Associate Dean of Student Affairs – IVC Security (contact directly via pager, or via Raquel Gonzalez or Parking Control)	Sergio Lopez	457
	Paula Saldana	547
	Parking Control	306

The Maintenance/Operations Department coordinates emergency telephone notification of college administrators. Each college administrator, when notified of a campus emergency, will pass the same information along to all departments and offices under his or her direction.

MAINTENANCE/OPERATIONS EMERGENCY CALL LIST:

NAME	POSITION	EXTENSION*/ TELEPHONE	CELLULAR OR PAGER
Rick Webster	Director of Maintenance/Operations	373/371	N/A
Clifford Schneider	Maintenance Worker III	400	312-0063 pgr
Rex Robinson	Maintenance Worker II	375	312-0070 pgr
Mickey Crosby	Grounds Maintenance Supervisor	371/373	N/A
Ruben Aguilar	Custodian Supervisor	573	312-0044 pgr
Joe Cornejo	Water Systems Treatment Specialist	405	N/A

INFORMATION SYSTEMS EMERGENCY CALL LIST:

NAME	POSITION	EXTENSION*/ TELEPHONE	CELLULAR OR PAGER
VACANT	Director of Application Services	351/350	
Alfonso Sanchez	Senior Computer Programmer	516	
Eldon Caldwell	Microcomputer Technician	395	
Cheryl Waddell	Information Systems Support Specialist	350	

***If calling from an off-main campus telephone such as a payphone or cell phone, dial 355-6 plus the three-digit extension. For example, to call the Superintendent/President directly, dial 355-6219 or 355-6218.**

Activation During Business Hours

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

If Telephone Services ARE Operational:

- The Incident Commander (Superintendent/President or Administrator on Duty) or designee will activate the Incident Command System for the emergency. He/she will evaluate the need to establish a Field Command Post for the Incident and/or open an Emergency Operations Center.
- The Switchboard or Maintenance/Operations officer on duty will immediately begin calling Management/Command Administrators and advise them where to report.

If Telephone Services ARE NOT Operational:

- Designated Emergency Operations Personnel and members of the Emergency Operations Personnel will immediately travel to the designated Emergency Operations Center to implement the Emergency Operations Plan as soon as they are aware that a major disaster affecting the Main Campus and/or Extended campuses may have occurred.
- If the designated Emergency Operations Personnel do not respond to the Emergency Operations Center (EOC) in a reasonable amount of time, messengers may be dispatched.

Activation During Non-Working Hours

There is a significant chance that a disaster such as the one envisioned by this plan may occur before or after regular college office hours, or on a holiday or weekend when departments and offices are closed.

While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

The Emergency Operations Personnel should report to the Incident Commander at the established Emergency Operations Center.

Priority One Objectives

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

RESOURCES:

1. Administrators, Classified Managers, Division Chairs, Department Heads (Faculty and Staff)
2. Campus Security
3. Maintenance/Operations Staff

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

RESOURCES:

1. County Fire Department
2. Campus Security
3. Maintenance/Operations Staff

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

RESOURCES:

1. Maintenance/Operations Staff
2. Campus Security
3. Environmental Health and Safety Committee
4. Fire Department
5. Volunteer Forces

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

RESOURCES:

1. Campus Nurse
2. Local medical facilities

HAZARDOUS SUBSTANCE CONTROL: Survey critical area and secure or clean up as needed (i.e., biological, radiological, and chemical).

RESOURCES:

1. Maintenance/Operations Staff
2. County Fire Department
3. County HAZMAT

BUILDINGS: Evacuate, search, and close damaged buildings.

RESOURCES:

1. Campus Security
2. Maintenance/Operations Staff
3. Facilities Planning
4. Administrators, Classified Managers, Division Chairs, Department Heads (Faculty and Staff)

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

RESOURCES:

1. Information Services
2. Operations Radio (Facilities Frequencies)
3. Radio Stations
4. Messengers (Volunteer Forces)

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

RESOURCES:

1. Maintenance/Operations Staff
2. Volunteer Forces (Faculty/Staff)
3. Local Gas and Electric and Water Utilities

Priority Two Objectives

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

RESOURCES:

1. Purchasing/Warehouse Staff
2. Volunteer Forces

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

RESOURCES:

1. Library/Art Gallery Staff
2. Faculty/Staff

RECORD SURVEY: Identify, survey and secure all Imperial Valley College records.

RESOURCES:

1. Human Resources Staff
2. Fiscal Services Staff
3. Counseling and Student Services Staff
4. Admissions Staff
5. Information Systems Staff
6. Volunteer Forces

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

RESOURCES:

1. Vice President of Academic Services, Educational Deans and Directors, Division Chairs
2. Volunteer Forces

The Priority Process

The Emergency Operations Personnel will concentrate efforts on Priority One Objectives until these objectives are substantially met. Priority Two Objectives will be addressed, as resources become available.

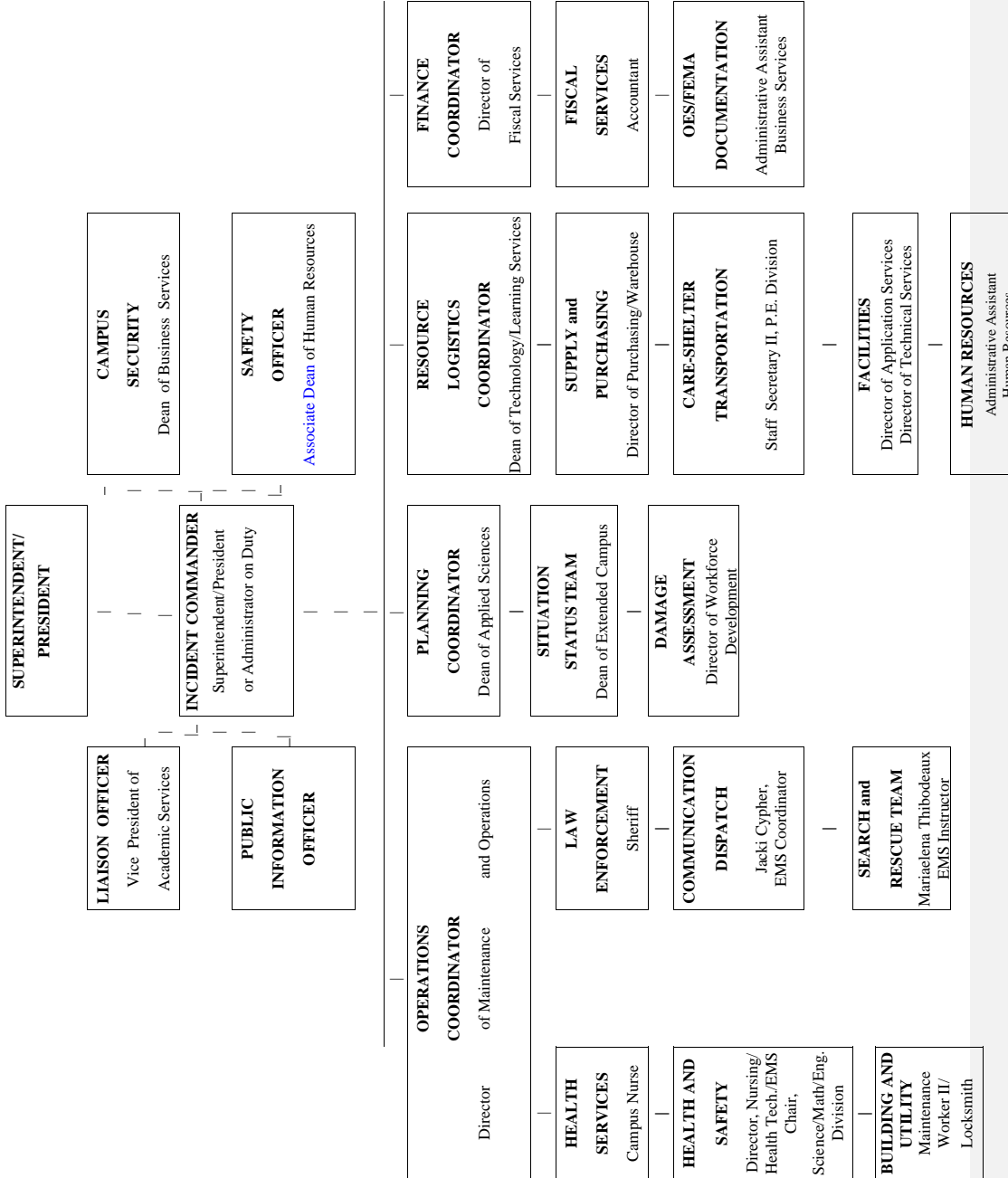
It is expected that, as operations progress from Priority One through Priority Two, the administrative control of the college will move from the Emergency Operations Organization back to the normal college organizational structure. The Superintendent/President or designee will determine when to deactivate the Emergency Operations Plan.

The Planning Process

The Associate Dean of Resources/Safety Administrator is responsible for coordination of the emergency planning process. The procedure will be reviewed annually. The basic team is made up of representatives of:

- Associate Dean of Resources/Safety Administrator
- Environmental Health and Safety Committee

SEMS/ICS EMERGENCY MANAGEMENT ORGANIZATION



PART TWO: INTRODUCTION TO SEMS

The Standardized Emergency Management System is a communications and coordination tool.

Introduction

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

History

As a result of the events occurring during the 1991 East Bay Hills (Oakland) fire, State Senator Petris introduced SB 1841. This statute directs the Governor's Office of Emergency Services (OES), in coordination with all state agencies having designated response roles in the state emergency plan and local emergency management agencies, to establish SEMS, ICS, the Multi-Agency Coordination System (MACS), the Master Mutual Aid Agreement system, and the operational area concept.

The Incident Command System

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

The purpose of mutual aid is to ensure that after an agency has committed or is about to exhaust all available resources, other public agencies may be called upon to provide assistance. Cities, counties, and the State of California joined together in the Master Mutual Aid Agreement in 1950, which provides for mutual assistance agreements between and among cities, counties, and state and local agencies and districts. Law enforcement and fire services use their mutual aid systems frequently, sometimes on a daily basis.

SEMS Features Adopted from Incident Command System

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

Essential Management

Functions: At the field response level, the five primary ICS functions of command, operations, planning and intelligence, logistics and finance are used. At the local government, operational area, regional, and state levels, the term "management" is used instead of command and the titles of the other functions remain the same.

Management by Objectives

As applied to SEMS, management by objectives means that each SEMS level of operation establishes measurable and attainable objectives to be accomplished for each established operational time period.

Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days, as determined by the situation.

Action Planning

There are two variations of action planning under SEMS.

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

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

Modular Organization

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

Organizational Unity

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

Span of Control

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

Personnel Accountability

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

Common Terminology

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

Resource Management

In SEMS, there are functional activities related to managing resources at all levels. Resource management describes the ways in which field resources are managed and how status is maintained.

The management activity varies from level to level, from directing to controlling, to coordination, to inventorying and the procedures vary accordingly.

Integrated Communications

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

SEMS Planning and Coordination Levels

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

Field Response Level

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

Local Government Level

The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their Emergency Operations Centers are activated or when there has been a proclamation of Local Emergency.

Operational Area

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

Regional Level

The SEMS regions are also known as mutual aid regions. There are six regions and their purpose is to provide for more effective application and coordination of mutual aid and other emergency related activities. At the Regional Level, information and resources are managed and coordinated among Operational Areas within the Region and between the Operational Areas and the State Level. In addition, coordination of state agency support for emergency response activities within the Region occurs at this level. The State Office of Emergency Services regional office at Los Alamitos serves as the Regional Level for Southern California.

State Level

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

Emergency Management Training and Exercises

- A. The objective of the Emergency Management Organization is efficient and timely response during emergencies. An effective plan is the first step toward this objective. However, planning alone will not guarantee preparedness. Training is a vital element of the campus Emergency Operations Plan.
- B. The following emergency management personnel are included in specific emergency management training:
- a) Emergency Operations Center staff
 - b) Building Safety Coordinators (Administrators, Classified Managers, Division Chairs, Department Heads)
 - c) Campus Security
 - d) Health Services
 - e) Environmental Health and Safety Committee
 - f) Facilities
 - g) Volunteers
 - h) Marketing and Communications
 - i) Local agencies (Sheriff, Fire, EMS)
- C. Training Considerations
- Emergency Operations Plan – Overview of the Plan and responsibilities of each area/department; levels of responsibilities with clearly designated individuals and their roles; and an effective method to provide “need-to-know ” information to the people on campus.
- b) Response – Levels of response to emergencies; special circumstances (HAZMAT, public health); control and reporting; and use of outside agencies and resources (mutual aid).
 - c) Emergency Preparedness – Drills and practice sessions; identification of dangerous areas; (Facilities, EHS, and Campus Security); review and familiarization of available emergency equipment and supplies; individual training in building safety, search and rescue, basic first aid, incident containment, public safety, and coordination of campus - wide response.
- D. An essential element of the training program is emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities, and systems that will actually be used in emergency situations. These exercises may be carried out in several ways:
- a) Orientation seminars are used to introduce or refresh participants to plans and procedures. They may involve lectures, panel discussions, media presentations, ETV or debrief of past incidents for lessons learned.

- b) Tabletop exercises provide a convenient and low-cost method of introducing Emergency Operations Center staff to scenario-related problem situations for discussions and problem solving. Such exercises test policies and procedures.
- c) Functional exercises are used to simulate actual emergencies. They involve the Emergency Operations Center staff and are designed to exercise procedures as well as test the readiness of personnel, communications, and facilities. Such exercises should be conducted at the Emergency Operations Center level coupled with field exercises.
- d) Full-scale exercises are the most complex type of activities and the ultimate goal of the training program. This is a full performance exercise, which adds a field component, which interacts with the Emergency Operations Center through simulated messages. These exercises test the deployment of resources and operations field personnel.

PART THREE: THE EMERGENCY RESPONSE ORGANIZATION

Assignments and Responsibilities

SEMS requires that all public agencies use five designated functions to serve as the basis for organizing emergency planning and response. The five functions are:

- Management/Command
- Operations
- Planning
- Logistics
- Finance

The Imperial Community College District emergency response organization is based on these functions, as shown on the Emergency Management Organization Chart in Part One.

The Superintendent/President or Administrator on Duty (Incident Commander) provides the executive management of the emergency organization. This position sets policy and and/or provides support to the Superintendent/President.

· **The Incident Commander** - The Superintendent/President or Administrator on Duty serves as the Incident Commander, commanding the response. The Incident Commander is supported by the Campus Security, the [Associate Dean of Human Resources/Safety Administrator \(Safety Officer\)](#), the Public Information Officer (PIO), and the Liaison Officer.

· **The Operations Section** is the responsibility of the Operations Coordinator. The coordinator directs the efforts of various operational branches: Law Enforcement, Communication Dispatcher, Search and Rescue, Health Services, Health and Safety, and Building and Utility.

· **The Planning Section** is the responsibility of the Planning Coordinator. The Planning Section supports the Operations Section with confirmation of information, action plans, and status reports. The coordinator is assisted by the Situation Status and Damage Assessment Units.

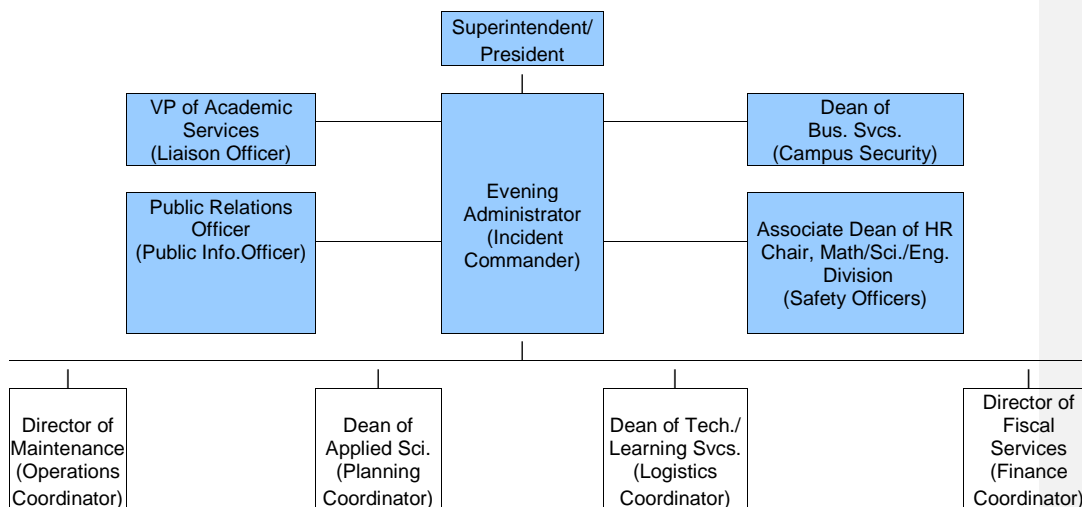
· **The Logistics Section** is the responsibility of the Logistics Coordinator. The Logistics Section supports the Operations Section with resources. The coordinator is assisted by the Supply and Purchasing, Care/Shelter/Transportation, Facilities, and Human Resources.

· **The Finance Section** is the responsibility of the Finance Coordinator. The Finance Section works closely with each Section to effectively establish the proper documentation for cost recovery. The coordinator is assisted by the Fiscal Services and OES/FEMA Documentation Units.

Management and Command

Introduction

The Management/Command Section is responsible for overall emergency policy, direction, and coordination of the emergency response effort. The Incident Command staff is responsible for interacting with each other to assure the effective functioning of the organization. The various elements within the Incident Command are the Administrator on Duty (Incident Commander), [Associate Dean](#) of Human Resources and Chair of the Math/Science/Engineering Division (Safety Officers), Vice President of Academic Services (Liaison Officer), Dean of Business Services (Campus Security), and the Public Relations Officer (Public Information Officer).



Management

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

Superintendent/President (Checklist 1-A)

The College Superintendent/President, is responsible for:

- Establishing the basic policies, which govern the Emergency Management Organization.
- Declaring an emergency when required.
- Functioning as the highest level of authority during an emergency.

Campus Security: Dean of Business Services (Checklist 1-B)

The Campus Security is responsible for:

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

Command

Incident Commander: Superintendent/President or Administrator on Duty (Checklist 1-C)

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

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

The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Superintendent/ President with current information on the status of the emergency response.

The Incident Commander is assisted by the staff listed below, which are assigned to essential activities and responsibilities.

Command Support Positions

Public Information Officer (PIO): Public Relations Officer

(Procedures contained in Checklist 1-D)

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

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

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

Agency Liaison: Vice President of Academic Services (Procedures contained in Checklist 1-E)

The Agency Liaison function is to serve as the point of contact for the supporting agencies and mutual aid agency representatives (particularly the Operational Area Emergency Operations Center). The Liaison function assists with intergovernmental communications and liaison. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner's Office, and Health Services.

Safety Officer: Associate Dean of Human Resources and Chair of the Math/Science/Engineering Division (Procedures contained in Checklist 1-F)

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

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

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

Enclosure: Emergency Broadcast System

General

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

The state has been segmented into "EBS Operational Areas" for the purpose of disseminating emergency information via regular AM broadcast stations.

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

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

Local EBS Operational System

Background

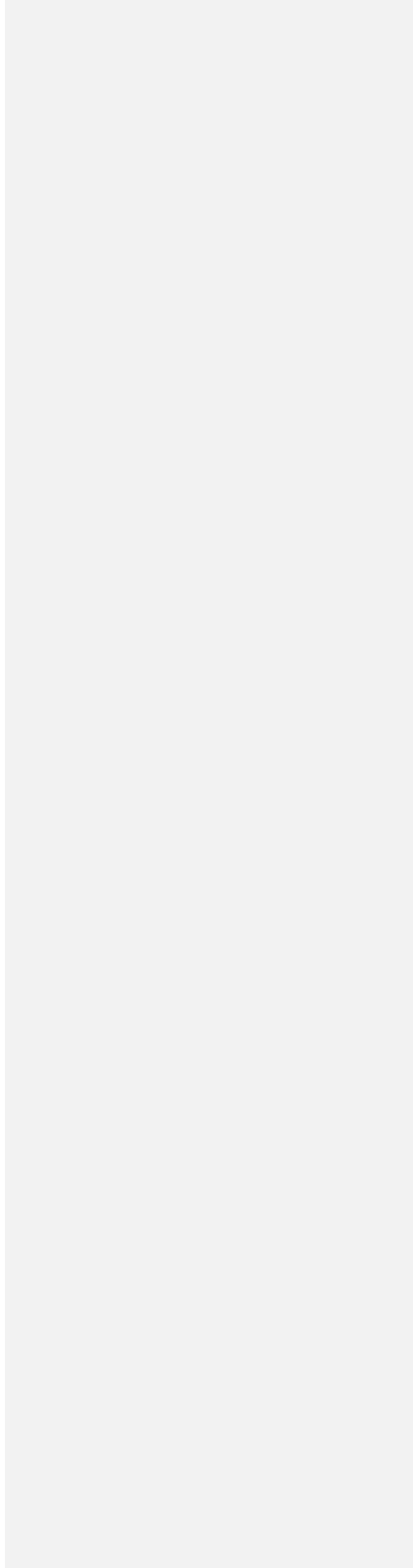
The State of California has been segmented into "EBS Operational Areas" for the purpose of disseminating emergency information.

The Imperial County EBS operational area encompasses the entire County. Two EBS radio stations, KSIQ and KXO, have been provided with fallout protected facilities. Other unprotected, but authorized, EBS stations continue to operate as conditions permit.

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

Operational Considerations

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



Campus Closure

Background

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

Emergency Response and Actions

The decision to close shall be made by the College Superintendent/President, or his/her acting designee at the time, and on the basis of recommendations received through the Incident Commander, or if the situation dictates, the senior law enforcement official on the scene.

A. Informing the Campus Community

- The Public Information Officer should prepare a media release stating the campus will be closed. The statement should contain emergency instructions and explain why the closure is taking place.
- The release will be reviewed by the Superintendent/President and forwarded to the Incident Commander for implementation.

B. Closing the Campus

The Incident Commander will direct:

- Campus Security to send staff (Officers and Community Service Officers) to begin advising people to leave the area.
- The Communications Dispatchers to begin calling administrators.
- Facilities crews will begin setting up barricades and signs to close off areas and assist personnel out of the area.

**IMPERIAL COMMUNITY COLLEGE DISTRICT
DECLARATION OF EMERGENCY**

Date: _____ Time: _____

As result of _____

Occurring on _____ at _____

conditions of extreme peril to the safety of college personnel and property now exist. These conditions cannot be fully responded to with available college resources. Under the authority of the California Education Code and the California Administrative Code, I, as Superintendent/President of the College hereby declare an emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

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

Superintendent/President

**IMPERIAL COMMUNITY COLLEGE DISTRICT
DECLARATION OF CAMPUS CLOSURE**

Date: _____ Time: _____

As result of _____

Occurring on _____ at _____

conditions of extreme peril to the safety of college personnel and property now exist. These conditions cannot be fully responded to with available college resources. Under the authority of the California Education Code and the California Administrative Code, I, as Superintendent/President of the college hereby declare this campus closed. All non-essential personnel are required to evacuate the campus as-
soon-as possible. Closure procedures shall be those prescribed in the college Emergency Plan.

Superintendent/President

***MANAGEMENT / COMMAND
Checklists***

Assignments and Responsibilities

This chapter contains the functional checklists for the Management/Command Section assignments.
The following are contained within this Chapter.

Checklist	Title	Position
I-A	Superintendent/President	Superintendent/President
	During the emergency, the Superintendent/President determines if a STATE OF EMERGENCY is warranted. He/she authorizes the official request for assistance or notification to appropriate state and federal agencies and supports the management of emergency forces involved with the response to situations associated with emergency. This section includes checklists for the Superintendent/President, Administrators, Deans and Directors.	

FOR CONSIDERATION OR ACTION

- Assess situation; obtain information.
- Declare a State of Emergency when warranted.
- Confer as needed with local and state officials.
- Activate EMERGENCY PLAN.
- Evaluate the need for closure of the college or evacuation. Ensure that the following are notified:
 - Incident Commander
 - College Administrators
 - Public Information Officer
- Review and approve media releases.
- Activate Management Command System.
- Inform and brief the Management Command System on the emergency situation and status as it affects their areas.
- Issue any necessary public statements through the PUBLIC INFORMATION OFFICER.
- Obtain periodic situation updates.
- Authorize the Incident Commander to announce the end of the State of Emergency when appropriate.

Items the Superintendent/President Should Focus On

Campus Condition

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

Campus Closure

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

Recovery Expectations

- When will the academic process resume?

Checklist	Title	Position
I-A	Administrators/Deans/Directors	Administrators/Deans/Directors
	During the emergency, the Administrators/Deans/Directors will respond in support as directed by the Incident Commander. This section includes checklists for these individuals.	

FOR CONSIDERATION OR ACTION

- Evacuate if incident affects your building or office.
- Do not go to the incident site.
- Turn on your cellular phone.
- Assist with evacuation as necessary.
- Assess situation, obtain information through coordinator.
- Implement telephone trees and advise your staff.
- Inform and brief your staff on the emergency situation and status as it affects their areas.
- Provide resources or resource information to the coordinator of your sections.
- Provide volunteer resources as available.

Checklist	Title	Position
1-B	Campus Security	Dean of Business Services
	During the emergency, the Campus Security serves as primary link to the Incident Commander and ensures the emergency organization performs according to established procedures and oversees the operation of emergency plan. In addition, the Campus Security guides the management of emergency forces involved with the response to situations associated with emergency by establishing operational policies as needed and adjudicating conflicting demands for support.	

FOR ACTION

- Notify the Incident Commander of the situation and inform him/her of changes and conditions.
- Report to Emergency Operations Center as the situation dictates and it is safe to do so.
- Keep a written log of phone messages, actions taken, etc.
- Obtain authorization from Incident Commander to activate Emergency Plan.
- Consider declaration of emergency, activation of an Emergency Operations Center, evacuation sheltering, and closure.
- Direct activation of an Emergency Operations Center, if required.
- Establish communications with the Campus Security Dispatch Center and Emergency Operations Center.
- Determine if all emergency notifications have been made.
- Authorize deviations of procedures for implementing the emergency plan.
- If closure is directed, implement the Closure Procedure.
- Authorize emergency messages and dissemination of public education/information to the campus.
- Obtain information on the situation and actions taken from the Incident Commander and brief the coordinators.
- Establish priorities and adjudicate conflicting demands for support.
- When the emergency is over, assist Incident Commander in notifying the emergency organization and, as appropriate, the campus community.
- Direct the recovery effort.

Items Campus Security Should Focus On

Communicating the Problem to the Campus Community

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

Closure

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

Documentation

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

Campus Condition

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

Checklist	Title	Position
1-C	Incident Commander	Superintendent/President or Administrator on Duty
	During the emergency, the Incident Commander implements the opening and staffing of the Emergency Operations Center, focusing on the highest priorities (life and death) and controlling problems. The Incident Commander initiates intelligence gathering concerning casualties and damage, reviewing the vast amount of information coming in from field units, identifying immediate problems, performing rapid assessment of casualties and damage, prioritizing response teams to incidents. The Incident Commander also provides the Superintendent/President with recommended courses of action.	

PRIMARY RESPONSIBILITIES

Function as the INCIDENT COMMANDER of the Emergency Operations Center.

Conduct an initial situation assessment to determine:

- Type of emergency
- Location of emergency
- Type of structure/vehicles involved
- Size of area involved
- Number of additional people required
- Incident Command Post location
- Staging Area locations
- Access routes for emergency vehicles
- Assistance required (e.g., medical, fire, facilities, environmental safety)
- Number and type of casualties/injuries

FOR ACTION

Implement the plan, activate an Emergency Operations Center.

Assess the current situation: casualties, damage, and nature of the problem, and the location of the Emergency Operations Center.

Establish a journal/log for recording major activities.

Establish a communication link with the police dispatch center.

Set priorities, delegate tasks, and manage the Emergency Operations Center.

Assign personnel to staff SEMS functions:

- Operations
- Planning
- Logistics
- Finance

Develop and implement control plans which may include:

- Perimeter control provisions/Interior patrol provisions
- Evacuation procedures
- Liaison with other emergency agencies
- Traffic control plans
- Mobilization of on-duty personnel
- Mutual Aid contingencies

Determine current information on the status of the emergency response and the incident.

Request personnel and equipment resources needed for control of the incident.
Provide the PUBLIC INFORMATION OFFICER with information for release to the media.

FIRST PRIORITY TASKS /CONSIDERATIONS

Human resources immediately available.
Immediate fire and medical needs.
Initial damage to the campus and infrastructures.
If evacuation will be needed and set up a plan.
If campus closure is ordered, implement Closure Procedure.
If emergency alert or warning will be needed.

CONTINUING PRIORITY TASKS /CONSIDERATIONS

The status of emergency communications.
Need for closure.
Request from Section Heads ongoing status reports on their activities and resources.
Evaluate the need and use of field command post.
Request recommended sites for casualty collection point, and coroner operations.
Establish contact with local (city, county) Emergency Operations Centers.
Implement mutual aid plans.
Determine the impact of the incident beyond the campus.
Direct situation analysis staff to prepare detailed assessment of damages, injuries, and casualties.

Additional Items the Incident Commander Should Focus On

Continued Operations and Resources

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

Security and Access Control

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

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

PRIMARY RESPONSIBILITIES

- Release emergency instructions/information to faculty, staff and students about the emergency and what steps individuals should take.
- Release emergency instructions/information to the electronic and print media.
- Produce news releases as required.

FOR ACTION

Open Media Center.

Ensure that all information is clear, concise, confirmed, and approved by appropriate authority before release to the media or public.

Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.

Gather information on the emergency situation and response actions.

Assign a Public Information Representative, if appropriate, to:

Establish Media Control Point near incident site.

Keep Emergency Operations Center Staff informed of the media situation at the incident site.

Establish and release a “media only” telephone number(s).

Post press releases on College website (www.imperial.edu).

Monitor published and broadcast Emergency Public Information (EPI) for accuracy. Correct serious misinformation whenever possible.

Maintain Emergency Public Information (EPI) status boards and maps. Post hard copy of news releases.

Attend periodic Emergency Operations Center briefings and policy meetings.

Consider additional methods for distributing emergency instructions as required.

PRIORITY TASKS FOR CONSIDERATION

Schedule media briefings/press conferences and tours as conditions permit.

Arrange for media access to the Emergency Operations Center, command staff, and incident site when appropriate.

Establish a center for rumor control.

Additional Items the Public Information Officer Should Focus On

Communicating the Problem to the Campus Community

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

Closure

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

Checklist	Title	Position
1-E	Liaison Officer	Vice President of Academic Services
	During the emergency, the Liaison Officer functions as the campus point of contact for instructions and assistance to outside responding agencies.	

PRIMARY RESPONSIBILITIES

- Provide a point of contact for assisting mutual aid agency representatives.
- Provide information and maintain a liaison with other public and private agencies.

FOR ACTION

- Report to the Emergency Operations Center.
- Talk to the INCIDENT COMMANDER, PLANNING and INTELLIGENCE Officer, and the RESOURCE LOGISTICS Officer to determine:
 - The extent and nature of the emergency.
 - Are outside agencies responding; i.e. fire services, medical?
 - What location will be used for receiving and staging responding agencies?
 - What will be the communication and coordination frequency used?
 - Will mutual aid be requested?

- Notify the responding outside agencies where to check in and the staging location.
- Identify agency representatives from each agency including the Communications link and their location.
- Monitor the incident operations to identify what might be potential inter-organizational problems.
- Provide the INCIDENT COMMANDER with status reports concerning the arrival times of responding agencies, number of personnel responding, and the type of resources expected.
- Maintain a unit log.
- Provide information to other Section officers on the number and type of resources coming to the campus to assist with the emergency.

Additional Items the Liaison Officer Should Focus On

Outside Agency Issues

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

Extended Operations

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

Deployment and Release

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

Checklist	Title	Position
1-F	Safety Officer	Associate Dean of Human Resources/Safety Administrator Chair of Math/Science/Engineering Division
	During the emergency, the Safety Officer monitors and assesses hazardous and unsafe situations and develops measures for assuring personnel safety.	

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

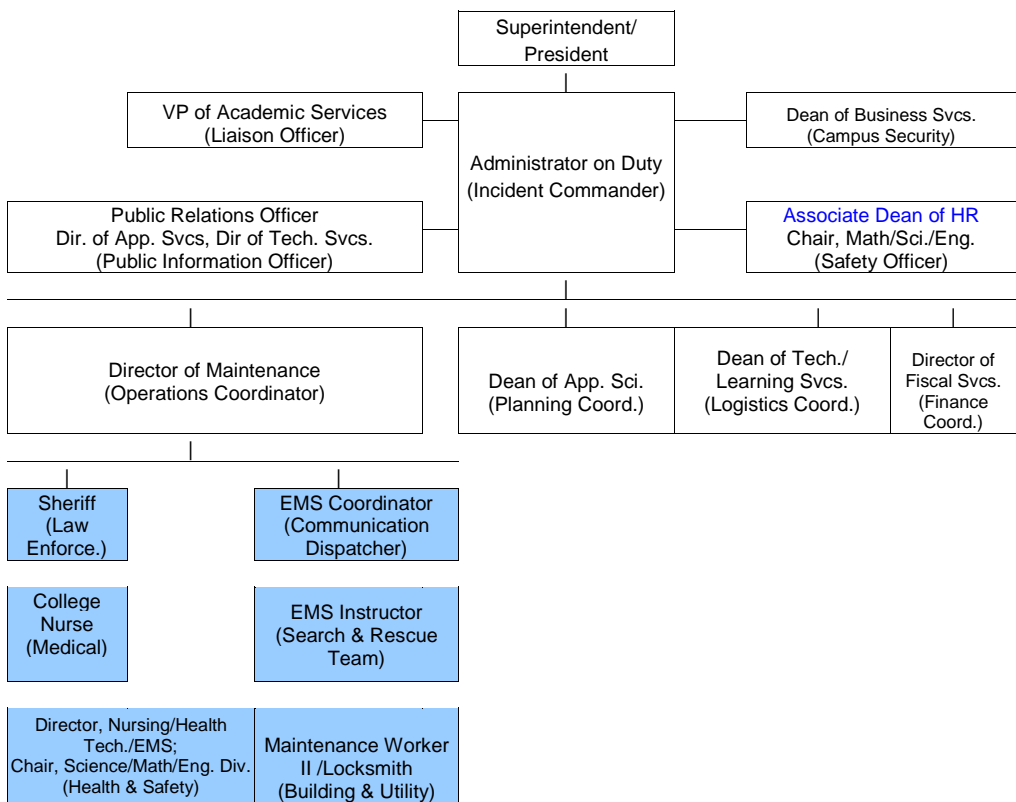
FOR ACTION

- Report to the Emergency Operations Center.
 - Talk to the INCIDENT COMMANDER, PLANNING AND INTELLIGENCE Officer, and the RESOURCE LOGISTICS Officer to determine the event and nature of the emergency operation.
 - Monitor and assess hazardous and unsafe situations and develop measures for assuring personal safety.
- Maintain a log of activities.

OPERATIONS

Operations Section

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



Operations Coordinator: Director of Maintenance (Procedures contained in Checklist 2-A)

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

Assistant Operations Coordinator: Staff Secretary III, Maintenance and Operations; Custodial Supervisor (Procedures contained in Checklist 2-A)

The Assistant Operations Coordinator is responsible for assisting the Operations Section Coordinator with the implementation and management of all operational plans.

Operational Support Branches

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

Law Enforcement: Sheriff (Procedures contained in Checklist 2-B)

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

Communications Dispatcher: EMS Coordinator

(Procedures contained in Checklist 2-C)

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

Search and Rescue: EMS Instructor

(Procedures contained in Checklist 2-D)

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

Medical-Coroner: College Nurse (Procedures contained in Checklist 2-E)

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

Health and Safety: Director of Nursing Ed./Health Technologies/EMS; Chair, Science/Math/Engineering Division

(Procedures contained in Checklist 2-F)

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

Building and Utility: Maintenance Worker II/Locksmith

(Procedures contained in Checklist 2-G)

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

OPERATIONS SECTION CHECKLISTS

Assignments and Responsibilities

This chapter contains the functional checklist for the Operations Section assignments.
The following are contained within this Chapter.

Checklist	Title	Position
2-A	Operations Coordinator	Director of Maintenance/Operations
	The OPERATIONS COORDINATOR initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life and death), and controls problems. Based on information obtained and resources available, the OPERATIONS COORDINATOR will establish appropriate branches to deal with the emergency.	

PRIMARY RESPONSIBILITIES

- Assumes operational COMMAND of the response.
- Manages the OPERATIONS Section of the Emergency Operations Center, including the following response teams:
 - LAW ENFORCEMENT
 - MEDICAL
 - COMMUNICATIONS DISPATCHER
 - HEALTH and SAFETY
 - SEARCH and RESCUE
 - BUILDINGS and UTILITIES
- Keeps the INCIDENT COMMANDER informed of response team activities.
- Evaluates operational information and determines priorities.
- Deploys teams to address problems.

SUPPORT RESPONSIBILITIES

- Recommends Mutual Aid needs and resources.
- Provides information to the SITUATION STATUS representative.

FOR IMMEDIATE ACTION

- Report to the Emergency Operations Center for briefing, then organize and activate the OPERATIONS Section.
- Establish a journal/log for recording activities.
- Establish a communication link with the communications dispatcher.
- Evaluate operational needs and response based on:
 - The type of emergency.
 - Location of emergency and types of facilities involved.
 - Size of area involved (limited area or campus wide).
 - Number and type of casualties/injuries.
 - Access routes for emergency vehicles.
 - Assistance required (e.g., medical, fire, facilities and EHS).
- In coordination with the INCIDENT COMMANDER and the PLANNING and INTELLIGENCE Coordinator, develop a tactical plan.

FIRST PRIORITY/CONSIDERATION

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

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

STAFFING ACTIONS

Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident.
Make requests to LOGISTICS for resources, which are needed or will be needed soon.
Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the INCIDENT COMMANDER determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance.

MEDICAL ACTIONS

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

ACCESS CONTROL ACTIONS

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

PLANNING and SITUATION STATUS ACTIONS

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

RESOURCE LOGISTICS ACTIONS

Request site food/water and other personnel support for response teams from the LOGISTICS Coordinator. Request arrangements for a secure site away from public access (THE EMERGENCY OPERATIONS CENTER IS NOT A SHELTER OPERATION).
Plan for on-going operations if damage is severe or field activities appear to be extensive.
Coordinate with LOGISTICS, HUMAN RESOURCES and the INCIDENT COMMANDER to plan for extended operations, especially during non-business hours.

RECOVERY ACTIONS

Coordinate and direct the clean up, salvage, and repair efforts for all facilities.

Provide lists of personnel on duty and any preliminary information on personnel matters or claims to HUMAN RESOURCES.

Provide information and recommendations to PLANNING and INTELLIGENCE for the After-Action Report.

Support the OES/FEMA DOCUMENTATION files with photographs and source documents, time records, field notes, etc.

Additional Items the Operations Officer Should Focus On

Continued Operations and Resources

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

Extended Operations

- Some incidents could extend for several hours or days.

Security and Access Control

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

Checklist	Title	Position
2-B	Law Enforcement Branch	Sheriff
	LAW ENFORCEMENT will provide assistance with first priority (life threatening) tasks: warnings, immediate evacuation of hazardous areas, and rescue. In addition, LAW ENFORCEMENT will provide for traffic control, access containment, and property protection.	
Special Note	In the early stages of an emergency the Security Officer on duty is the Incident Commander and may have to assume this responsibility until relieved by a higher-ranking officer or the Incident Commander.	

PRIMARY RESPONSIBILITIES

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

FOR ACTION

- Report to the staging area at the Emergency Operations Center. Contact the OPERATIONS COORDINATOR with the list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the OPERATIONS COORDINATOR briefed.
- Develop an Action Plan for your assignment.
- Advise SITUATION STATUS Officer of the LAW ENFORCEMENT mission and assignment.
- Keep a log of your activities.

IF ASSIGNED TO WARN THE CAMPUS OF A DANGER

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

IF ASSIGNED TO CLEAR AND CLOSE BUILDINGS FOLLOWING AN EARTHQUAKE

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

IF ASSIGNED TO EVACUATE AN AREA OR THE CAMPUS

- Plan should include:
 - Assembly areas and safe exit routes
 - Traffic control devices, barricades, and signs
 - Accommodations for relocating the physically impaired

Review the CLOSURE PLAN.
Determine if special transportation is needed.
Assign staff to the reception area.

IF ASSIGNED TO SEARCH OR ASSIST PERSONS INJURED OR TRAPPED.

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

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

IF ASSIGNED TO CLOSE OFF AREAS AND/OR CONTROL ACCESS

Determine the type of control of persons and vehicles into and out of the area.

• NO ACCESS

All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local,

state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.

• LIMITED ACCESS

Allows persons into closed area according to criteria established by Operations Coordinator.

Persons entering must abide by the policies established in order to gain entry.

Direct the placement of barricades, traffic control devices, and signs.

Establish an entry system.

Establish and staff control points.

Determine the pass system for entry and exit for the area secured.

Law Enforcement Alert and Warning

RESPONSE - ALL HAZARDS

One aspect of emergency management is the process of issuing an effective warning of danger or hazard to the community. Depending upon the nature of the emergency, there may be time to plan and organize or it may only permit a spontaneous reaction. Alert and Warning is a function of the Emergency Management Operation that deals with the process of notifying the campus community of impending or existing hazards.

OBJECTIVES

The overall objectives of Alert and Warning are:

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

CONCEPT OF OPERATION

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

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

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

GENERAL PROCEDURES

Short Notice Warnings

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

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

Advance Notice Warnings

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

Law Enforcement Field Command Post

RESPONSE - ALL HAZARDS

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

CONCEPT OF OPERATION

The ranking Sheriff Officer on duty shall evaluate the need for establishing a field command post based on the criteria listed below for an unusual occurrence or major incident:

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

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

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

COMMAND POST SITE SELECTION FACTORS

Often the rapid pace of the incident will limit your choices. The security vehicle may be your only choice. Select your location with the considerations listed below.

Usefulness

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

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

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

Accessible

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

- The responding personnel, especially outside agencies, should be easily directed to the location. Do not pick an obscure location.

- The duty dispatcher should advise responding agencies with the FCP location and the best route.
- There should be sufficient area for vehicle parking and staging of personnel and equipment. Consider how heavy equipment would get in, if needed.
- Consideration should be given for establishing a helipad.

Safety

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

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

Law Enforcement Access Control

RESPONSE - ALL HAZARDS

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

CONCEPT OF OPERATION

During an emergency the access control function is the responsibility of Campus Security who will work with Maintenance/Operations Staff. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

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

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

First:

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

If the area is a vital facility, THEN:

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

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

- Determine the size of the area to be controlled and how many people will be needed.
- Determine if both vehicles and pedestrians are to be controlled.
- Determine equipment needs: radios, flares, reflective vests, lights, etc.
- Assign a person to provide breaks and replace equipment.
- Check access control needs for all pedestrian walkways through the area.
- Contact Resource and Logistics for staff, barricades, and signs.
- Arrange for transportation to move staff and equipment.
- Coordinate with Command for handling media requests to enter the area.
- Determine who and what may enter the area and advise control point staff.
- Determine where the Media will check in and assemble.

- Advise the Emergency Operations Center when the control measures are in place.
- Confirm with the Emergency Operations Center the policy and procedure for unauthorized entry.
- At street control points, make provisions for emergency vehicles to enter and exit.

If the entire campus is to be closed, THEN:

- Follow the campus closure procedures.

Additional Considerations

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

Access Policy

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

NO ACCESS:

All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work as necessary will be permitted entry. Media representatives will be allowed access on a controlled basis.

LIMITED ACCESS:

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

Authority

Penal Code Section 409.5

AUTHORITY OF A PEACE OFFICER IN AREAS IN EMERGENCIES

States that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.

Penal Code Section 626.4

NOTICE OF WITHDRAWAL OF CONSENT TO BE ON CAMPUS

The Superintendent/President or their agent can withdraw consent to remain on the campus to any person they have reasonable cause to believe has willfully disrupted the orderly operations of the campus or facility.

Penal Code Section 626.6

ENTERING THE CAMPUS AND COMMITTING AN ACT LIKELY TO INTERFERE WITH OPERATIONS

The Superintendent/President or his/her agent can order a person off-campus to maintain order. Failure to comply with this order can result in a misdemeanor charge.

Volunteers

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

- Traffic direction and information posts.
- Assist with loading and distributing signs and barricades.

Checklist	Title	Position
2-C	Communications Dispatcher	EMS Coordinator
	The COMMUNICATIONS DISPATCHER implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

- Assists the campus with communications.

FOR ACTION

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

Additional Items the Dispatcher Should Focus On

Operations and Resources

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

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

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

DAMAGE ASSESSMENT—collect and report information concerning damaged facilities searched.

FOR ACTION

Report to the staging area at the Emergency Operations Center. Make contact with the OPERATIONS COORDINATOR with a list of team members and obtain equipment and assignments.

Determine the number of personnel available to respond.

Keep the OPERATIONS SECTION COORDINATOR briefed.

Develop an Action Plan for SEARCH and RESCUE operations. The plan should have contingencies for:

- Safety instruction for emergency team members.
- Protective equipment and clothing.
- Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim.
- Implementing SEARCH and RESCUE mutual aid plans.

Report the results of assignment operations to the SITUATION STATUS OFFICER under the PLANNING Section (deaths, injuries, etc.).

Keep a log of your activities.

Additional Items That Search and Rescue Should Focus On

Outside Agency Issues

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

Extended Operations

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

Deployment and Release

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

Search and Rescue Support**SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES**

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

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

PRIMARY RESPONSIBILITIES

- Activate and staff a First Aid Center.
- Provide first aid to injured persons.
- Arrange for and coordinate hospital transportation.
- Establish a temporary morgue, if necessary.

SUPPORT RESPONSIBILITIES

- Rescue operations.

FOR ACTION

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

Additional Items That Medical Should Focus On

Outside Agency Issues

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

Extended Operations

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

Medical Support Operations

RESPONSE - ALL HAZARDS

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

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

Establish contact with the Emergency Operations Center and determine condition of the local hospitals.

Request the Emergency Operations Center contact outside public and private medical organizations to determine the availability of personnel and services.

Contact the Emergency Operations Center and determine which facilities will be used to support the MEDICAL operation.

Mobilize and brief volunteer medical personnel. Allocate staff to the following locations or activities as required.

- Casualty Collection Point.
- Triage Center.
- Transport of injured.
- Staging location of medical support.
- Location of temporary morgue.
- Assign volunteer medical staff to medical care sites.
- Ensure that briefings for staff and volunteers include:
 - Triage.
 - Arrest of significant bleeding.
 - Use of intravenous solution.
 - Pain relief.
 - Tagging injured.
 - Patient tracking.
 - Identification and handling of facilities.

Ensure that injured requiring supplemental treatment are taken to the Casualty Collection Point site.

Determine the following support needs and request from the Emergency Operations Center:

- Medical supplies.
- Portable generators.
- Emergency radio net.
- Transportation for victims to other medical facilities.
- Food and water.

Conduct a periodic poll of injured and casualties to determine additional support requirements.

Medical Support - Disaster Triage Procedures

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

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

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

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

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

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

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

Medical Support - Multiple Casualty Incident Plan

Emergency Medical Services (EMS) are normally provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents. Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If an incident occurs on campus, the County Multiple Casualty Incident Operational Procedures will be activated by the EMS system. The COMMUNICATION DISPATCHER would contact the local fire station. The local station is located at 2514 La Brucherie Road, Imperial.

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

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

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

Comment [ta4]: Are members of this team clearly defined? How about a phone tree?

Coroner Operation Support

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

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

RESPONSE - ALL HAZARDS

Determine the impact of the incident and have the Emergency Operations Center contact the County Coroner.

Make recommendations to the Emergency Operations Center for sites that would be suitable as a temporary morgue.

Refer all inquiries concerning number of the deceased to the Emergency Operations Center.

Determine the number of personnel immediately available for assistance.

Ensure personnel assisting the recovery teams understand the County Coroner policies and procedures.

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

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

Checklist	Title	Position
2-F	Health and Safety Branch	Director of Nursing Ed./Health Tech./EMS Chair, Science/Math/Engineering Division
	HEALTH and SAFETY quickly identifies hazardous material problems that will or could impact the emergency response, provides warnings, and assists with containment of hazardous materials.	

PRIMARY RESPONSIBILITIES

Identify, control, and contain chemical, biological, and radiological hazards that impact the emergency response.

Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission. Provide and implement a sanitation plan for emergency operations.

SUPPORT RESPONSIBILITIES

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

FOR ACTION

Report to the staging area at the Emergency Operations Center. Make contact with the OPERATIONS COORDINATOR with a list of team members and to obtain equipment and assignments.

Determine the number of personnel available to respond.

Keep the OPERATIONS COORDINATOR briefed.

Develop an Action Plan for HEALTH and SAFETY operations. The plan should have contingencies for:

- Safety instruction for emergency workers.
- Providing protective equipment and clothing.
- Providing critical information to fire fighters concerning hazardous materials contained inside buildings.
- Analyzing building HAZMAT conditions for rescue worked, repair operations, and building inspection.
- Preparing a sanitation plan.
- Implementing the HEALTH and SAFETY mutual aid.

Report the results of assignment operations to the SITUATION STATUS OFFICER under the PLANNING Section (deaths, injuries, etc.).

Keep a log of your activities.

Additional Items That Health and Safety Should Focus On

Outside Agency Issues

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

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

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

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

Additional Items That Building and Utility Should Focus On

Outside Agency Issues

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

Extended Operations

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

Building and Utility Branch Support

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

- Plant Operations has the overall responsibility for construction and engineering operations on campus.
- Purchasing will procure goods, services, and equipment.
- Fiscal Services arranges for financing and will maintain financial records.
- Design and Construction Coordinator will provide expert advice on structural problems.
- Building Trades will assist in turning off utilities, repair, and debris clearance.
- Technical Faculty and Staff will provide expert advice as requested.
- Campus Security will provide facility security and check electrical hazards and damage.

Building and Utility Branch - General Response

RESPONSE - ALL HAZARDS

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

EARTHQUAKE -SPECIFIC ACTIONS

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

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

HAZARDOUS MATERIALS -SPECIFIC ACTIONS

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

FLOOD -SPECIFIC ACTIONS

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

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

Building and Utility Branch - Utility Emergencies

RESPONSE - ALL HAZARDS

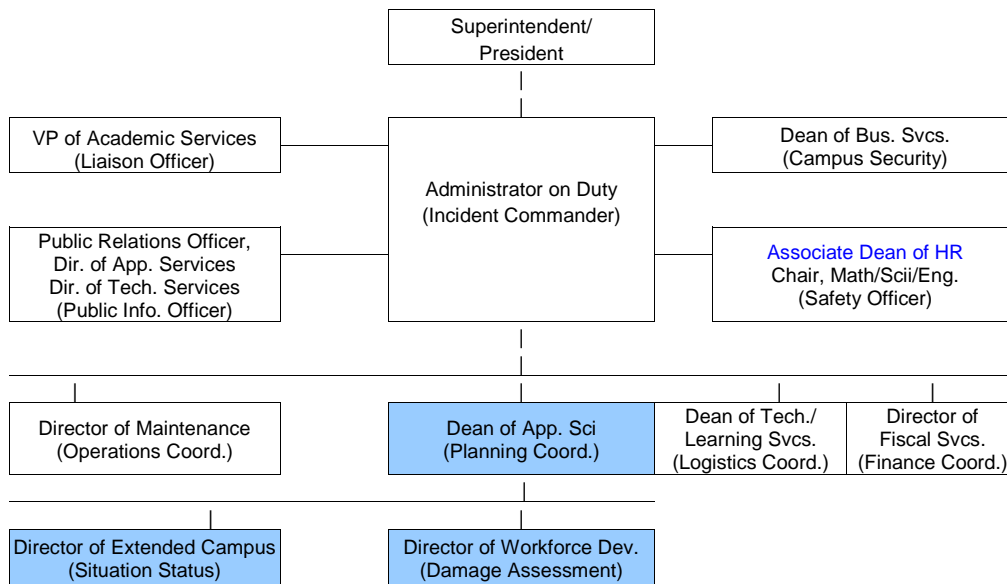
The following action may/will be taken under any major emergency affecting the campus.

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

Planning

Planning Section

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



Planning Coordinator: Dean of Applied Science (Procedures contained in Checklist 3-A)

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

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

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

In addition, the Planning Coordinator writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center runners.

Assistant Planning Coordinator: Administrative Secretary, Applied Sciences

(Procedures contained in Checklist 3-A)

The Assistant Planning Coordinator is responsible for assisting the Planning Coordinator with the implementation and management of the Planning Section.

Planning Support Staff

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

Situation Status: Dean of Extended Campus (Procedures contained in Checklist 3-B)

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

Damage Assessment: Director of Workforce Development

(Procedures contained in Checklist 3-C)

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

PLANNING SECTION
Checklists

Assignment and Responsibilities

This chapter contains the functional checklists for the Planning Section assignments.
The following are contained within this Chapter.

Types of Intelligence Reporting

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

- **FLASH REPORTS**

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

- **SITUATION REPORTS**

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

- **DETAILED REPORTS**

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

Checklist	Title	Position
3-A	Planning Coordinator	Dean of Applied Science
	During the first few hours of the emergency, the Superintendent/President determines if a STATE OF EMERGENCY is warranted and authorizes the official request for assistance or notification to appropriate state and federal agencies. The Planning Coordinator supports the management of emergency forces involved with the response to situations associated with emergency.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

- OES/FEMA DOCUMENTATION and program.

FOR ACTION

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

- Assist with the OES/FEMA DOCUMENTATION for disaster assistance programs.
- Provide copies of inspection reports and photographs to substantiate damage and estimates.
- Collect information from all response staff and prepare the After Action Report for the INCIDENT COMMANDER'S signature.
- Assist FISCAL SERVICES with the continuing application process for disaster assistance.

Additional Items the Planning Coordinator Should Focus On

Campus Condition

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

Campus Closure

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

Recovery Expectations

- When will the academic process resume?

Checklist	Title	Position
3-B	Situation Status	Dean of Extended Campus
	The Situation Status unit collects, verifies and processes all information and intelligence. The unit evaluates and disseminates information throughout the Emergency Operations Center; maintains the current status of all college buildings, facilities, and operations and posts and maintains status boards and other Emergency Operations Center displays.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

- Report to the Emergency Operations Center and check in with the PLANNING and INTELLIGENCE Officer; install and set-up status boards, maps, and other displays.
- Collect information from all available sources and post it for easy access and interpretation, keeping the displays current and updated as new information is received.
- Quickly collect PRIORITY 1 information necessary to determine operational problems and immediate needs of the victims:
 - Type of emergency (fire, earthquake, air crash, etc.).
 - Location of emergency.
 - Types of facilities involved (student housing, classrooms, etc.).
 - Size of area involved (limited area or campus wide).
 - Incident Command Post location.
 - Staging Area locations.
 - Access routes for emergency vehicles.
 - Assistance required. (e.g., Medical, Fire, EHS)
 - Number and type of casualties/injuries.

Identify inconsistencies or information that obviously are not correct.
 Refer to the appropriate Emergency Operations Center section to verify and clear up any problems.
 Refrain from posting information until it is verified.
 Maintain the Emergency Operations Center Activity Log.
 Record major events, situation reports, major decisions, etc.
 Provide copies to the INCIDENT COMMANDER and other Emergency Operations Center staff as needed.
 Evaluate information and disseminate it to Emergency Operations Center staff, assisting with periodic briefings.
 Provide information to DAMAGE ASSESSMENT for use in compiling damage cost estimates.

Assist the PUBLIC INFORMATION OFFICER by providing and verifying information and assisting with rumor control.

Monitor radio and television broadcasts for information that is of importance to college operations, including:

- Weather.
- Transportation routes status.
- Local sheltering sites.
- Reports from other college campuses, if affected.
- Major Activities from the City and County.

Take pictures of status boards at regular intervals as a record keeping measure to track the progress of operations.

Provide information, recommendations, and assistance to the PLANNING and INTELLIGENCE Officer for the After Action Report.

Additional Items the Situation Status Officer Should Focus On

Campus Condition

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

Documentation

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

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

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

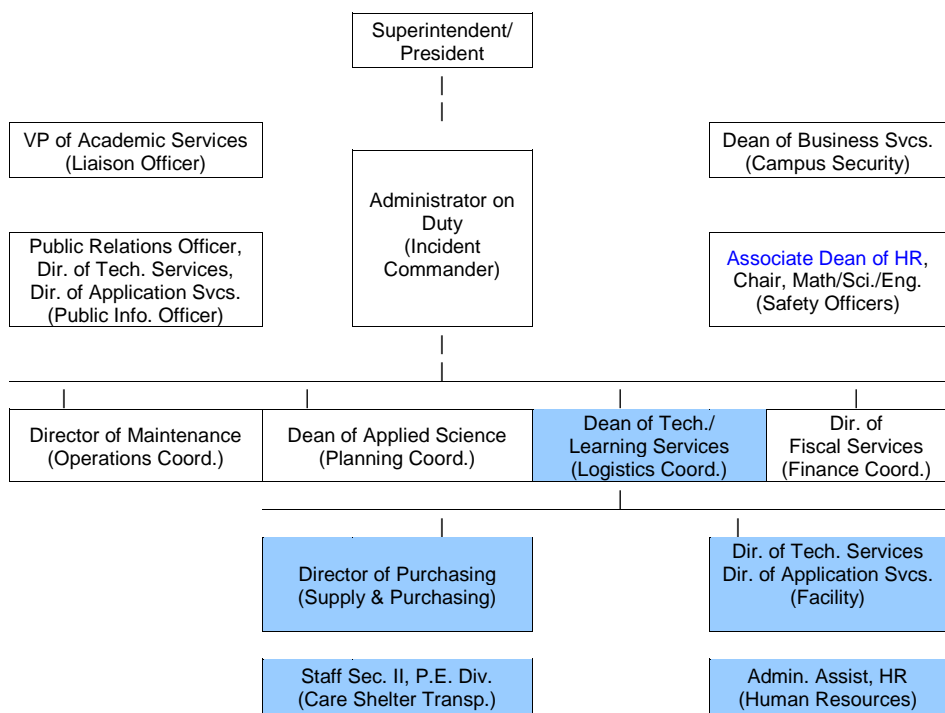
- Report to the Emergency Operations Center and check in with the PLANNING and INTELLIGENCE Section and set up the Damage Assessment position. Initial building inspections and develop a priority list; also determine if it is safe for the inspectors.
- Coordinate with the OPERATIONS Officer to assign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

Logistics

Logistic Section

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

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



Logistics Coordinator: Dean of Technology/Learning Services

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

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

Assistant Logistics Coordinator: Administrative Secretary, Learning Services

(Procedures contained in Checklist 4-A)

The Assistant Logistics Coordinator is responsible for assisting the Logistics Coordinator with the implementation and management of the Logistics Section.

Logistics Support Positions

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

Supply and Purchasing Officer: Director of Purchasing /Warehouse

(Procedures contained in Checklist 4-B)

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

Care/Shelter/Transportation Officer: Staff Secretary II, Exercise Science/Wellness/Sports Division

(Procedures contained in Checklist 4-C)

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

Facility Officer: Director of Application Services, Director of Technical Services

(Procedures contained in Checklist 4-D)

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

Human Resource Officer: Administrative Assistant, Human Resources

(Procedures contained in Checklist 4-E)

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

LOGISTICS SECTION
Checklists

Assignments and Responsibilities

This chapter contains the functional checklists for the Logistics positions.
The following are contained within this Chapter.

Checklist	Title	Position
4-A	Logistics Coordinator	Dean of Technology/Learning Services
	The Logistics Coordinator provides all resources and support for the response operation, including purchasing and delivery arrangements, including facilities, transportation supplies, equipment maintenance, food/water/shelter, personnel support.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

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

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

Additional Items the Logistic Coordinator Should Focus On

Continued Operations And Resources

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

Security And Access Control

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

Extended Operations

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

Checklist	Title	Position
4-B	Supply and Purchasing Officer	Director of Purchasing/Warehouse
	Supply and Purchasing Officer orders, receives, stores, processes, and allocates emergency supplies and resources. Conducts the supply process to ensure reimbursement. Assists with the deactivation process.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

- Report to the Emergency Operations Center and check in with the LOGISTICS COORDINATOR and set up the supply and purchasing operation.
- Determine the goods, equipment and services needed by the college staff.
- Obtain and arrange for delivery and distribution of the needed resources.
- Conduct the process according to the applicable guidelines for disaster reimbursement in order to maximize the financial recovery.
- Keep complete and accurate records for OES/FEMA DOCUMENTATION: provide them to FISCAL SERVICES.
- Make all logistical arrangements for purchasing, delivery, payment and site contact of resources.
- Assist with the deactivation process, tracking the return of equipment and supplies, the reactivation of services, and shut down of temporary services.
- Provide information and recommendations to the PLANNING COORDINATOR for the After Action Report.

Additional Items the Supply and Purchasing Officer Should Focus On

Continued Operations And Resources

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

Security And Access Control

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

Checklist	Title	Position
4-C	Care/Shelter/Transportation Officer	Staff Secretary II, Exercise Science/Wellness/Sports Division
	Care/Shelter/Transportation Officer provides emergency food and water during the emergency. Provides for the support of the Emergency Operations Center. Sets up and manages a Rest Station for Imperial Valley College employees and emergency workers. Arranges for the use of campus transportation vehicles and drivers.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

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

Care and Shelter

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

- Determine what numbers of campus community members (students, faculty, and staff) will require emergency care and shelter.
- Determine that designated campus facilities will be needed for emergency care and shelter. Contact the FACILITY OFFICER for this information.
- Determine status and safety of care and shelter facilities. Contact the SITUATION STATUS OFFICER and the FACILITY OFFICER for this information.
- Coordinate actions with following campus organizations: Business Services, Fiscal Services, and the Foundation.
- Contact the HUMAN RESOURCES OFFICER for volunteer staff.
- Request assistance from Red Cross (through the Emergency Operations Center) if necessary.
- Activate campus care centers as needed. Activation sequence should be:
 - Have the HUMAN RESOURCES OFFICER alert basic staff (e.g., administrators, building safety coordinators, etc.) and have them recruit additional volunteers.
 - Have the FACILITY OFFICER arrange building for operations, place signs, etc.
 - Obtain required supplies.
 - Arrange for food service for shelters.
 - Set up Registration and Inquiry desk.
- Use the following as emergency care and shelter planning guidelines when normal water and sanitation are not available:
 - 1 toilet per 40 persons, 40 square feet sleeping space (5'x 8') per person, 1 quart of drinking water (minimum per person, per day).
 - 5 gallons of water per person per day (all uses), 2,500 calories per person per day (approx. 3 1/2 lb. unprepared food).
- Provide communications, where needed, to link mass care centers to the Emergency Operations Center.
- Request necessary food supplies, equipment and supplies to operate care facilities.
- Coordinate with neighboring jurisdictions for care of students if evacuation is required.
- Evacuate and relocate any mass care facilities, which become endangered by any hazardous conditions.
- Coordinate efforts with Red Cross, Salvation Army, campus religious centers and other emergency welfare agencies.

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

Transportation

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

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

Checklist	Title	Position
4-D	Facility Officer	Director of Application Services, Director of Technical Services
	The Facility Officer sets up and maintains Imperial Valley College facility needs to support the emergency.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

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

Additional Items the Facility Officer Should Focus On

Security And Access Control

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

Extended Operations

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

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

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

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

FOR ACTION

- Report to the Emergency Operations Center and check in with the LOGISTICS COORDINATOR.
- Coordinate with the Emergency Operations Center and other staff to determine the status of all college faculty, staff, and students.
- Provide information to the LOGISTICS COORDINATOR about available staff.
- Coordinate with Emergency Operations Center staff to determine staffing needs and provide staff as available.
- Assist OPERATIONS with determining policy for overtime hours, extended workdays and special duty assignments.
- Compile overtime costs and provide with other personnel information for OES/FEMA DOCUMENTATION.

DOCUMENTATION

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

Additional Items the Human Resource Officer Should Focus On

Continued Operations And Resources

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

Security And Access Control

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

Volunteer Workers Operation

RESPONSE - ALL HAZARDS

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

FIRST PRIORITIES:

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

EARTHQUAKE CONSIDERATIONS:

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

HAZARDOUS MATERIAL INCIDENT/FIRE CONSIDERATIONS:

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

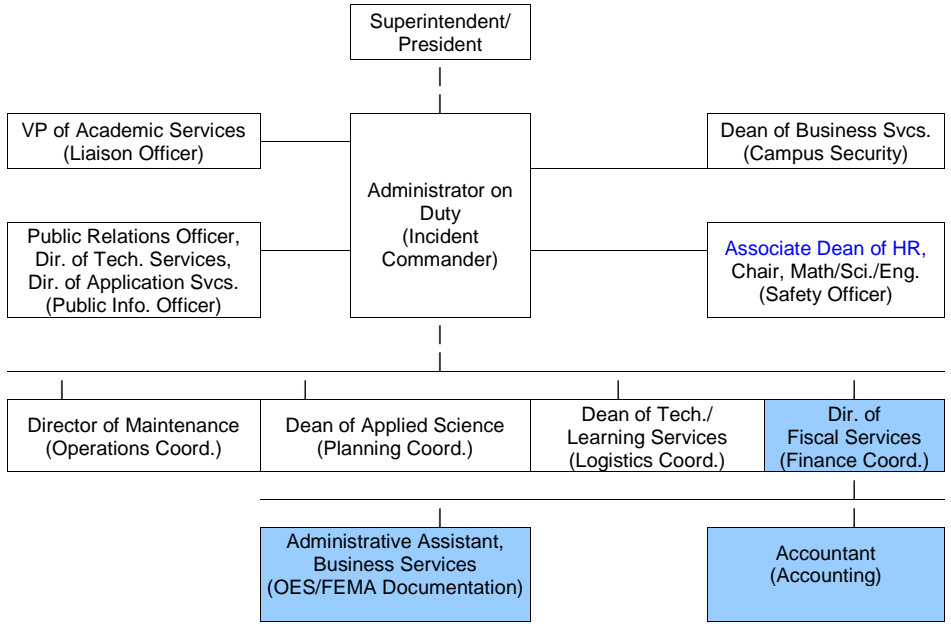
ADDITIONAL CONSIDERATIONS:

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

FINANCE

Finance Section

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



Finance Coordinator: Director of Fiscal Services (Procedures contained in Checklist 5-A)

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

Assistant Finance Coordinator: Accountant (Procedures contained in Checklist 5-A)

The Assistant Finance Coordinator is responsible for assisting the Finance Coordinator with the implementation and management of the Finance Section.

Finance Support Positions

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

Accounting Unit: Accountant (Procedures contained in Checklist 5-B)

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

OES/FEMA Documentation: Administrative Assistant, Business Services

(Procedures contained in Checklist 5-C)

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

FINANCE SECTION
Checklists

Assignments and Responsibilities

This chapter contains the functional checklists for the Finance Section assignments.
The following are contained within this Chapter.

Checklist	Title	Position
5-A	Finance Coordinator	Director of Fiscal Services
	The Finance Coordinator set up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

- Assist with damage estimates.

FOR ACTION

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

Additional Items the Finance Coordinator Should Focus On

Campus Conditions

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

Recovery Expectations

- When will the academic process resume?

Documentation

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

Checklist	Title	Position
-----------	-------	----------

5-B	Accounting Unit	Accountant
	The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the OES/FEMA Documentation.	

PRIMARY RESPONSIBILITIES

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

SUPPORT RESPONSIBILITIES

- Support the OES/FEMA DOCUMENTATION.

FOR ACTION

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

Additional Items the Accounting Unit Should Focus On

Campus Condition

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

Checklist	Title	Position
5-C	OES/FEMA Documentation Manager	Administrative Assistant, Business Services
	OES/FEMA Documentation prepares and maintains the OES/FEMA documentation package, maintains the documentation files, and supports the disaster assistance application process.	

PRIMARY RESPONSIBILITIES

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

FOR ACTION

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

Additional Items the OES/FEMA Documentation Unit Should Focus On

Campus Condition

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

EMERGENCY RESPONSE LOG (SAMPLE)

(REQUIRED FOR FEMA REIMBURSEMENT)

Name and Title: Rick Webster, Director of Maintenance/Operations

(Department)

Date	Time	Action
2/7/99	10 A.M.	Report to work, start excavation at Library
	11 A.M.	Ordered 30 shovels Friedman Bros.
	11:30 A.M.	Received rental backhoe, Big 4 Rents
	2 P.M.	Received okay from County Building Inspector, John Smith, to open Administration Building
	3 P.M.	Imperial County Public Works inspect plumbing at Cafeteria—o.k.
	3:30 P.M.	Continue excavation.
	5:00 P.M.	Return rental backhoe.
	6:00 P.M.	Go home.

COMMUNICATIONS

The following is a summary of District communication systems and their limitations as of July 1, 2005. This section is intended for informational use during normal campus operations as well as during times of disaster.

SUMMARY CHART OF COMMUNICATIONS OPERATIONS				
	Power Failure	Power Failure AND Main Campus Battery Failure	PBX Switch Failure on Main Campus	Pacific Bell shut down of non-essential lines after disaster
Main Campus Phone Extensions	Normal operation during eight - hour battery back-up	Regular extensions will not operate.	Regular extensions will not operate.	Extensions can call other campus extensions, but not off campus.
Emergency back-up phone lines on main campus (see list) — locations not designated by Pac Bell.	Normal operation, but these numbers not needed during eight-hour battery back-up	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Will be shut down by Pac Bell.
Emergency back-up phone lines on main campus— Pac Bell designated locations (Maintenance/ Operations, Superintendent/ President's Office only)	Normal operation, but these numbers not needed during battery back-up	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.	Normal operation with use of special numbers after single-line phones have been plugged into special jacks.
Brawley Extended Campus	Normal operation	Normal operation	Normal operation	Will not work if not allocated by Pac Bell.
El Centro Extended Campus	Normal operation	Normal operation	Normal operation	Will not work if not allocated by Pac Bell.
Calexico Extended Campus				

SUMMARY CHART OF COMMUNICATIONS OPERATIONS				
	Power Failure	Power Failure AND Main Campus Battery Failure	PBX Switch Failure on Main Campus	Pacific Bell shut down of non-essential lines after disaster
Cellular Phones	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.	Will function BUT cellular phones get very congested after an emergency.
Campus Radio	Normal operation (Limited battery backup.)	Normal operation (Limited battery backup.)	Normal operation	Normal operation
Electronic Mail (e-mail)	Will not work without power.	Will not work without power.	Normal operation.	Normal operation
Pagers	Pagers on external systems (Computing Services, Health Sciences) will be okay. Maintenance pagers will work after generator is hooked up. All others will fail because there is no battery backup	Pagers on external systems (Computing Services, Health Sciences) and Maintenance system, if hooked up to generators, will work with pay phones. All others will fail because there is no battery backup	Maintenance pagers and pagers on external systems (Computing Services, Health Sciences) will work with pay phones. Maintenance/Operations-based pagers will not work.	All internal-based pagers: (Maintenance, Custodian/Grounds, and all Maintenance/Operations-based pagers) will operate normally as long as power is available. Others will operate with pay phone lines.
Voice Mail	Will not work.	Will not work.	Will not work.	Will work for on-campus use. Won't work with external calls.
FAX	Will not work.	Will not work.	Will not work.	Will work for on-campus use. Won't work with external calls.

TELEPHONES

During an emergency, campus phones are restricted to official communications only. In case of electrical failure:

MAIN CAMPUS - All single line phones will operate normally UNLESS Pacific Bell shuts down phone lines to prevent overload. If the phone company shuts down non-essential service, pay phones and designated emergency numbers will still operate.

Brawley Extended Campus -

El Centro Extended Campus –

Calexico Extended Campus –

EMERGENCY TELEPHONE LINES

These are dedicated Pacific Bell numbers that can be connected in place of the designated main campus extension phones in case of a switch failure or a combination power failure and failure of our phone system back-up battery.

In the case of switch failure or combination power *and* battery failure, special back-up lines connected to the regular jacks will become operational using special numbers. A single-line phone can be plugged into the regular jacks in the listed locations. (Multi-line phones will not work.) The phones will then function for incoming and out-going calls, using the special numbers that correspond to the locations listed below. Other campus extensions will not work under these circumstances.

In case of power failure, these ten telephone lines will be available:

<u>Extension</u>	<u>Location</u>	<u>Employee to Whom Telephone Line is Assigned</u>
305	Gym	Anna Garcia
791	(TTY)	Admissions
341	Gym	Jim Mecate
Pool		
310	College Nurse	
793	(TTY)	Counseling
374	Mail Room	Connie Smith
Casbah Room		
382	Library	Victor Zazueta
174	Computer Room	

The switchboard number at Imperial Valley College is "0".

Maintenance/Operations: [355-6371](tel:355-6371) & [355-6373](tel:355-6373)

PAY PHONES

In an emergency, when the phone company shuts down most telephone numbers, pay phones will continue to operate because they have been designated as emergency lines that might be needed by emergency personnel. The college could use these phones to maintain contact if other lines failed. See also the note under emergency back-up telephone lines for the designated emergency numbers in Maintenance/Operations (Ext. 371/373) and the Superintendent/President's office (Ext. 218/219).

- TDD = Telephone Device for the Deaf in Building 2000.

Building	Pay Phone Number	Location
Administration, 100	355-9954 and 355-9940 TTY	Behind Administration Building
Auto Tech, 1100	355-0675	Outside Auto Tech
Bookstore	355-4704	Outside Bookstore
College Center, Inside	355-9913	Alcove near front door
College Center, Outside	355-4650	Outside picnic area
Entrance, Front	355-9933 and 355-9937	Left side of main walkway to Administration Building
Gym	355-4653	Outside Gym
Health Sciences, 2100	355-9916 and 355-9940 TTY	Outside 2100
Library, 1500	355-9948	Outside, front of Library
500 Building	355-9944	Outside northwest corner of Room 504
800 Building	355-9981	Between Rooms 808 and 809

EXTENDED CAMPUS PAY PHONES:

Site	Pay Phone Number	Location
Brawley Extended Campus		
Calexico Extended Campus	357-9515	
El Centro Extended Campus	352-0949	

CAMPUS COMMUNICATION SYSTEMS

Routinely, the campus communication system is the primary means of communication between Maintenance/Operations (Ext. 371/373) field units and the base station. This system includes pagers and cellular phones carried by specific personnel. Additionally, portable hand held radios are located at Maintenance/Operations and in the Instruction office. During an emergency, all radios may be used to supplement or replace telephone service for communications between disaster responders.

Evaluation of communication system vulnerability:

No electrical power is necessary for the initial use of the portable communication systems. The pager and cellular phones depend on service providers and may be non-operational if the transmitters systems are damaged in an area disaster. The portable hand held radios are dependent on power for recharging of the battery systems. Portable generator power is available for recharging.

PAGERS

Pagers are normally used to contact employees for rush situations. In an emergency, they may be reassigned as necessary to contact employees working out in the field. Pager Inventory:

BUILDINGS AND GROUNDS: CRAFT worker system - thirteen pagers, with a separate base station. These are non-functioning with electrical power loss and are not hooked to phone lines.

CUSTODIAL/GROUNDS SYSTEM: Twenty pagers, tied to Maintenance/Operations (Ext. 371/373) base station. These will function as long as phone system is operable.

SUMMARY CHART OF IMPERIAL VALLEY COLLEGE COMMUNICATION SYSTEMS

Number	Type	Location	Capability
2	Portable	Maintenance/Operations Building 4000 Room 4000	Portable hand held radios with built-in battery. Recharging required.
2	Portable	Instruction office Building 1000 Room 1020	Portable hand held radios with built-in battery. Recharging required.
1	Cellular phone	Director of Maintenance/Operations – Rick Webster	Cell Phone number – 455-9267
1	Cellular phone	Superintendent/ Superintendent/President - Dr. Paul Pai	Phone number – 562-1725
1	Pager	Director of Maintenance/Operations – Rick Webster	Pager number – N/A
1	Pager	Ruben	Pager number – 312-0044
1	Pager	Rex	Pager number – 312-0070
1	Pager	Cliff	Pager number – 312-0063

ELECTRONIC MAIL

May be used for communications if electricity, HP 3000 mainframe computer, and the phone system are all operational.

VOICE MAIL

Phone system must be operational under normal power for it to be used. There is no battery back up for the voice mail system.

FAX

The facsimile (FAX) system will work when phone system is operational and electric power is on.

Location	FAX Number
Academic Services	355-6495
Administration	355-2663
Assessment Center	355-6147
Behavioral/Social Science Division Office	355-6452
Business Services	355-6239
Business Division Office	355-6572
Cafeteria	355-6433
Child, Family, and Consumer Sciences	355-6501
Consumer Education	355-2706
Counseling	355-6107
English Division Office	355-6490
Exercise/Science/Wellness/Sport Division	355-6514
Extended Campus – Brawley	344-7215
Extended Campus – Calexico	768-0932
Extended Campus – El Centro	353-2186
Financial Aid	355-6119
Humanities Division	355-6398
Human Resources	355-6211
Industrial Technology	355-6552
Information Systems	355-6173
Library/Learning Services	355-1090
Maintenance	355-6504
Nursing Education/Health Technologies/EMS	355-6346
Superintendent/President's Office	355-6461
Purchasing and Warehouse	355-6366
Reprographics Center	355-6131
Science/Math/Engineering Division Office	355-6143
Small Business Development Center	312-9838
Student Affairs	355-6116
Workforce Development Center	355-6172

RUNNERS/MESSENGERS

Use runners as necessary and available to transmit messages in an emergency.

**GENERAL EMERGENCY PROCEDURES
RESOURCE AND TECHNICAL INFORMATION**

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Location of Emergency Generators:

Emergency Generators (two, portable) are located in the Carpenter Shop next to Maintenance.

Maps

The Main Campus Switch and Valve Map for emergency shutdown of gas, electricity, and water is located at the end of the plan.

The Site Building Identification map and individual maps for each building reflected on the Site Building Identification map are located at the end of the plan.

CALL LIST – REPORTING EMERGENCIES

For most emergencies on campus, you will need to call 9-1-1, the Campus Nurse, the Switchboard, and/or Maintenance/Operations. The chart below will help you decide which action is appropriate.

<p>Call 9-1-1, and call College Nurse at Ext. 310 or 337-0300 (cell), and call the Switchboard at Ext. 0, notify them of the situation for further action.</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency such as: severe chest pains respiratory distress or cessation of breathing shock severe burns uncontrolled bleeding unconsciousness (except for seizures) choking poisoning overdose suspected fracture of back, neck, or spine seizures trauma • Any other serious medical emergency • Psychological crisis • Hazardous material release IF it has high potential to injure someone or cause a fire
<p>Call Maintenance/Operations at Ext. 371/373 or 455-9267 (emergency cell), and call the Switchboard at Ext. 0</p>	<ul style="list-style-type: none"> • A hazardous material release with low potential for fire or injury • Utility failure
<p>Call 9-1-1, and call the Switchboard at Ext. 0, and call Maintenance/Operations at Ext. 371/373 or 455-9767 (emergency cell)</p>	<ul style="list-style-type: none"> • Any fire
<p>Call 9-1-1, and call the Switchboard at Ext. 0 and call Campus Security IVC Radio Channel 1, 554-1183 (791-5576 Manager).</p>	<ul style="list-style-type: none"> • Civil disturbance • Crime or violent incident
<p>Call the Superintendent/President’s Office at Ext. 218/219 or Administrator on Duty</p>	<ul style="list-style-type: none"> • Any major incident with potential for adverse publicity to the college. If the major incident happens on the weekend, call the Director of Maintenance’s cell phone at 455-9767
<p>Call Evening Administrator at Ext. 456/457 or 996-6765, 5-10 PM, Monday - Thursday</p>	<ul style="list-style-type: none"> • Student or faculty issues during evening hours.

SOURCES OF ASSISTANCE DURING EMERGENCIES

MAINTENANCE/OPERATIONS OFFICEEXT.371/373

Maintenance/Operations staff are available Monday – Friday 7am-10pm, Saturday 7am-5pm.

BUILDINGS AND GROUNDS: TROUBLE/SERVICEEXT.371/373

Skilled workers are available from Buildings and Grounds during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- UTILITIES: Repairs to water, gas, electric and sewage systems.
- STRUCTURES: Repairs to buildings and mechanical equipment, including heating and cooling systems.
- EQUIPMENT: Portable pumps/generators/floodlights, welders, air compressors, tractors, forklifts, etc.
- TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.
- GROUNDS: Landscape related problems, such as limb removal or ruptured sprinkler lines.

POLICE ASSISTANCE is readily available from the Imperial County Sheriff's Department ...**9-1-1**

HEALTH SERVICESEXT.310

The College Nurse is available for health-related issues at cell 337-0300.

ENVIRONMENTAL HEALTH AND SAFETY.....EXT. 371/373

Technical advice and support for handling safety or hazardous material emergencies.
Office open 7:00 A.M.– 5:00 P.M. After hours, contact Maintenance/Operations, 371/373.

PURCHASING DEPARTMENT:EXT.368

Emergency procurement of materials and services can be arranged.

RECEIVING (LOCATED AT MAINTENANCE/OPERATIONS OFFICE):EXT.371/373

Emergency procurement of items needed for campus support.

EMERGENCY SHUTDOWN PROCEDURES:EXT.371/373

Note: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities; electricity and natural gas are primary concerns. For Emergency Shutdown Procedures of electricity, gas, and water mains call Maintenance/Operations.

OFF-CAMPUS SOURCES OF ASSISTANCE

Staff managing a disaster response may need off-campus resources. Contact the Office of Emergency Services for the Imperial County Resources Listing.

HAZARDOUS MATERIAL SAFETY DATA

The hazardous materials MSDS inventory is located in Maintenance/Operations (x371/373).

CAMPUS BLUEPRINTS

The Maintenance/Operations Department and Business Services Department keep copies of IVC campus blueprints.

DISASTER PREPAREDNESS KIT

The Disaster Preparedness Kit is designed to meet immediate needs when a major disaster strikes. After an earthquake or other emergency, there is a good chance that the college will be on its own with little or no help from outside agencies. The kit provides first aid supplies for treating injured people, protective wear for a search team, hand tools for shutting off utilities, entry and debris removal tools for rescue, plus other essential emergency gear. The kits are stored in garbage cans marked "Emergency Supplies". There are six complete kits. Three are located on the main campus in the Maintenance/Operations (Ext. 371/373) storage area. Kit contents:

<p>4 MAN RESCUE TEAM</p> <ul style="list-style-type: none"> 4 Hard Hats 12 Pair, Leather Palmed Gloves 4 Eye Guards 12 Dust Masks 4 Flashlights and Batteries 4 Safety Vests 4 Whistles 4 Grease Markers 8 12-hour Light sticks <p>ENTRY AND DEBRIS REMOVAL TOOLS</p> <ul style="list-style-type: none"> Shovel - 27" D-grip, Sq. or Rnd. Pt. Fire Axe - 6 lb. Hacksaw + Extra Blades Jack - 6 Ton Hydraulic Trash Can on Wheels - 45 Gallon Rope - 100' Ext. 1/2" Nylon GI Pick Mattox Folding Shovel 2 30" Wrecking Bars Bolt Cutters <p>EMERGENCY HAND TOOLS</p> <ul style="list-style-type: none"> Pipe Wrench - 14" Adjustable Wrench - 10" Screwdriver Set - 4 pc. Plier Set - 3 pc. Hammer - Claw, Wood Handle Knife - Electrician's Chisel Jab Saw Short Handle Ax Short Handle Sledge Hammer 	<p>OTHER EMERGENCY GEAR</p> <ul style="list-style-type: none"> Radio - AM/FM + Batteries Tarp - 15' Ext. 19' Heavy Duty Duct Tape, 2 Rolls Lantern and Candles Tool Bag, Nylon 1 roll Barrier Tape Weatherproof Matches 3-Way Can Opener Portable Toilet with Bags Canvas Bucket <p>FIRST AID EQUIPMENT</p> <ul style="list-style-type: none"> 4 rls Adhesive Tape 1 bx Adhesive Bandages 12 ea Sterile Abdominal Pads 2 ea Multi Trauma Pads 2 bx Sterile Gauze Pads 1 bag Gauze Bandage 12ea Instant Ice Packs 12ea Instant Heat packs 12ea Coban self-adherent bandages 2, 3, 4 inches 12ea Ace wrap 1 bx Ammonia Inhalants 5 ea Triangular Bandage w/ Safety Pins 8 ea Eye Pads 1 pr Utility Scissors 1 pr Kit Tweezers 1 ea Penlight 2 rls Tensor Bandage 1 bx Antiseptic Wipes 1 tube Antiseptic Cream 1 ea Tourniquet 2 ea Padded Splints, Arm 1 bx Ex. Lg. Bandages 1 pkg Gauze Sponges 1 bx Non Aspirin 1 ea First Aid Guide 1 pkg Tongue Depressors 4 ea Disposable Gloves 5 ea Emergency Blankets 5 ea Solar Blankets 1 pkg Water Purification Tablets <p>16</p>
---	---

Comment [ta5]: Will review this list with Rick Goldsberry, or do you have this ready somewhere? I called Maintenance and they do not know where. I have some supplies in the closet, brought in from the last Disaster Drill.

Comment [ta6]:

Comment [ta7]: ?

Comment [ta8]: ? Arm Slings instead

Comment [ta9]: ?

Comment [ta10]: ?

Comment [ta11]: ? it is medicating

Comment [ta12]: ?

Comment [ta13]: How about bottled water instead

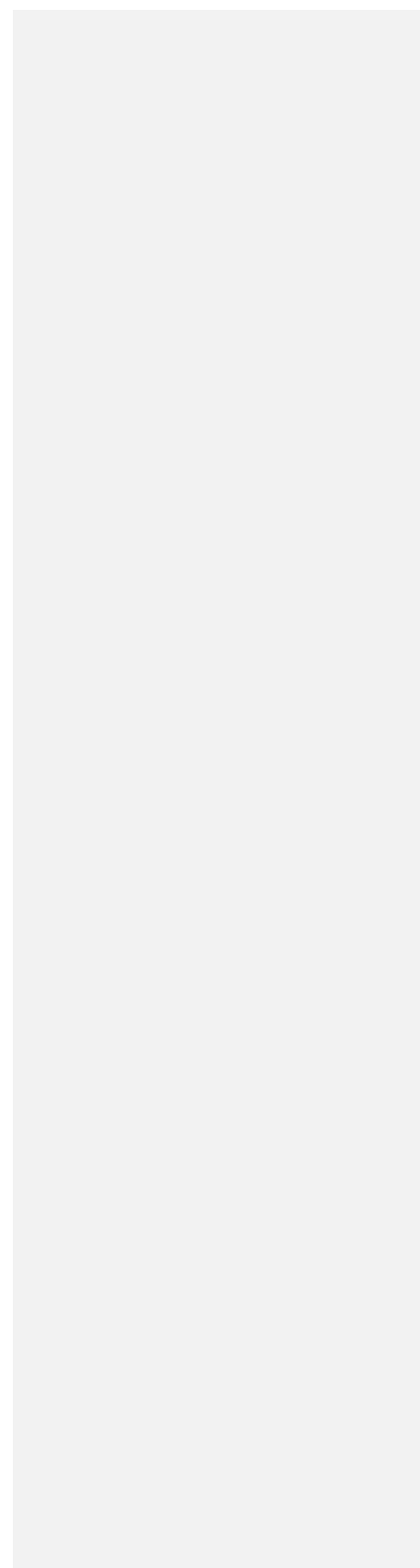
Comment [ta14]: duplicate

HAZARDOUS MATERIAL SPILL KIT LOCATIONS

DEPARTMENT	LOCATION
Science Building	Bldg. 400
Maintenance/Operations	Bldg. 1800

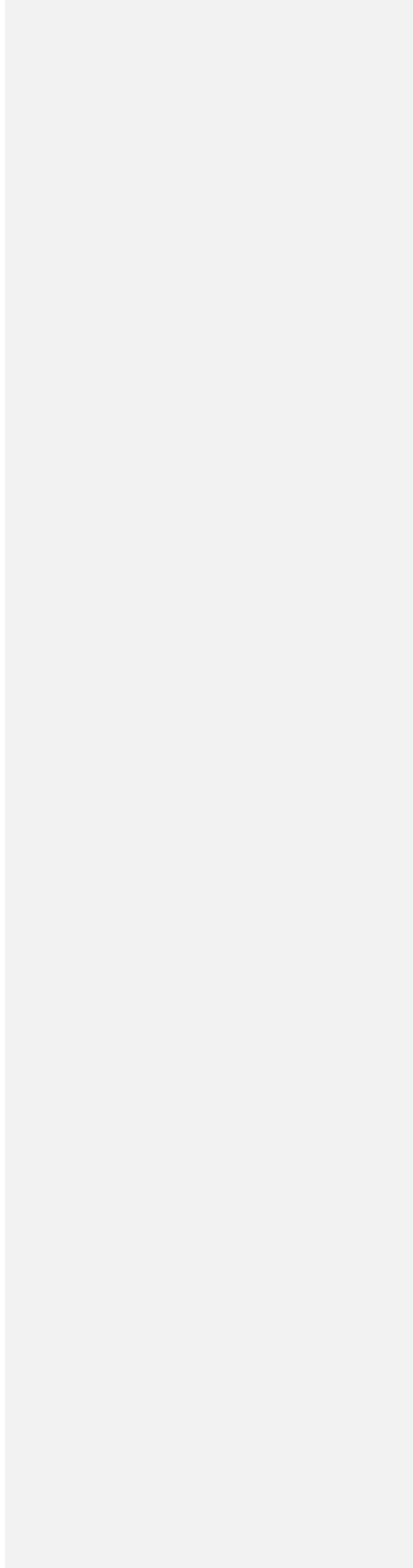
SPILL KIT TEAM CONSISTING OF, BUT NOT LIMITED TO:

- Director of Maintenance/Operations (Ext. 371/373)
- Science Laboratory Technicians (Ext. 302)
- Chair, Math/Science/Engineering Division (Ext. 476/304)
- Dean of Applied Science (Ext. 419/217)



**SPECIFIC EMERGENCY PROCEDURES
FOR STAFF**

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CALL LIST - REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either 9-1-1 or Maintenance/Operations at Ext. 371/373. The chart below will help you decide which action is appropriate. (Also, see section on specific emergency procedures, page 105):

<p>Call 9-1-1, and call College Nurse at Ext. 310 or 337-0300 (cell), and call the Switchboard at Ext. 0, notify them of the situation for further action.</p>	<ul style="list-style-type: none"> • Life-Threatening Medical Emergency such as: severe chest pains respiratory distress or cessation of breathing shock severe burns uncontrolled bleeding unconsciousness (except for seizures) choking poisoning overdose suspected fracture of back, neck, or spine seizures trauma • Any other serious medical emergency • Psychological crisis • Hazardous material release IF it has high potential to injure someone or cause a fire
<p>Call Maintenance/Operations at Ext. 371/373 or 455-9267 (emergency cell), and call the Switchboard at Ext. 0</p>	<ul style="list-style-type: none"> • A hazardous material release with low potential for fire or injury • Utility failure
<p>Call 9-1-1, and call the Switchboard at Ext. 0, and call Maintenance/Operations at Ext. 371/373 or 455-9767 (emergency cell)</p>	<ul style="list-style-type: none"> • Any fire
<p>Call 9-1-1, and call the Switchboard at Ext. 0 and call Campus Security IVC Radio Channel 1, 554-1183 (791-5576 Manager).</p>	<ul style="list-style-type: none"> • Civil disturbance • Crime or violent incident
<p>Call the Superintendent/President's Office at Ext. 218/219 or Administrator on Duty</p>	<ul style="list-style-type: none"> • Any major incident with potential for adverse publicity to the college. If the major incident happens on the weekend, call the Director of Maintenance's cell phone at 455-9767
<p>Call Evening Administrator at Ext. 456/457 or 996-6765, 5-10 PM, Monday - Thursday</p>	<ul style="list-style-type: none"> • Student or faculty issues during evening hours.

BOMB THREAT

Also call: Maintenance/Operations, 371/373 (see Maintenance/Operations Emergency Call List on page 5)

Bomb threats usually occur by telephone. If you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.

Call Maintenance/Operations at Extension 371/373, giving your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

Inform your supervisor and/or department head.

Officers will conduct a detailed bomb search. You may make a cursory inspection of your area for suspicious objects, **but:**

- **do not open drawers or cabinets**
- **do not turn lights or any electrical switch on or off.**
- **report any suspicious object or package but DO NOT touch it, tamper with it, or move it in any way.**

Maintenance/Operations will be responsible for building evacuation. If you are instructed to evacuate,

- Move a safe distance away from the building (approx. 500 feet), using designated building evacuation assembly area, if possible.
- Check in with department evacuation coordinator.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Assist emergency crews as necessary, if requested.
- Do not reenter evacuated building until those in charge of evacuation say it is safe to do so.

BOMB THREAT CHECKLIST

Time Call Received: _____ (approx.) Time Call Finished: _____ (approx.)

Exact Words of Person Making Threat:

Questions to Ask:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

What sex is caller? ___ Age ___ Accent ___ Length of call

Caller's Voice:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Distinguished |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If familiar, whom did it |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | sound like? _____ |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | _____ |
|
 | | | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

Background Sounds:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | _____ |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machines | <input type="checkbox"/> Local call | |
|
 | | | |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory noises | <input type="checkbox"/> Long distance call | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Phone booth | |

Threat Language:

- | | | | |
|-----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat |
| | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped message | maker |

Remarks: _____

Fill out completely, immediately after bomb threat: Date _____

Name _____ Position _____ Phone _____

Report call immediately to Maintenance/Operations, 371/373.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible during a demonstration. Avoid provoking or obstructing the demonstrators. No action is necessary unless:

Demonstration interferes with the normal operations of the College.

Demonstrators prevent access to buildings or other College facilities.

Demonstration/demonstrators threaten physical harm to persons or damage to College facilities.

If *any* of these conditions exist, notify Maintenance/Operations at 371/373. Maintenance/Operations will contact the Superintendent/President and the appropriate Vice-President.

(Note: 9-1-1 and 0 if immediate danger...)

EARTHQUAKE

DURING THE EARTHQUAKE:

Stay calm. If indoors, stay there. **Get under a desk or table,** or stand in a corner or doorway. Stay away from glass, shelves, and heavy equipment.

Comment [ta15]: This maybe outdated

If outdoors, get into an open area away from trees, buildings, walls, and power lines.

CAUTION: Always avoid utility lines as they may be energized.

If driving, pull over to the side of the road and stop in the safest place available. Avoid overpasses, power lines and trees. Stay in the vehicle for the shelter it offers until the shaking is over.

AFTER THE INITIAL SHOCK:

Evaluate the situation. Notify Maintenance/Operations, Ext. 371/373, of serious hazards and injuries.

Provide first aid according to the following procedures:

IN THE EVENT OF SERIOUS ILLNESS OR INJURY:

1. Call the College Nurse (Ext. 310) or call the Operator (dial "0") to have her paged.
2. If the situation is life-threatening, call 9-1-1.
3. Notify your Supervisor.

GENERAL GUIDELINES FOR ASSISTING A VICTIM:

DO NOT move the person unless absolutely necessary.

Stop bleeding with firm pressure on the wound.

Perform restore breathing or CPR as needed. **by clearing air passage and performing mouth-to-mouth or CPS (only if you are certified).**

Comment [ta16]: Please delete highlighted area.

Make person as comfortable as possible. It is important to keep the person warm and quiet to minimize shock.

Protect yourself at all times and be prepared for after-shocks.

Report damaged facilities to Maintenance/Operations, 371/373. Gas leaks and power failures create special hazards. *Do not* use telephone, light switches or any electrical equipment if you smell gas. (Call Maintenance/Operations from a phone in another area.) Please refer to the section on Utility Failures.

Do not use elevators.

Follow procedures in this manual for fire and hazardous material release if necessary.

If instructed to do so, activate the building alarm to alert occupants to evacuate. Note: Since the building alarms ring only in the building, you must always REPORT the emergency by telephone to Maintenance/Operations, 371/373.

In the event of major damage or disruption, Maintenance/Operations will announce and implement evacuation procedures. Assist persons with disabilities to exit the buildings. Do not use elevators. Keep calm.

If instructed to evacuate, go to designated assembly area (Avoid trees, signs, buildings, electrical poles and wires.) and check in with designated department evacuation coordinator. Stay well clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so. Do not leave campus until you have checked in with department personnel.

EVACUATION PROCEDURES

BUILDING EVACUATION

Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when Maintenance/Operations instructs you to do so. (NOTE: Some buildings have alarm systems. Please see the list below.)

Note: Building alarms sound only in the building. It is always necessary to call Maintenance/Operations, 371/373.

Leave by the nearest marked exit and alert others to do the same.

Assist persons with disabilities to exit the building. Check bathrooms or other isolated areas if time permits. Reserve elevators for persons with disabilities only, **but do not use the elevators at all in cases of fire and/or earthquake. Help carry persons with disabilities down stairs.**

Once outside, proceed to your building's assigned evacuation assembly area (see Evacuation Plan on next page) so that department evacuation coordinators can make sure that everyone has been safely evacuated. Avoid trees, signs, buildings, electrical poles and wires. If the assigned assembly area cannot be used, proceed to a clear area that is at least 500 feet away from the affected building and do not leave campus until you have checked in with department personnel. Faculty will account for all students in class at the time of the evacuation, and maintain records of this as well. This will prevent emergency personnel from entering dangerous buildings to rescue people who are already outside. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building until an official in charge of the evacuation says it is safe to do so.

CAMPUS EVACUATION

Maintenance/Operations will announce a general evacuation of all or part of the campus when necessary. At that time, all persons (students and staff) will vacate the designated area immediately and move to another area as directed. Neither staff nor students should leave campus until they have checked in with departmental evacuation coordinators/instructors. Vehicles leaving campus will use normal exits unless otherwise instructed (see Evacuation Plan on next page).

Buildings with Alarm Systems:

- 1700 Building (Workforce Development Center) excluding the following offices: 1711, 1712, 1713, 1714, 1715 and 1716
- 2400 Building (Human Resources)
- 2500 Building (Math Lab)
- 2600 Building (Reading/Writing/Language Lab)
- El Centro Extended Campus
- Calexico Extended Campus
- Brawley Extended Campus

EVACUATION PLAN

**(Insert IVC Evacuation Plan Showing Assembly Areas
and Vehicle Evacuation Routes)**

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

Notify the Imperial County Fire Department (telephone 353-5222), Emergency **9-1-1**, and Maintenance/Operations (Ext. 371/373). Give your name, location and extension number, and describe the location and the nature of the emergency.

If directed to do so, or in case of fire, activate the building alarm. Note: Since the alarm rings only in the building, you must **ALWAYS REPORT** the emergency by telephone.

In case of building evacuation, reserve elevators for use of persons with disabilities only. Do not use elevators at all in case of fire or earthquake, but assist persons with disabilities to exit the building (help carry if necessary).

Go to designated evacuation assembly area (see Evacuation Plan on preceding page), and check in with departmental evacuation coordinator. Keep streets and walkways clear for emergency vehicles. Keep calm.

Keep clear of Emergency Operations Center unless you have official business.

Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

FIRE

IN ALL CASES OF FIRE, CALL 9-1-1 IMMEDIATELY.

Also call: Maintenance/Operations, 371/373 (See Maintenance/Operations Call List on page 5)

Note: Know the location of fire extinguishers, fire exits, and building alarm systems in your area and know how to use them. (See next page for list of buildings with alarm systems.) Training and information are available through Maintenance/ Operations, 371/373.

Close the door to the room where the fire is located. Immediately sound the building fire alarm to alert building occupants. (THIS DOES NOT NOTIFY THE FIRE DEPARTMENT.) If your building does not have an alarm system (see below), alert the occupants verbally.

Assign someone to call fire department, 9-1-1, AND Maintenance/Operations, Ext 371/373. Because fire alarms sound only in the building, it is ALWAYS necessary to notify by phone. Give your name, department, extension, and the location of the fire. Do not hang up until you are told to do so.

If the fire is small, you may wish to use a fire extinguisher. Be sure that you have an exit behind you as you face the fire, so that you cannot become trapped. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the directions on the extinguisher. Direct the charge of a fire extinguisher toward the *base* of the fire, not at the smoke or flames. Do not attempt to fight a fire that is beyond the incipient stage.

If the fire is large, very smoky, rapid spreading, or uncontrollable, evacuate the building immediately, closing all doors as you go to confine the fire and reduce oxygen. **Do not lock doors!** Inform others who may not have responded to the alarm. If the alarm stops, continue to evacuate. Warn others who may try to enter the building after the alarm stops.

Use stairway exits. *Do not* use elevators. Help persons with disabilities to leave the building (help carry down stairs if necessary).

Evacuate to evacuation assembly area and stay out of the way of emergency personnel; check in with department evacuation coordinator. Follow evacuation procedures. Do not return to the building until the official in charge of the evacuation says it is safe to do so.

If you suspect someone may be trapped inside the building, notify either police or fire fighters on the scene.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

BUILDINGS WITH ALARM SYSTEMS:

- 1700 Building (Workforce Development Center) excluding the following offices:
1711, 1712, 1713, 1714, 1715 and 1716
- 2400 Building (Human Resources)
- 2500 Building (Math Lab)
- 2600 Building (Reading/Writing/Language Lab)
- El Centro Extended Campus
- Calexico Extended Campus
- Brawley Extended Campus

HAZARDOUS MATERIAL RELEASE

Also call: Maintenance/Operations, Ext. 371/373 (See Maintenance/Operations Call List on page 5)

Hazardous Material: Anything Flammable, Toxic, Corrosive, Reactive, Oxygenic, Cryogenic, Radioactive.

If the spill of hazardous material may cause injury, explode, or start a fire, call the Imperial County Fire Department at **9-1-1**. ALSO call Maintenance/Operations, Ext. 371/373 or 455-9267 (emergency cell), and report the spill to your supervisor.

Report any other hazardous spill that cannot be controlled and cleaned up with equipment and spill materials readily at hand, and the employee's normal personal protective equipment (safety goggles, gloves, apron, etc.) to Maintenance/Operations, 371/373 and to your supervisor. Report suspected gas leaks or suspicious odors to Maintenance/Operations, 371/373.

Tell:

- exact location of spill, including room number if inside a building
- name of spilled material
- quantity of material spilled
- appearance - solid, liquid, odor, color, etc.
- nature and extent of injuries or physical effects to those who have been exposed, if any
- area of contamination, hazards to humans or the environment inside or outside the facility (e.g. possibility of contamination of groundwater or creeks.)
- time of release
- your name, department, and the phone extension you are calling from.

Clear the affected area at once and seal it off to prevent further contamination of other areas until Maintenance/Operations (x371/373) personnel arrive. Appropriate supervisory personnel (including instructors) should determine if adjacent areas should be evacuated as well.

Maintenance/Operations (x371/373) will contact the necessary specialized authorities and medical personnel.

If you are contaminated by the spill, avoid contact with others. Remain in the vicinity, but at a safe distance. Give your name to Maintenance/Operations. Obtain required first aid and cleanup by specialized authorities at once.

If an emergency exists, assign someone to activate the building alarm. You must also always REPORT the emergency by phone because the alarm rings only in the building. Walk quickly to the nearest exit and alert others to do the same.

Using elevators, assist persons with disabilities to exit the building. (In emergencies, elevators are reserved for the exclusive use of persons with disabilities). In case of fire or earthquake, *do not* use the elevators at all. Help carry persons with disabilities down the stairs, if necessary.

Move to designated evacuation assembly area and check in with departmental evacuation coordinator. Get as far away from affected building as possible. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

Very important:

ALL spills must be RECORDED (on spill log), and some must also be REPORTED to regulatory authorities. Fill out a departmental hazardous materials spill log (use format similar to following chart) and also report ALL hazardous material incidents to the Maintenance/Operations Department, 371/373, for possible mandatory reporting to state and federal agencies.

MEDIA RELATIONS

The College has two basic media guidelines to observe in crisis situations:

Only authorized spokespersons (Superintendent/President or his designee) will meet or talk with the media.

Refer all calls from media directly to the Superintendent/President's Office at Ext. 219/218.

The authorized spokesperson will give only factual information; no speculation is to be offered.

Instructions for managers, department chairs, and other supervisory personnel:

- Report emergencies to the Superintendent/President (x219/218) and/or the Administrator on Duty.
- Do not to speak to people from outside the College, especially to the media, on behalf of the college.

Give the Superintendent/President and/or the Administrator on Duty complete details, including what the incident is, how it began, who is involved, what is happening now and what help has been called for. The Superintendent/President and/or the Administrator on Duty will decide on the appropriate action.

MEDICAL AND FIRST AID

For Medical Emergencies, do the following:

Comment [ta17]: Not a choice

1. Life-Threatening Medical Emergency

Is a condition brought on by preexisting disease, sudden illness, or accidental injury that requires immediate treatment to prevent serious harm, or further injury such as / but not limited to:

Comment [ta18]: Completely revised this portion to reflect current CPR /First aid response.

- Cessation of breathing
- Chest pain
- Sudden loss of consciousness
- Head or spinal injury
- Injury from gunshot or stabbing
- Burns due to heat or chemical

• Psychological Crisis

This condition exists, when an individual is threatening harm to self or others, or is out of touch with reality. Uncontrollable behavior and/ or hallucinations could be manifested.

- Exposure to hazardous chemical or spill

Comment [ta19]: Delete items 1,2,3

In the following or other *life-threatening* emergencies,

- call 9-1-1 (**always**)
- call the College Nurse at Ext. 310 or 337-0300 (cell)
- call the Switchboard at Ext. 0

Some Examples of Life-Threatening Medical Emergencies:

- Life-Threatening Medical Emergency such as:

severe chest pains
respiratory distress or cessation of breathing
shock
severe burns
uncontrolled bleeding
unconsciousness (except for seizures)
choking
poisoning
overdose
suspected fracture of back, neck, or spine
seizures
trauma

- Any other serious medical emergency
- Psychological crisis
- Hazardous material release IF it has high potential to injure someone or cause a fire

2. In case of *major injury or illness*, give your name, describe the nature and severity of the medical problem and the campus location of the victim.
3. In case of *minor injury or illness*, provide first aid according to the following procedures:

GENERAL GUIDELINES FOR ASSISTING A VICTIM:

- a. DO NOT move the person unless absolutely necessary.
- b. Stop bleeding with firm pressure on the wound.
- c. Restore breathing by clearing air passage and performing mouth-to-mouth or CPS (only if you are certified).
- d. Make person as comfortable as possible. It is important to keep the person warm and quiet to minimize shock.

Comment [ta20]: Perform rescue breathing or CPR as needed.

Comment [ta21]: Turn person to one side and assess breathing until EMS arrives.

Contact the College Nurse for follow-up care and documentation, Ext.310.

Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross, **Pioneers Memorial Healthcare District** and periodic staff training workshops.

Comment [ta22]: add

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or others, and/or is out of touch with reality due to severe drug reactions or a psychotic break. Either of these may be manifested by hallucinations, bizarre behavior, or an inability to care for oneself.

Comment [ta23]: Could be manifested.

If a psychological crisis occurs, you have to do the following:

Comment [ta24]: No choices, it is a crisis, call security instead. The individual will not listen to reason at this point. You need the police.

1. In an *extreme emergency*, dial 9-1-1. *Never try to handle a situation you feel is dangerous on your own.* Protect yourself first. Running away and then calling for help may be the best solution.
2. Notify the College Nurse (Ext. 310 or 337-0300 cell) and the Switchboard (Ext. 0). Clearly state that you need immediate assistance, give your name, your exact location, and briefly describe the situation.
3. If you do not feel the situation is dangerous but need an immediate response, call the Switchboard (Ext. 0). Briefly describe the situation (e.g. student expressing suicidal intent), give your name and location. You may discuss the situation with Student Services personnel until someone from the Crisis Team is available. You may also contact the Imperial County Mental Health crisis team for assistance.

Comment [ta25]:

Remember that the person who is out of control is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalized himself/herself if necessary. It is important to know that the person can *only* be hospitalized in two ways: a) by choice or b) by the police if he/she is dangerous to self or others.

UTILITY FAILURE

Also call: Maintenance/Operations, 371/373 (see Maintenance/Operations Call List on page 5)

If utility failure occurs during regular hours, Monday through Friday, 8 A.M. to 5:00 P.M., notify Maintenance/Operations, Ext.371/373.

Always notify Maintenance/Operations, Ext.371/373, if there is potential danger or if failure occurs after hours. When the Maintenance/Operations Office is closed, or if there is no answer, call 455-9267 (emergency cell).

PLUMBING FAILURE/FLOODING:

Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Maintenance/Operations (x371/373).

SERIOUS GAS LEAK:

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Maintenance/Operations at Ext. 371/373 or 455-9267 (emergency cell).

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, notify Maintenance/Operations at Ext. 371/373 as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 9-1-1 and Maintenance/Operations at Ext. 371/373 or 455-9267 (emergency cell).

ELEVATOR FAILURE:

If you are trapped in the elevator, notify Maintenance/Operations (x371/373) using the emergency phone. If there is no phone or it is not operational, turn on the emergency alarm located on the front panel, which will signal for help.

HOT WATER LINE FAILURE:

Immediately notify Maintenance/Operations (x371/373). If necessary, vacate the area.

ELECTRICAL/LIGHT FAILURE:

Campus building lighting may not provide sufficient illumination for safe exiting. Keep flashlight and portable radio available for emergencies.

- If an emergency exists which is not a gas leak, activate the building alarm. In case of a serious gas leak, DO NOT USE ALARM, but notify building occupants verbally. (Never use ANY electrical switches with a gas leak!) Note: The alarm rings only in the building. You must also REPORT the emergency by phone.
- Evacuate the buildings and assist persons with disabilities to exit.
- Go to designated assembly area, as far from the affected building as possible. Check in with departmental evacuation coordinator. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until emergency personnel tell you it is safe to do so.

Note - Communication is important. Maintenance/Operations (x371/373) will keep people informed of status of evacuation, etc.

VIOLENT OR DISRUPTIVE BEHAVIOR/CRIME IN PROGRESS

For a *Crime in Progress* call 9-1-1.

Report all criminal acts and suspicious situations or persons to Maintenance/Operations, Ext. 371/373, as soon as possible. If there is no answer call the Imperial County Sheriff's Office 9-911.

Give: Your name, location, and phone extension

Include: Nature of the incident
Location of the incident
Description of person(s) involved
Description of property involved

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Avoid risks.

In the event of gunfire or discharged explosives, take cover immediately using any concealment available. Seek emergency first aid if necessary after the disturbance.

APPENDIX

PLANNING AND TRAINING

Participation in practice response exercises conducted by federal, state, local or campus officials will prepare the staff and public to cope with conditions they may encounter in emergencies and disasters. These exercises will also help the District identify deficiencies in planning.

There is a critical need for thorough planning and frequent evaluation of disaster plans and policies and for staff training programs that will prepare all campus personnel to carry out their legal and moral responsibilities in the time of an emergency or disaster.

College managers must prepare for all possible emergency situations. They must identify the potential hazards that exist not only in their campus buildings and facilities, but in the general surrounding geographic area as well. Experience from past emergencies can provide a partial inventory of situations that may require emergency action.

The immediate responsibility of the College in the event of any disaster—natural or man-made—is to provide for the maximum protection of students, staff and campus facilities.

Campus-wide drills should be held regularly.

LEGAL REFERENCES

College administrators, under the direction of the Incident Commander, should become familiar with the following civil defense and disaster preparedness references:

FEDERAL

- 1) The Federal Civil Defense Act of 1950, Public Law 920, (basic civil defense law).
- 2) Public Law 875, 81st Congress, September 30, 1950.(emergency preparedness).
- 3) The Federal Civil Defense Guide (the national plan for emergency preparedness).
- 4) Public Law 4, 58th Congress, January 5, 1905 (33 stat. 599).

STATE

California Administrative Code, Title 5, Education.
California Code of Regulations, Title 8, Section 3220.
Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101.
Education Code Section 31301
Education Code Section 16555.5
Military and Veterans Code, Division 7, Chapter 1, Sections 1500 through 1600.
Civil Code, Section 1714.5, Liability for Civil Defense Activities.
Government Code Section 3102.
Labor Code, Division 4, Part 1, Workmen's Compensation Benefits for Civil Defense and Disaster Service Workers.
Vehicle Code sections 40830, 41401, and 41402.
Orders, Rules, and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of Extreme Emergency as a Result of Enemy Attack or Warning that an Enemy Attack is Probable or Imminent.
The California Disaster and Civil Defense Master Mutual Aid Agreement.
Executive Order Number 67-D-1, November 9, 1967.
Administrative Order Number 68-5, March 8, 1968.
State of California Civil Defense and Disaster Plan.
Office of Emergency Services Bulletin Number 3, Section 1.
California Administrative Code, Title 25, Part 1, Chapter 1, Subchapter 2, Section 500, Administration and Enforcement Fees.
Health and Safety Code, Division 13, Part 3, Sections 19100 through 19170.
Earthquake Protection Law (Riley Act).

**PRE-SCHOOL AND INFANT/TODDLER CENTER
DISASTER PLAN**

(Insert IVC Disaster Plan)