



Emergency Operations Plan 2015



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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT EMERGENCY OPERATIONS PLAN APPROVAL

This Emergency Operations Plan will constitute an integral part of the Ventura County Community College District's response to significant incidents or disasters as required by law and policy.

This Emergency Operations Plan and the attachments: Campus Closure Plan and the Influenza Plan as written and amended are hereby approved as the official and approved plan for the Ventura County Community College District. It shall be used when a major incident or disaster occur, as described in this document. The Chancellor, Vice Chancellor's, Presidents, Vice Presidents, deans, directors, managers, division and department heads shall ensure that it is implemented to the best of their abilities.

As promulgated and dated below:

Signature

Date

Dr. Bernard Luskin

Chancellor, Ventura County Community College District

Approved by: _____

Luis P. Sanchez, JD, LL.M

President, Moorpark College

Dr. Richard Durán

President, Oxnard College

Dr. Greg Gillespie

President, Ventura College

BASIC PLAN

DISCLAIMER

The material presented in this emergency operations plan, including all supplemental materials have been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. This Plan is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events on campus. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals and where relevant, legal counsel. To remain current, this Plan should be reviewed annually and changed or updated as necessary. The members of the Incident Management Team and other elements identified by the district's Emergency Operations Plan should test this Plan and its various elements through training and exercises. Conditions may develop during operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

ASSUMPTIONS

The district Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

- **A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.**
- Since events in an emergency are not predictable, published emergency operations plans *will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.*
- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. The district can expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.

- Ventura County Community College District (VCCCD) will participate in the Ventura County Operational Area.

AUTHORITY - EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This district Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the district to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents
- Presidential Policy Directive / PPD-8: National Preparedness
- Authority granted from the State Chancellor of the California Community College System

INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the VCCCD. This Plan will be used in conjunction with additional site-specific maps and operational information for all covered entities within the district.

For brevity and clarity the district Emergency Operations Plan is henceforth referred to in this document as ‘this Plan’ or ‘the Plan’ and will be interpreted to include all entities administered by the district and apply to all employees. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the district.

This district is a multi-college district with a district chancellor and a president for each college.

The district Chancellor has responsibility to coordinate support for the colleges while the college president has the responsibility for day-to-day operations and the emergency management program including mitigation, preparedness, response and recovery activities.

This Plan addresses how the district will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery and is intended to be in compliance with state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the district have access to this Plan and are expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to validate and test the Plan, procedures, and readiness of district employees.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the SEMS and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. The organizational structure is capable of adapting to any significant incident or disaster to which employees, the district and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

The entire district or individual campus involved an incident or disaster will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives and property through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district that exceeds normal or routine operations. The Plan's purpose is to:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and district property;
- Protect the environment;
- Preserve the orderly continuity of district functions;

- Establish lines of authority, responsibility, functions and operations of the district during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the district;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies;
- Identify the district's role for mutual aid to the county during a major incident; and
- Coordinate emergency operations with other emergency response agencies.

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

All employees are vital to the success of the Emergency Operations Plan and are designated "Disaster Service Workers," subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).

Emergency Organizational Structure

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and
- Continuous effective leadership at the administrative level.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume the responsibility of containment and/or control in certain situations. The Incident Command System shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the incident command post (ICP), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander or Emergency Operations Center Director will confirm such changes. As qualified employees become available they will fill necessary vacant positions of authority.

Also, as necessary, the IC or EOC Director can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an ICP, the district will designate a location on each campus for an Emergency Operations Center (EOC), equip the EOC, and maintain it as part of planning and preparation prior to a major incident or disaster. This does not preclude the IC from changing the location at the time of the incident due to safety and/or logistical needs or requirements.

The district's primary responsibility is to aid the individual campus in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site. There is no prohibition for a joint college-district EOC so long as the district maintains the support role assisting the campus on an as-needed basis during and after a major incident or disaster.

DELEGATED AUTHORITIES

During a proclaimed campus emergency, the Chancellor delegates to the College Presidents authorities to better control and direct the emergency response efforts on their campus. These delegated authorities would allow campus Presidents or designees to obtain vital supplies, equipment, and services for the protection of life and property and represent the District in coordinating and communicating with the cities (the city in which the college is located) and the County for mutual aid resource requests without going through the Chancellor or Vice Chancellor or follow day-to-day purchasing procedures. These delegated authorities would only be applicable under the following conditions:

- President or designee has proclaimed a campus emergency
- The campus emergency organization has been activated

The College Presidents will need to regularly provide briefings to the District office on the status of the campus emergency and provide additional information as requested by the District.

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

The District's emergency response and recovery operations will be managed in one of four modes depending on the magnitude of the emergency or disaster:

Stand By The situation does not require immediate ICP or EOC activation; however, it could escalate to a higher emergency level, and/or it may require immediate "rumor control"

response. IC contacts Incident Management Team (IMT) members, briefs on current situation and provides direction if necessary.

Level One The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP or EOC, notifies appropriate IMT members, and directs necessary actions based on the Emergency Operations Plan (EOP) until emergency or threat no longer exists. This level often requires outside emergency service evaluation and/or action.

Level Two The situation has caused numerous personal injuries or fatalities and/or significant facility damage, which require full involvement of the IMT members to successfully manage containment and recovery. IC activates an EOC or ICP, notifies all primary IMT members, and directs necessary actions based on the EOP until the emergency or threat no longer exists. This level always requires outside emergency service action and could require mutual aid support.

Level Three The situation has caused massive casualties and/or facility damage, which requires full involvement of the IMT and all available staff, in addition to student and community volunteers to successfully manage containment and recovery. IC activates a full EOC/ICP, notifies all IMT and directs necessary actions based on the EOP until emergency or threat no longer exists and "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

Reporting to the Ventura County Operational Area

District reports and notifications are to be made to the Ventura County Operational. These reports can be made through Web EOC. (More information on Web EOC can be found in the Appendices of this Plan.) Reports and notifications include:

- Activation of District EOCs
- Status Reports
- Initial Damage Estimates
- Incident Reports
- Resource Requests

Ventura County Operational Area

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the

County. The Operational Area will also be the focal point for information transfer and support requests by cities and districts within the County.

PREPAREDNESS FACTORS

Mutual Aid and Agreements

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Designated campus Incident Command (IC) Section Chiefs and Emergency Operation Center (EOC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the district Chancellor's office.

Training

All employees are to attend required training that complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations, and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their role as a Disaster Service Worker. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an ICP, EOC or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include:

- Aircraft Crash
- Barricaded Suspects(s), Shooting, Gunman and Sniper
- Bomb Threat or Detonation
- Civil Disturbance or Demonstration
- Earthquake

- Evacuation
- Fire and Explosion
- Flooding
- Hazardous Materials Incident
- Severe Winds/Storms
- Utility Failure

Additional significant incidents or disaster situations will be added to this Emergency Operations Plan as necessary or required.

Priorities

In the event of a major incident or disaster, the district has established the following priorities for response actions. The following are in priority order:

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and resources:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

ACTIVATION OF EOP, ICS & IMT NOTIFICATION

Upon receiving notification from College/campus police, other law enforcement or fire agencies, the district, or any other verifiable and credible source that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that

affects or involves the district, the President or their designee, will quickly assess the magnitude of the emergency. If necessary, a response will be initiated, relevant elements of this Plan activated, and the appropriate Incident Management Team (IMT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other district-based emergency response personnel.

The authority to activate the Plan rests with the district Chancellor or campus Presidents, but to avoid any unnecessary delay, in their absence the authority may be designated using the succession list below.

1. District Chancellor/College President
2. Vice Chancellor/Vice President
3. Chief of Police, Lieutenant, Sergeant or on-duty officer (in stated order)
4. On-Duty Evening or Weekend Campus Administrator/Supervisor, if one is assigned

In the Chancellor/President's absence, the first administrator from the above list who can be reached will be the acting EOC Director/Incident Commander until the Incident Management Team is assembled to assume control.

During any major campus emergency, college/campus police in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, College/campus police will attempt to determine the extent of any damage to district property. College/campus police shall also consult with the President, designated administrator or Incident Management Team regarding the emergency and the possible need for activation of the EOP and the Incident Management Team.

The President or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

Notification of Employees and Students

The IC, with consultation from IMT Section Chiefs, will determine appropriate campus safety response and notify all stakeholders or field contact personnel through the most direct, efficient, and available communications method (emergency notification system, classroom emergency phones, email, website, social media, phone tree, public address system, radios, bullhorns, runners, etc.). This information can include response instructions and/or situation reports.

Incident Command Structure

The ICS organization is broken down into five major sections: Command, Operations, Planning, Logistics and Finance. The ICS structure is vertical with all responsibility and duties initially placed with the EOC Director/Incident Commander. As the needs of the major incident or disaster are identified, the EOC Director/Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

The personnel within the sections report to a Section Coordinator/Chief who facilitates efficient response and establishes a single point of contact for each task.

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

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

Policy Group (Executive Group)

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

Command/Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC). The person in charge of Management in the EOC is the EOC Director. He/she works with Section Coordinator/Chief for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. When an ICP is established without support and activation from an EOC, the lead person in charge is referred to as the Incident Commander. He/she will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the EOC Director/Incident Commander will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Coordinator/Chief. If a Section Coordinator/Chief is not present, the responsibilities may be filled by a branch or unit coordinator within his/her section, but the ultimate responsibility falls to the EOC Director/Incident Commander.

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

Operations

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Building and Safety and Maintenance and Utilities branches. Specific activities can include traffic control, campus utilities, conducting debris clearance, and performing triage/first aid. The Operations Section is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. Mutual aid resources, e.g., Fire and Law enforcement, are coordinated through the Operations Section.

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

Planning/Intelligence

Planning/Intelligence Section includes Resource Status, Situation Status, Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and

disseminating information related to the field incident or EOC support needs. The Planning Section coordinates with Operations in the development of Action Plans.

Logistics

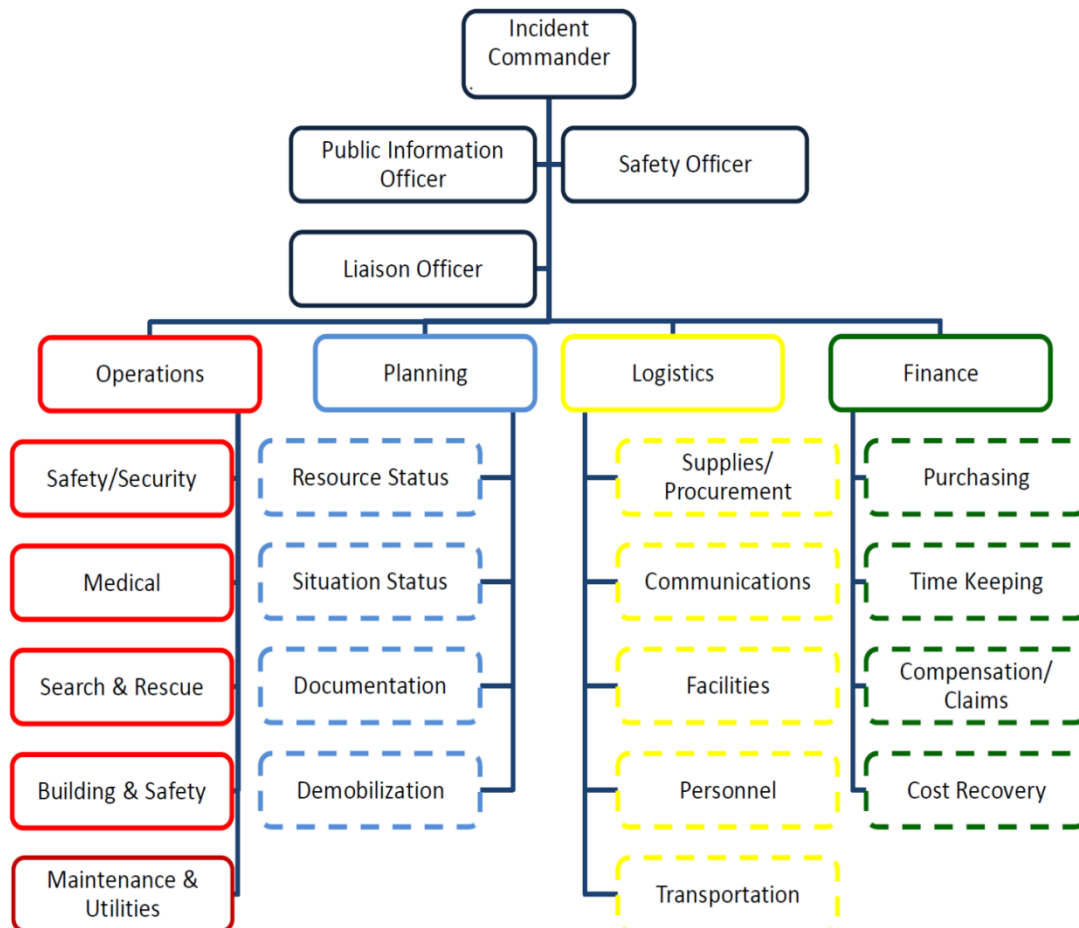
The Logistics Section is supported by Supplies/Procurement, Communications, Facilities, Personnel and Transportation Units and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the EOC/ICP with technical support and equipment is the Logistics Section responsibility. All requests for assets, whether within the district or mutual aid from supporting agencies, are coordinated through the Section branches.

Finance/Administration

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

Refer to Chart 1 - ICS Organization Chart for a fully activated ICS organization.

CHART 1 – ICS ORGANIZATION CHART



Basic ICS equipment and materials at Primary and Alternate sites

The District and each of the campuses should properly equip their primary and alternate EOCs. Equipment or items to be considered include: position vests, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials.

Equipment and materials that may be made available to the ICP or EOC during the time of a major incident or disaster include:

- Any unassigned district/campus radios.
- Equipment and materials stored in the Campus Disaster Cache.
- Facilities, Maintenance and Operations equipment and supplies not already in use for emergency response.
- Equipment and supplies located in the campus bookstore and cafeteria, Student Health Center, or in any work area, division office, and storage. All equipment or supplies taken must be documented for later replacement or reimbursement.

FACULTY AND STAFF RESPONSIBILITIES

Chancellor/President

The Chancellor/President or their designee is responsible for the safety of district property and its stakeholders and for policy direction during and after a significant incident or disaster. They are to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators, Deans, and Division Chairs

Every administrator, dean and division chair may appoint a specific person(s) as Building/Facility Monitor for every area under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current. The automated notification system will include home and cellular phone numbers and personal email addresses.
- Develop and maintain a list of employees who would be on duty at any particular time.

- Have instructors maintain current class attendance rosters.
- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the building. Building Monitors are responsible for periodic inspection to ensure this equipment remains in working order at all times.

Emergency Situations:

- Inform all employees under your direction of the emergency condition.
- Evaluate the impact the emergency has on your activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
 - Injuries: first aid needs, employees or students trapped or missing;
 - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
 - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP or EOC.
- Have all employees under your supervision keep a log (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of activities and hours worked.

Faculty and Supervisors

Each faculty member and staff supervisor has the responsibility to:

Before the Emergency:

- Attend required basic major incident/disaster training and become familiar with the district's Emergency Operations Plan and the emergency response procedures that apply to their work area.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their building and/or area.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to Facilities, Maintenance and Operations. Submit service requests to correct hazards to Facilities, Maintenance and Operations.

Emergency Situations:

- Inform students and/or staff of the emergency and initiate emergency procedures as outlined in the EOP. Follow directions given by campus managers or administrators, College/campus police, or other authorized emergency personnel (law enforcement, fire fighters, etc.).
- Keep a log ICS 214 (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of hours worked.

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE

Disaster Service Workers

California Government Code (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a State emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

These laws have two ramifications: 1) public school employees may be pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and 2) in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (Cal OES). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Before the Emergency:

- Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, make necessary contingency plans and preparations for yourself and your family members should the employee you be unable to return home for three days (or considerably longer) after a disaster. This should include but not be limited to: child and elder care, pet care, personal needs, etc.

- Attend all mandated emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to: first aid and CPR, search and rescue, and ICS.
- Have a personal cache of emergency supplies and equipment stored in your vehicle or other disaster resistant location that includes but is not limited to: 5-7 days of food, water and medications, extra eye glasses, a sleeping bag, a change of clothes including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations:

- If you are a member of the district IMT, assist in immediate emergency response in your area or where you are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to your pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and district employees will be required to accomplish these goals.
- Keep a log ICS 214 (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of hours worked in disaster response and activities involved in or accomplished.
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

Post Disaster Shelters

Schools are required by both federal statute and state regulation to be available as shelter sites following a disaster. The American Red Cross has access to schools in damaged areas to set up its mass care facilities, and local governments have a right to use schools for the same purposes.

DURING A MAJOR INCIDENT OR DISASTER

Warning Phase

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the district will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The district Chancellor or designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;
- Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- A significant hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the EOC Director/Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities:

- Briefing of Chancellor and the Incident Management Team on the situation;
- Reviewing and updating elements of the EOP;
- Increasing public information efforts to employees, students, other stakeholders or community; methods may include updating and/or activating (loading) web pages to campus or district web site, use of mass notification system, classroom emergency phone, etc.;
- Confirming points of coordination and communication with city and county emergency response stakeholders, i.e., law enforcement, fire department and city and county EOCs;

- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Hardening critical facilities and equipment to reduce loss or damage;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and Disaster Service Workers and pre-positioning resources and equipment; and
- Establishing or activating EOC or Incident Command Post (ICP) and/or staging areas.

Impact Phase

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based ICP with an IC in charge. The IC may decide to increase the level of response. The SEMS and NIMS will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the EOC Director/IC may request resources through the statewide mutual aid system. The Master Mutual Aid Agreement allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

Neither the college sites nor the District has the resources to effectively handle all potential emergencies. College sites will request resources through the District. If the District is unable to fill those requests, the request will be elevated to the Ventura County Operational Area EOC. (Fire and/or law enforcement will request and render aid through established mutual aid channels.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to:

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the district stakeholders;

- Conducting evacuations and/or search and rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field;
- Developing and implementing incident action plan(s); and
- Transmitting status updates to Operational Area as needed.

General Criteria to Activate an EOC

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use ICS to manage field operations. EOC staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when an EOC may be activated include but are not limited to:

- Required resources are beyond local capabilities;
- The significant incident or disaster is of a long duration (more than a few hours);
- Major policy decisions may be needed;
- A local, regional, state or federal emergency affecting the district is declared;

EOC staff (Incident Management Team) will be organized around the five Standard Emergency Management System (SEMS) functions:

- EOC Director/Incident Commander
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Examples of extended response activities may include but are not limited to:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Operating a mass vaccination or immunization facility;
- Conducting and/or assisting with coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing incident action plans for extended operations;
- Dissemination of emergency public information;
- Declaring a local emergency;
- Prioritizing resource allocation; and
- Coordinating between agencies.

Policy Group

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the district chancellor, the vice chancellors, the college presidents and vice presidents (and others at the discretion of the Chancellor). The incident commander or EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus and district during an extended incident and through the recovery phase. Examples include monetary policy, when to reopen the campus for classes, how to proceed with rebuilding, dealing with the death of students or employees, etc.

AFTER AN EMERGENCY

Recovery Phase

As the immediate threat to life, property, and the environment subsides, the rebuilding of the district will begin through various recovery activities. This plan does not specifically identify the district's recovery operations.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the district. The district will be involved in recovery activities.

The Ventura County Sheriff's Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establishes support priorities.

If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the District Chancellor/College President to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected district.

The Recovery Phase includes but is not limited to the following objectives:

- Reinstatement of district and program objectives and goals;
- Restoration of essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Restoration of normal district services;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs; and
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Are transportation disadvantaged.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the district.

- The district will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The district will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the district will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the district to occupy a specific shelter or take a particular action designed for their benefit. Effort will

be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.

- During preparedness and mitigation activities, the district will provide preparedness instruction to our campus community with disability, access or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Attempt to make evacuation plans accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

PRESERVATION OF VITAL RECORDS

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

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

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished. Vital record storage methods that might be used include but are not necessarily limited to:
 - Duplication (either hard copy or removable computer disk)
 - Dispersal
 - Fireproof containers

- Vault storage (both on and off campuses)

In addition, it is each employee's responsibility to maintain complete and timely backups of the data on assigned computers.

APPENDICES

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APPENDIX A – INCIDENT SPECIFIC RESPONSE PROCEDURES

AIRCRAFT CRASH

Ventura County Community College District campuses are near the flight paths of several regional airports.

Immediate Actions:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. If directed to do so, or in case of fire, activate the building alarm.
3. In case of building evacuation, assist persons with disabilities to exit the building (help carry if necessary). Proceed directly to evacuation assembly areas, keep control of students, take roll, and await instructions.
4. If outdoors, keep students a safe distance from debris. Do not remain downwind from a burning plane. CAUTION: Always avoid power or utility lines.
5. Go to a clear area at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles. Keep calm.
6. Render first aid as necessary.
7. If required, respond to the Emergency Operations Center (EOC). A mobile ICP may be used on an as-needed basis. Keep clear of the EOC unless you have information to report, or are part of the campus IMT.

Concept of Operations:

This type of emergency may cause fire and explosion, and injury to persons; therefore, the operational plan for fire and explosion will be reviewed for possible execution. Likewise, support plans for campus shutdown and medical procedures may be placed in effect simultaneously with this plan. This evaluation will be coordinated by the EOC Director/Incident Commander and begins with the following steps:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. Ascertain location of emergency.
3. Notify 9-1-1.

4. Operations Section should make an initial assessment of damages and report the results back to the EOC Director/Incident Commander.
5. Provide aid to injured and trapped individuals.

Response:

If required, the EOC Director/Incident Commander will activate an ICP or EOC. Based on the nature of the emergency, the following tasks will be completed:

ICP/EOC Personnel:

1. Conduct fire suppression/rescue, if trained (if the fire department is not readily available).
2. Secure the immediate area.
3. Determine if evacuation is required, and the extent and duration of evacuation. Building Monitors are responsible for the evacuation of all people from their assigned buildings and for ensuring that only emergency response personnel enter an evacuated building.

BARRICADED SUSPECT(S)

One of the most difficult situations confronting the Police is a barricaded suspect(s). The prime ingredients for success in such a situation are to: (1) keep calm; (2) be patient; and (3) analyze each action prior to taking it.

Immediate Actions:

1. Lock and/or barricade doors.
2. Turn off lights.
3. Close blinds.
4. Block windows.
5. Turn off radios and dim computer screens.
6. Keep calm, quiet, and out of sight.
7. To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.

8. Silence cell phones.
9. If injured, place signs in exterior windows.
10. Leaving a secured area:
 - Consider risks before leaving.
 - Remember, the shooter is looking for “targets of opportunity” and generally will need to be stopped by an outside force.
 - Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.
11. Notify 9-1-1 from campus phones. Do not hang up on the dispatcher until told to do so. Provide the following information:
 - The exact location of the barricaded suspect.
 - Description of suspect(s), type of weapon/explosive device, number of hostages (if any), and number of known injured or killed.
 - Location and type of building, number of exits.
 - Possible location of suspect(s) (front or side window, roof, office, classroom.).
 - Whether any shots were fired by the suspect(s).
 - Any demands, information supplied by suspect(s).

Objectives:

1. Notify emergency response personnel and provide appropriate information.
2. Move non-essential persons away from the barricaded area.
3. Do not allow non-essential persons near the scene of the barricade situation.
4. Maintain calm.
5. Neutralize threat.

6. When safe, evacuate victims/potential victims away from the incident and to a safe area and provide emergency medical care for injured.
7. Assist in criminal investigation. Actions must not interfere with investigation.
8. Provide Critical Incident Crisis counseling.

Emergency Operations:

District/college IMTs should be alerted immediately. Operational (tactical) Command will be turned over to the appropriate emergency response personnel. This does not preclude the Incident Commander from beginning appropriate evacuation procedures prior to arrival of emergency response personnel. Each incident is different, so mandatory evacuation is not advisable. Due to the dynamic nature of these types of incidents, it may be safer to keep campus population locked-down and have emergency response personnel evacuate the premises or building(s).

If required, the Incident Commander will set up a command post in the most appropriate location near the scene (an area where the location of the suspect(s) can be observed while providing safety).

Points to Remember:

1. Number one priority is the safety of the people in the area and the officers at the scene.
2. Take time to analyze the situation and assess number of people in the involved building(s) or location and surrounding areas.

BOMB THREATS AND BOMB DETONATION

The majority of bomb threats are "crank," where a bomb is not planted. The caller achieves satisfaction by observing a building evacuated or increased activity because of his/her telephone call. Experience also shows that at facilities where evacuation is ordered, threats are more frequent than at facilities where outside activity is kept to a minimum.

Bomb threats and actual detonations, especially against public buildings, are becoming more frequent. Some are associated with civil disobedience and attempts at sabotage, while others are overt acts of terrorism. Therefore, it is necessary to evaluate the threat based on current conditions that exist on campus at the time the call is received.

There is a disturbing trend where those individuals who place actual explosive devices are targeting not only the physical structures but also bystanders, building occupants, police, and rescue workers. Indeed, there is an alarming increase in devices whose sole purpose is to injure, maim, or kill police and rescue workers.

Immediate Actions:

1. Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following pages. If you see a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT, OR TURN ROOM OR OFFICE LIGHTS ON OR OFF**. Begin moving people away from the immediate area around the suspected device.
2. Notify 9-1-1 from campus or pay phone, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the suspicious object or bomb, time it is set to explode, and the time when you received the call. Tell them if you completed the Bomb Threat Checklist. Do not hang up until told to do so.
3. Inform your supervisor and/or department head.
4. Police 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.
 - Do not pull fire alarm.
 - Report any suspicious object, device, or package but **DO NOT** touch it, tamper with it, or move it in any way.
5. If you are instructed to evacuate (the police may elect not to use fire alarms):
 - Instruct students and staff to quickly collect their possessions and proceed to assigned evacuation assembly areas (at least 500 feet from buildings). Assist persons with disabilities.
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as necessary, if requested.

- Do not re-enter evacuated building until those in charge of evacuation say it is safe.

Concept of Operations:

This type of emergency could precede or follow civil disobedience, be the action of disgruntled persons, an attempt at sabotage, or act of terrorism. Therefore, the police should be alerted for the possible execution of civil disobedience and sabotage plans. Efforts to locate the bomb will be carried out by trained college/campus police until response personnel arrive. Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be executed.

In all cases, action on the bomb threat commences immediately after a suspicious device or object is discovered or a call is received.

Response:

1. 9-1-1 should be alerted immediately in the event a suspicious package or device is observed or a bomb threat is received. Field operational control will be turned over to college/campus police while overall incident command will be retained by the campus (as per this plan). Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be activated. Bomb threat procedures vary from other procedures in that there is no degree of positive action, the only exception being the decision to evacuate.
2. All communications will be made by telephone. Radios and cellular phones should not be used as their transmissions may cause the device to detonate.
3. To assist in the decision to evacuate, the following general guidelines have been established:
 - On-scene Incident Commander or ranking on-scene college/campus police, under specific circumstances, will make the decision to order an immediate evacuation.
 - Immediate evacuation will be ordered when a destructive device or a suspected device has been located.
 - Immediate evacuation will be ordered when the location of the bomb is given and the time for detonation is within 30 minutes.
 - Evacuation may be recommended even if the specific building or exact time is not identified.
 - Entrance into the evacuated area will be limited to essential personnel only.

- In all cases, action on the bomb threat commences immediately after the call is received or a suspected device is found or observed. After 9-1-1 has been notified, the President's Office will be notified immediately thereafter.
4. Consider calling Facilities, Maintenance and Operations for logistical support (e.g., utility shut-off).

What you should do if you receive the telephone bomb threat:

Remember that the bomb threat caller is the best source of information about the bomb.

When a bomb threat is called in:

Obtain a Bomb Threat Checklist. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.

1. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
2. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people. Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
3. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and impediments. Immediately after the caller hangs up, document your observations on the Bomb Threat Checklist and contact 9-1-1.
4. Remain available, as law enforcement personnel will want to interview you.

What you should do if you receive a written bomb threat:

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, avoid further unnecessary handling. Every possible effort must be made to retain evidence such as fingerprints, handwriting, typewriting or printing, paper, and postal marks. These will all prove essential in tracing the threat and identifying the writer. Call 9-1-1 immediately.

BOMB THREAT CHECKLIST

Date: **Time:**

Time Caller Hung Up: **Phone Number Where Call Received:**

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

<p>Caller's Voice</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter 	<p>Background Sounds:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance <p>Other Information:</p> <p>_____</p> <p>_____</p>	<p>Threat Language:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken <p>_____</p> <p>_____</p>
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Homeland Security

CIVIL DISTURBANCE OR DEMONSTRATION

A civil disobedience or disturbance may take one of several forms including trespassing, riots, sabotage, and malicious destruction of property or other illegal actions. There is always the potential of escalation to a major emergency incident. Maximum preparation is required to appropriately cope with incidents that may occur.

The primary considerations in civil disobedience are to protect the safety of employees, students, and visitors while on campus premises; to reduce or prevent damage to campus facilities; to preserve the orderly conduct of the district's mission; and to protect constitutionally protected rights. Since prior warning of this type of an emergency might occur, instructions to personnel can be given and adequate precautions taken. Specific actions to be taken at this time will depend upon the seriousness or urgency of the incident, number of persons involved, any intelligence gathered about the incident, and on the type of civil disobedience confronting the district.

Immediate Actions:

Note: Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.

Dangerous or threatening disturbance:

1. A threatening disturbance should be reported immediately to police at 9-1-1.
2. Alert all employees and students in the area to the situation.
3. Lock all doors, and secure all files, documents, and equipment.
4. If necessary, cease operations and evacuate. Contact Building Monitor, campus officials, college/campus police for further instructions if you are evacuated.

Non-threatening or non-dangerous demonstration:

1. Campus staff should call college/campus police, campus administrators or the staff person's immediate supervisor or Division Chair.
2. College/campus police and campus administrators will assess the situation to determine if there is a violation of Time, Place and Manner or other district policies, law or if a

danger or threat of danger exists. These officials will decide whether 9-1-1 is to be called or mutual aid with off-campus law enforcement is to be activated.

3. If a class or lecture is being disrupted by an individual or small group, the offending person(s) should be asked to leave. If they refuse, call police at 9-1-1 first, then time permitting, call your immediate supervisor.

EOC Director/Incident Commander Responsibilities:

1. Employees and students will be given instructions on evacuation and any restriction of movement into or out of campus buildings.
2. If there is actual or imminent threat to life and/or property, law enforcement personnel will take immediate, appropriate action.
3. Employees will be requested to avoid direct confrontation with the demonstrators.
4. As employees are briefed by the EOC Director/Incident Commander, steps will be taken to provide for the physical security of the area. The Operations Section will provide standby personnel and equipment for emergency shutdown of facilities and medical response, if needed.

The duration of the emergency condition may be abnormally long; therefore, the EOC Director/Incident Commander may direct the Logistics Section Chief to provide for the feeding of all involved staff, faculty, and outside first responders.

After Incident Activities:

Once the safety of all people is ensured and the danger to property and equipment is reduced, thorough documentation must be made. Priorities of work will be determined by the IMT and assigned by the Logistics Section Chief to the Facilities Unit Leader to restore facilities at the earliest practical time. Completion of this effort may involve restoration of public utilities, electrical and machinery areas, specialized areas, and other support facilities.

EARTHQUAKE

There may be considerable fear as a result of a significant seismic event. The campus' response needs to be calm, decisive, and deliberate. The magnitude and severity of injuries as well as damage to facilities will dictate the level of response.

Immediate Actions:If Indoors:

1. DUCK or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. HOLD ON to furniture you are under and protect face.

INSTRUCT OTHERS TO DUCK, COVER, AND HOLD!

2. Stay away from glass windows, wall shelves, and heavy equipment, if possible.
3. DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL SEISMIC ACTIVITY CEASES. Be aware that earthquake aftershocks may cause further damage.
4. Once the main tremor has ceased, calmly evacuate buildings to evacuation assembly area. Assist those with physical disabilities. Refer to section on evacuation.
5. The Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the Emergency Operations Center unless you have an emergency. Instead, communicate with the building monitor or other designated official. If you are a member of the campus IMT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.
6. Building monitor or other designated officials, Division Chair, Office Coordinator, IMT or other trained person(s) should utilize any equipment prepositioned in their building.
7. Injuries or damaged facilities should be reported to the building monitor or other designated official, or supervisor. They will advise the EOC.
8. GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH LIGHTS ON OR OFF. Vacate the building and then notify the building monitor or other designated official, Supervisor, or EOC.
9. HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

If Outdoors:

1. Quickly move at least 300 feet away from buildings, utility poles, and other structures. CAUTION: ALWAYS avoid power or utility lines.

2. An Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the Emergency Operations Center unless you have an emergency. Instead, communicate with the building monitor or other designated official. If you are a member of the IMT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.
3. Building monitor or other designated officials, Division Chair, Office Coordinator, IMT, or other trained person(s) should utilize any equipment prepositioned in their building.
4. Injuries or damaged facilities should be reported to the building monitor or other designated official, or supervisor. They will advise the EOC.
5. GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH EQUIPMENT ON OR OFF. Stay clear of the building(s) and notify building monitor or other designated official, Supervisor or EOC.
6. HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

Objectives:

1. Notify designated campus personnel that a hazard(s) exists.
2. Implement procedures for a campus-wide response effort.
3. Interface successfully with city and county agencies.

Emergency Operations:

Activation of the Emergency Operations Center (EOC) and level of implementation of the district's Emergency Operations Plan will depend upon the number of injuries or fatalities, damage to the campus and local infrastructure, and potential hazards. When the EOC is activated, adjacent EOCs will be notified.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Students, faculty and staff will be notified by the EOC (through the building monitor or other designated officials) of the necessity to evacuate, or relocate to shelters, etc.

In the event of evacuation to an off-campus site, the EOC will instruct, through its building monitors or other designated officials, students and staff to gather at the Assembly/Evacuation Areas. Refer to map in appendices. Students and staff will be directed to the location of the

nearest off-campus shelter and if available, advised of the conditions of local public roads. If available, transportation to these off-campus shelters will be provided for those students who have no other means of transport.

If evacuation is not possible, on-campus shelter facilities will be announced and building monitors or other designated officials will be assigned to each designated shelter. These officials will register the people in the shelter and maintain communication with the EOC.

If on-campus sheltering is required, the EOC will arrange transportation to the campus-designated shelters for disabled persons.

At Time of a Major Earthquake the EOC Director/Incident Commander may initiate the following actions:

- Activate EOC, Incident Management Team, and building monitors or other designated officials and implement Emergency Operations Plan.
- Make necessary contacts with outside resources. Instruct the Operations Section to survey campus buildings in order to identify structural damage. The Building and Safety teams will make building assessments in order to identify seismic-induced structural hazards and Maintenance and Utility teams will turn off gas, electricity, and water as required.
- As appropriate, IC will order building monitors or other designated officials to coordinate evacuation to designated assembly/evacuation areas.

Responsibilities:

Refer to Appendix B for "Job Descriptions and Checklists" for IMT positions.

EVACUATION

For a variety of causes and reasons, it may be necessary to relocate part or all of the campus community (students, faculty, and staff) to an on or off-campus location. This plan is to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure. This evacuation plan provides a process whereby the campus community can be alerted that a hazard exists; orderly and safe evacuations from danger areas can be done by safe routes; and, as necessary, outside agencies can be notified that an evacuation is occurring.

Immediate Action:Notification:

1. Faculty and staff are responsible for all students in their immediate charge. When evacuation is determined to be necessary by the EOC Director/Incident Commander or disaster or major incident makes evacuation an obvious action, the campus population may be notified through the following measures, appropriate to the specific circumstances at the time:
 - Email
 - Automated notification system
 - Campus telephones
 - Public address system
 - Website and social media
 - Runners
 - Bullhorns
 - Building fire alarms
 - Flashing lights for hearing impaired/deaf persons

Upon being notified to evacuate, occupants will leave their buildings/classrooms immediately and proceed to the nearest designated “assembly/evacuation area” or other area as advised. A map identifying the staging assembly area and appropriate evacuation route from the building should be posted in each classroom and work area. Unless it will cause unnecessary or unsafe delays, students, faculty, and staff are encouraged to take their possessions with them. Faculty should take their roll sheets with them and take roll once reassembled in the assembly/evacuation area.

1. Building monitors will assist district employees, students, and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. People will be evacuated to designated “assembly/evacuation areas” around the campus. College/campus police, building monitors, or other authorized personnel will sweep through every building to ensure no one remains behind.
2. Evacuation of disabled persons and children (Child Development Centers) will be given high priority by building monitors in all emergencies; they will be evacuated in accordance with the building evacuation plan. Building monitors may request assistance from faculty. Based on specific circumstances, building monitors are responsible for designating the safest evacuation routes for disabled persons.
3. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the IC at that time. Building monitors and other

support staff available on campus will be notified by the EOC and will report to assigned areas and stand by.

On-Campus Evacuation:

Notification:

In the event that campus evacuation is the selected action, emergency alerting will may occur via the EOC through the methods mentioned above.

If the emergency occurs during normal operating hours, the alert and warning procedures will be activated by the IC. EOC personnel will make the notifications. Persons contacted will be given general instructions and advised to aid in the evacuation of persons in their particular area of responsibility or general location.

Each campus and district employee is responsible for knowing where the closest assembly area is to his/her work area(s) and two different routes to get there.

If only on-campus evacuation and relocation are necessary (e.g., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at assembly areas(s) until an “all clear” signal or other instructions are given by the building monitors (orders must come from the IC).

Assembly Areas/Evacuation Areas:

Areas on campus have been designated as “assembly/evacuation areas” for on-campus evacuation. There is an assembly/evacuation area map in the appendix and posted in every classroom and work area.

Pedestrians and Vehicular Traffic:

College/campus police or other designated emergency personnel will inform other persons on campus of evacuation instructions by utilizing available communication systems (bullhorns, building fire alarms, radios, runners, etc.) as appropriate to the specific situation.

All Clear:

The IC will coordinate an “all clear” sign or issuance of other instructions via runners, radios, or voice command to building monitors or other designated officials.

Campus Evacuation:Notification & Instructions:

In the event that a campus evacuation is ordered, evacuees shall follow official orders and directions.

Evacuation Message to be Used During Normal Campus Hours:

The following statement is provided as a sample of an evacuation order made by college/campus police, EOC Director/Incident Commander, or other authorized personnel.

"This is (name), (title). We are evacuating the campus. Please leave the campus immediately. Persons without transportation should attempt to obtain rides, if possible. If you are unable to obtain a ride, go to one of the following "assembly/evacuation areas" (name the areas). You will be transported to a safe, off-campus location."

Students and Staff Without Transportation

Persons needing to evacuate who cannot obtain transportation will be instructed to proceed to the "assembly/evacuation areas" as designated on the campus maps. At the earliest opportunity, the EOC staff will, through the Logistics Section (Transportation Unit) either request assistance from regional transportation agencies or designate vehicles and drivers to be dispatched. Each driver will be given instructions, as well as the destination point(s) for evacuation. A list of the names and destination of those transported will be maintained by each driver and given to the EOC. This list will be used to respond to public inquiries regarding individuals thought to be on campus at the time of the disaster or major incident.

Evacuation procedures for people with disabilities

The following guidelines should be considered when assisting a person with disabilities or injuries in an evacuation:

1. Assess how immediate the emergency is and communicate the nature of the emergency to the person.
2. Ask the person how she/he would like to be assisted or the best (safest) way to move them.
3. Evacuate mobility devices with the person, if possible (e.g., crutches, wheel chairs).

Visual Impairments: Describe the nature of the emergency and offer to guide him/her to the nearest emergency exit and assembly/evacuation area. Have the person take your elbow and escort him/her, advising of any obstacles such as stairs, narrow passageways or overhanging

objects. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

Hearing Impairments: Communicate with the person, by writing a note or through simple hand gestures, the nature of the emergency and what he/she is to do.

Person using crutches, canes, or walkers: Ask that person what method of assistance he/she prefers. Always evacuate mobility devices with the person, if possible.

Persons using wheelchairs: Ask the person what methods of assistance he/she prefers. Some people have minimal ability to move and lifting them may be dangerous to their wellbeing. Some persons using wheelchairs have respiratory complications. Remove them from smoke or fumes immediately. If the person needs to be moved in his/her chair, keep the following considerations in mind:

1. Always turn wheelchair so it is lowered down the stairs backwards (facing up the stairs), so the occupant cannot slip forward out of the chair and down the stairs.
2. Wheelchairs have many movable and weak parts.
3. Some persons have no upper trunk or neck strength. Push on the chair, not the person sitting in the chair.
4. Powered wheelchairs have very heavy batteries; an evacuation chair for stairs may be needed with the powered chair retrieved later.
5. If a seatbelt is available, use it.

If the person needs to be removed from his/her wheelchair for an evacuation, ask the following:

1. How he/she prefers to be moved from the wheelchair.
2. If pain or harm will result from moving extremities.
3. If any equipment is needed for immediate safety or life-support.

Wheelchairs should be retrieved as soon as possible and given high priority.

FIRE AND EXPLOSION

A fire and/or explosion can occur on campus as the result of a criminal act (arson, bombing), negligence, equipment malfunction, earthquake-related damages, or weather related causes (fire storm, lightning). In response to all emergency situations, the primary concern is for the protection of the health and safety of its students and personnel, with a secondary priority for the protection of campus and district property. In the event of a fire, quick judgment at the site of the incident is required to determine the health risks involved in attempted containment (fire extinguisher) and the priority for evacuation.

Before a Fire or Explosion

All employees must familiarize themselves with the following:

- Alarm location and operation
- Emergency exits and evacuation plan
- Fire extinguisher location and operation
- Location of other emergency supplies and equipment in their area

Immediate Action

Evacuation is the first priority. Fighting the fire is the second.

- Safeguard lives
- CALL 9-1-1. Minimize property damage.

If You Smell Smoke or Detect a Fire:

1. Prior to opening doors, using the back of your hand, feel if the door is HOT. If the door is HOT, do not open it. Find another exit. IF the door is not hot, stay low and open it cautiously.
2. If it's SMOKY, stay near the floor where less smoke accumulates.
3. Pull the fire alarm. Call 9-1-1 and describe location, nature, and extent/size of smoke or fire.
4. Evacuate from the area to the designated assembly area.
 - Assist persons with disabilities and children.

5. Alert classes and workers nearby.

Fire Out of Control:

1. Immediately evacuate, as above.
2. Close but DO NOT LOCK all possible doors to confine the fire.
3. Pull the fire alarm.
4. Call 9-1-1 and describe the location, nature, and extent/size of fire.

Fire is Minor and Controllable:

1. Immediately evacuate, as above.
2. Direct fire extinguisher(s) toward base of flames.
3. Notify Facilities, Maintenance and Operations or Division Chair.
4. If there is any chance that this fire will reignite or if hazardous materials were involved, call 9-1-1 and describe location, nature, and extent/size of fire.

Clothing and/or Hair is on Fire:

1. STOP victim from running, DROP to the ground, ROLL to smother,
2. Do not use fire extinguisher on a person except as last resort - smother the fire by rolling victim in blanket, or cotton clothing.
3. Call 9-1-1 and describe location and nature of emergency.
4. Administer first aid, if trained and maintain an airway until EMS arrives.
5. As soon as possible have someone notify on-campus student health services and your supervisor or division chair.

Explosion

1. Call 9-1-1 giving your name, location, and telephone number. Tell emergency operator pertinent information including time and location of the explosion, extent of damage and number of casualties, and whether there is fire or collapsed buildings.
2. Inform your supervisor and/or department head.

3. If you are instructed to evacuate (the police may elect not to use fire alarms):
 - Instruct students and staff to quickly collect their possessions and proceed to assigned evacuation assembly areas (at least 500 feet from buildings). Assist persons with disabilities. Evacuation should not be unreasonably delayed by collection of personal possessions.
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as necessary, if requested, i.e. providing campus specific information, access to facilities, etc.
 - Do not re-enter evacuated building until those in charge of evacuation say it is safe to do so.
4. If you are a member of the IMT respond to your assigned area.
5. See appendix on "Bomb Threats and Bomb Detonation" in this Appendix for more information.

Response

If required, the IC will activate the EOC. Based on the extent of the explosion and subsequent injuries, fatalities or damage, the following tasks will be completed by College/campus police, IMT:

1. Conduct fire suppression/rescue, if trained (if the fire department is not readily available) and search and rescue if safe to do so and secure the immediate area.
2. Request further notifications be made and/or determine if evacuation is required. Building monitors are responsible for the evacuation of all people from their assigned buildings and also are to ensure that only emergency response personnel enter an evacuated building.
3. When the emergency is over, the EOC Director/Incident Commander will issue the "All Clear".

FLOODING

Conditions of flooding could exist from weather conditions or manmade occurrences (i.e., broken water pipes, etc.).

Concept of Operations

The predicted extent of a flood and the amount of time available before it arrives will determine the course of action to be taken. The following procedures would apply:

Response

- Upon receipt of official information from credible sources (including but not limited to: your local city/county emergency communications center), the EOC Director/Incident Commander will be notified.
- If conditions warrant, the IC will notify the IMT and the Emergency Operations Plan will be activated.
- Follow procedures for on or off-campus evacuation should that be necessary.
- Any evacuation of the campus will not be attempted until (a) it is approved by the EOC Director/Incident Commander; (b) there are designated travel routes; and, when possible, (c) shelter facilities are staffed and opened for reception of flood victims (Logistics Section).

HAZARDOUS MATERIALS RELEASE

Before a Hazardous Materials Release

All campus and district employees who work with or around hazardous materials must familiarize themselves with the following:

- Alarm location and operation.
- Emergency exits and evacuation plan.
- Fire extinguisher location and operation.
- Spill and containment response measures for specific hazards in their area.
- Available spill response equipment.

- Materials Safety Data Sheets (MSDS) for materials in their area.
- Specific immediate first aid measures for hazards in their area.

Immediate Action

- Safeguard lives.
 - Notify 9-1-1.
 - Minimize property damage.
1. Determine need to EVACUATE building
 - Alert others in building - activate alarm.
 - Evacuate immediately. Assist persons with disabilities or injuries. Ensure that evacuation routes avoid high risk areas.
 - If safe, activate containment protocols and procedures.
 - Close doors leading into the contaminated area(s) or building(s) to isolate release.
 - Move and stay upwind, up slope, upstream, at least 300 feet from building (to evacuation assembly areas, if safe).
 - Keep streets and walkways clear for emergency equipment.
 2. Notify 9-1-1. Be prepared to provide the following information:
 - Your name, department, and the phone number from which you are calling.
 - Exact location of release, including room number if inside a building.
 - Name of released material(s).
 - Quantity of released material.
 - Appearance - solid, liquid, gas, odor, color, etc.
 - Injuries or physical effects to those who have been exposed and number affected.
 - Whether any victims are trapped within the isolated area.
 - Area of contamination.

3. If hazardous material is on a person, rescuers (caregivers) should be careful not to become contaminated while they remove any excess material and check Materials Safety Data Sheets (MSDS) to ensure that the following immediate treatment is appropriate. Unless contraindicated by MSDS or other competent source, this may include:
 - Hazardous materials in eye: remove any excess contaminants and hold the eye open and flush with water at least 15 minutes.
 - Hazardous materials on skin: remove contaminated clothing and brush away any excess contaminants, then flush area with water in a safety shower or hose for at least 15 minutes.

Seek medical attention immediately! Send (MSDS) with the injured!

4. Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

Objectives

1. Determine if a release or exposure has occurred.
2. Determine the location of the release and exposure.
3. Call fire department (HAZMAT) and medical response if needed.
4. Protect public from immediate scene.
5. Evacuate or seek shelter in place (whichever is safer).
6. Decontaminate.
7. Clean up.

The California Governor's Office of Emergency Services State Warning Center (800-852-7550) is to be notified immediately regarding all releases or threatened releases of a significant quantity of hazardous materials.

Each campus and the district shall be in compliance with local, state, and federal regulations regarding the storage, inventory, notification to authorities, or the displaying of required placards. The responsible campus or district departments maintaining control over hazardous materials will also maintain a current list of substances, quantities, and relevant MSDS and make this information available to the IMT, or other responders.

Emergency Operations

The first step is to determine the existence or potential existence, of hazardous materials. Where unidentified substances or vapors are involved in these incidents, it is always prudent to assume they are toxic or hazardous until determined otherwise.

The EOC Director/Incident Commander will be responsible until the arrival of HAZMAT trained emergency response personnel. When trained emergency personnel arrive, the IC will relinquish field control of the release or incident to the appropriate agency (e.g., fire department) while retaining control of the overall incident. If required, the EOC Director/Incident Commander will activate the EOC, and IMT.

Responsibilities

EOC Director/Incident Commander must determine if there is any potential danger to individuals in the area and take steps to notify and evacuate. Evacuation assistance will be furnished by the college/campus police and other emergency responders if needed.

OPERATIONS (OPS)

- Ascertain the location of any incident involving hazardous materials, contact the EOC Director/Incident Commander, and dispatch appropriate emergency equipment and personnel.
- Protect responders and bystanders from injury or contamination. Immediately take steps to secure the area and establish perimeter control at a safe distance until HAZMAT emergency response personnel arrive and assume this responsibility.
- Take appropriate steps to decontaminate all victims and response personnel. Local hospitals have facilities to assist in this procedure. Care must be taken to avoid spread of contamination by response vehicles leaving the scene.

SHOOTING, ARMED INTRUDER or SNIPER

In the past, major acts of violence were, for the most part, extremely rare incidents on a college campus. However, violence in the form of multiple homicides, shootings, robberies, sexual assaults, and kidnappings has increased dramatically. As is the case in all emergencies, safeguarding lives is paramount.

Before a Shooting

All faculty and staff must be continually vigilant to the risk of violence on campus and to notify the college/campus police of suspicions or observations. Be aware of:

- Unusually aggressive, odd, or scary behavior of student(s) or coworker(s).
- Threats of violence or retribution, either serious or said "jokingly".
- Coworker(s) or student(s) who are distraught or suicidal.
- Overheard comments or rumors of some kind of planned or intended violence.
- Presence of gangs or cults that have a history or suggestive behavior of violence.
- Fights or other acts of non-lethal violence.
- Presence of guns, other weapons, suspicious objects.
- How to refer students or coworkers to crisis counseling and intervention.
- Learn how to access the district's confidential tip line.
- Learn how to access campus crisis intervention services.

Immediate Actions

When the shooting begins or you are advised that a shooting on campus has taken place, you should do the following:

Immediate Actions

1. GET OUT. If safe to do so, try to escape then notify 9-1-1 (see below)
 - Consider risks before leaving.
 - Remember, the shooter is looking for 'targets of opportunity' and generally will need to be stopped by an outside force.
 - When in doubt, shelter in place and wait for instructions from emergency personnel.
2. HIDE OUT. Lock and/or barricade doors.
 - Turn off lights.

- Close blinds.
 - Block windows.
 - Turn off radios and dim computer screens.
 - Keep calm, quiet, and out of sight.
 - To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets. Avoid windows.
 - Silence cell phones.
3. TAKE OUT. ONLY if you have no other option, and the threat is clear, present and imminent, consider taking direct action against the shooter(s). This should be considered the absolute last option where to do nothing will result in you being shot and killed.
4. If injured, place signs in exterior windows.
5. Rescue attempts should only be tried if they can be accomplished without endangering lives.
6. Call 9-1-1. Do not hang up on the dispatcher until told to do so. Provide the following information:
- Clearly state there has been a shooting or someone has been shot.
 - The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
 - Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s).
 - Description of suspect(s), their clothing, jewelry, hats or glasses, vehicle used, and direction of travel.
 - Condition and number of hostages, and number of known injured or killed.
 - Any demands or information supplied by suspect(s).

Objectives

1. Notify emergency response personnel as soon as possible and assist them in staging in a safe location.
2. Neutralize (stop) the threat. Only appropriately trained and equipped personnel can be utilized in this action.
3. When safe, evacuate victims/potential victims away from the incident and to a safe area, and provide emergency medical care for injured.
4. Assist in criminal investigation. Actions must not interfere with investigation.
5. Provide Critical Incident Crisis counseling.

Emergency Operations

1. College/campus police must be alerted immediately in the event of a shooting incident. Field operational control will be turned over to appropriate responding law enforcement officers or agency while overall Incident Command will be retained by the campus (as per this Plan). Each Incident is different, so mandatory evacuation is not advisable. Depending on the situation, it may be safer to have people shelter in place and have emergency response personnel evacuate the premises or building(s).
2. A command post will be set up away from the shooting incident and away from the path the suspect may take in exiting the area.
3. If safe, effort should be made to maintain surveillance of the suspect or the shooting location prior to the arrival of responding law enforcement units.
4. If evacuation occurs prior to the arrival of emergency personnel, evacuees may know the general or specific location of the suspect(s)/incident and should take the safest route out of the area. DO NOT move in the direction of the shooting.
5. If indicated, use the most effective means available (re: Communications Plan) to inform the campus community of the situation and give instructions. Building Monitors will attempt to notify occupants of the affected building(s) and surrounding building(s) of the situation, with instructions to either shelter-in-place (lockdown) or evacuate (and by which route to leave the buildings and to secure cover).
6. Specially trained law enforcement personnel will conduct a search for the suspect. The search will follow established tactical response policy and procedures.

UTILITY FAILURE

These events can occur at any time or location and significantly affect the campus and district's ability to function. While major utility failure may not be destructive, resulting fire, explosion, or panic can endanger life and property.

This type of incident can be caused by a variety of manmade or natural events. The immediate evaluation of the situation must be accurate and based on the most responsible information available. The decision on the need to evacuate or cancel classes must be made as soon as possible to help avoid confusion and/or panic.

Immediate Actions

If utility failure occurs during regular hours, Monday through Friday, 8 A.M. to 5 P.M., notify Facilities, Maintenance and Operations.

If there is **potential danger** resulting from failure or if failure occurs **after hours**, always notify College/campus police via 9-1-1.

Electrical/Light Failure

Keep everyone in his/her seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem.) If lighting does not resume, conduct an orderly evacuation of the area. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, faculty and staff are urged to know the location of the emergency flashlights in their work area and are also encouraged to have their own.

Plumbing Failure/Flooding

Stop using all potentially threatened electrical equipment immediately. Evacuate the area if necessary. Notify Facilities, Maintenance and Operations. If you believe there is a life safety danger notify college/campus police via 9-1-1.

Gas Leak

Stop all operations. Do not use phone or switch lights or any electrical equipment on or off as electrical arcing can trigger an explosion! Get out of the building and Call 9-1-1 from another building or away from the danger.

Ventilation Problem:

If smoke or suspicious odors come from the ventilation system, notify college/campus police via 9-1-1 and Facilities, Maintenance and Operations. If necessary, evacuate the area. If there is visible smoke call 9-1-1 and refer to section on FIRE/EXPLOSION.

Response

All campus and district personnel at the scene will safeguard the lives of employees and students. An accurate appraisal of the conditions is necessary to determine where and what equipment and/or personnel are needed. Employees and students should remain calm and follow instructions.

If an emergency exists that is **not** a gas leak, activate the building alarm. In case of a serious gas leak, notify building occupants verbally. (Never use any electrical switches if a gas leak is suspected!) Note: Call 9-1-1 from another building or away from the danger.

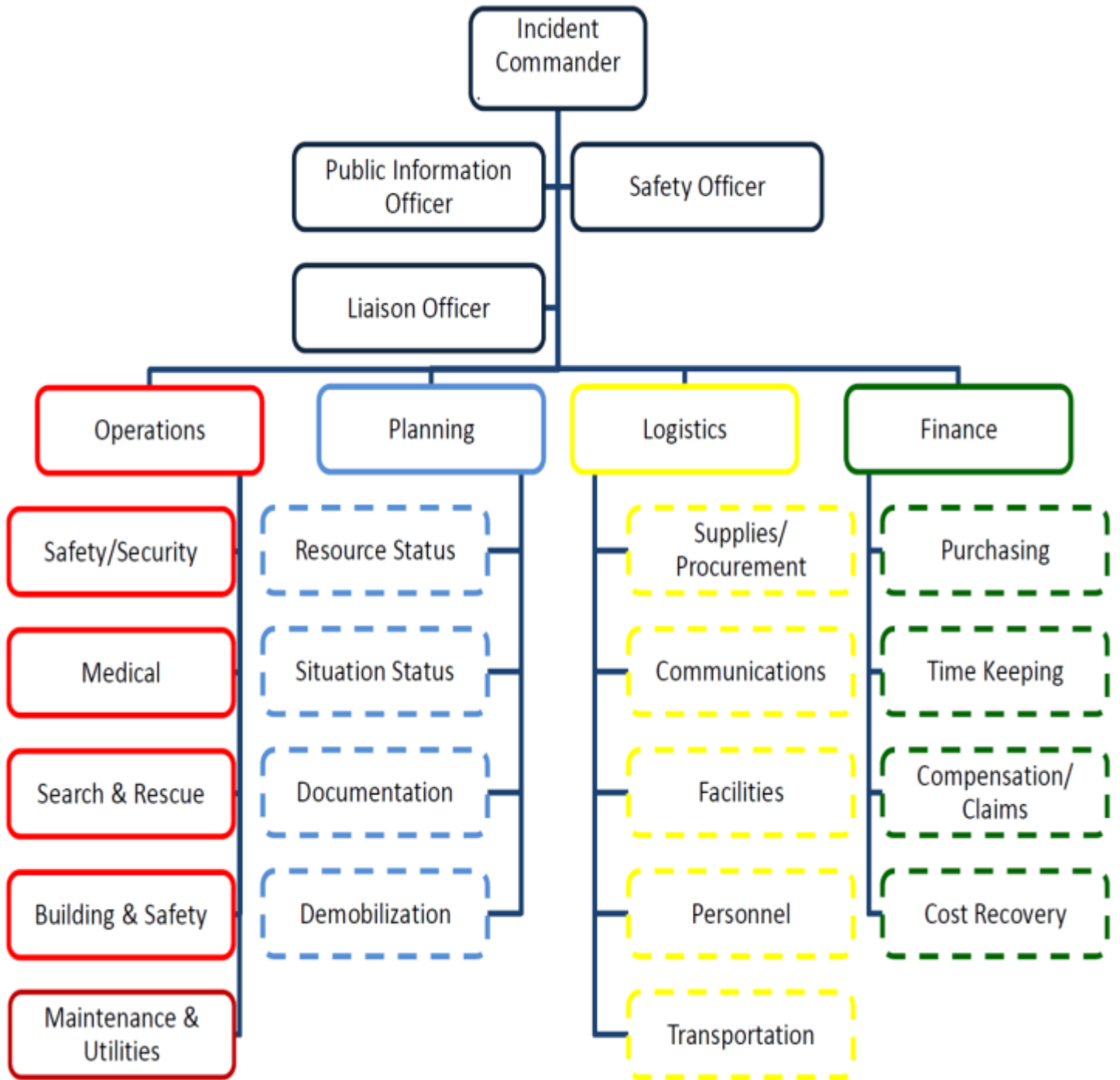
Evacuate the building(s) and assist persons with disabilities. Report to pre-designated assembly/evacuation areas. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until emergency personnel tell you that it is safe to do so. College/campus police, Building Monitors, or other authorized personnel will sweep through every building to ensure no one is left behind.

Where employees and/or students are permitted to remain, periodic situation checks will be made. Once the safety and welfare of personnel are ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration.

If classes will be canceled/evacuated, the media will be notified by the Public Information Officer. College/campus police will notify county transit authority so individuals arriving by bus will be advised as to the campus closure. Signs about the closure and estimated reopening will be posted at the entrances to the campus and the district's emergency website will be updated as needed.

APPENDIX B – JOB DESCRIPTIONS AND ICS POSITION CHECKLISTS

DISTRICT AND COLLEGE SITE ICS ORGANIZATION



Boxes with dashed lines indicate full EOC staffing.

Colleges will be coordinating and communicating with the District EOC via each of the Branches under the Operations Section. The Incident Command System will be used in the field.

COMMON RESPONSIBILITIES TO ALL EOC/ICP POSITIONS

(The following is a checklist applicable to all EOC positions).

ACTIVATION:

- Report to your EOC/ICP organizational supervisor and obtain a situation briefing from available sources (Section Coordinator/Chief, EOC Director/Incident Commander, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Based on the situation as known or forecast determine likely future Section needs.

GENERAL OPERATIONAL DUTIES:

- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC/ICP organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC/ICP whenever possible and document decisions.

DOCUMENTATION AND REPORTS

- Open and maintain a position activity log. (**Activity Log can be found in the ICS Forms Section in the Appendices**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC/ICP personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- Review situation reports as they are received. Verify information where questions exist.

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC/ICP organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC/ICP organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next Action Plan.
- Submit completed logs, time cards, etc. to your EOC/ICP Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC/ICP Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC/ICP organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on EOC/ICP organization/sign-in sheet.

POLICY GROUP

This group includes the District's Chancellor, the Vice Chancellors, the Campus's Presidents, the Vice Presidents (and others at the discretion of the Chancellor or Presidents). The EOC Director/Incident Commander will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Responsibilities:

The Policy Group provides policy direction for recovery planning and advises and assists the EOC Director/Incident Commander in making major emergency related policy decisions.

Activation:

- Obtain briefing from EOC Director/Incident Commander.

Duties:

- Review your position responsibilities.
- Make any policy issue decisions that are necessary and communicate these to the EOC Director/Incident Commander.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the EOC Director/Incident Commander.
- Activate and support District recovery activities.

EOC DIRECTOR/INCIDENT COMMANDER

Responsibilities:

- Activate the EOC/ICP and EOP.
- Direct and coordinate the EOC/ICP.
- Establish the appropriate EOC/ICP staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

Activation

- Follow directions on Common Responsibilities to all EOC/ICP Positions checklist on pages 60-61.
- Determine the operational status and appropriate level of activation based on situation.
- As appropriate, respond to the EOC/ICP.
- Mobilize appropriate personnel for initial activation.
- When there is damage to the primary EOC/ICP sufficient to render it unusable, report to the alternate EOC/ICP.
- Obtain briefing from whatever sources are available.

Position Start-Up Actions

- Review your position responsibilities.
- Coordinate the physical setup of the EOC/ICP and ensure it and has equipment and services necessary for an extended activation.
- Brief and assign EOC/ICP staff as they arrive. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements, as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of work shifts
- Establish briefing schedules and give Section Coordinator/Chiefs advance notice to prepare summaries of Section activities.
 - Convene planning meetings with the Policy Group and Section Coordinator/Chiefs, as necessary. Ensure that these meetings are documented by a scribe.
 - Assess situation, define problems, and set priorities for response/recovery period.
 - Review and identify need for future staffing.
 - Once the Planning Section completes the Action Plan, review, approve, implement and distribute.
 - Establish and implement briefing schedule for EOC/ICP staff.
- Ensure that telephone, radio and data communications with other District facilities and college sites are established and tested. (Assign task to the Communications Unit).
- Upon EOC/ICP Activation, assure the appropriate agencies/entities are notified:
 - Cities (Moorpark, Ventura or Oxnard)
 - Ventura County Sheriff's Office of Emergency Services

- Partner agencies (See Essential Contact List in the Support Documentation)
- Board of Trustees
- Ensure that the Management/Command Section is staffed at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District and the District will submit mutual aid requests to the Ventura County Sheriff's Office of Emergency Services.
- Work with the Section Coordinator/Chiefs to ensure all Sections have appropriate equipment, staffing, and information to work effectively.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at college sites as needed.
- Monitor performance of EOC/ICP personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify appropriate cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services and partner agencies, as necessary, of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report/Corrective Action Report.
- Deactivate the EOC/ICP and close out logs when emergency situation no longer requires activation.

PUBLIC INFORMATION OFFICER

Responsibilities:

- Coordinate PIO activities among District and college site PIOs.
- Obtain policy guidelines from the EOC Director/Incident Commander with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with college site Incident Commanders or PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices to students and staff as events unfold.
- Coordinate activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions on pages 60-61.
- Secure guidance from the EOC Director/Incident Commander regarding the release of available information.
- Determine if access to the Emergency Alert System (EAS) is necessary. Coordinate any EAS messages with the Ventura County Sheriff's Office of Emergency Services.
- Establish procedure for information releases affecting inter-agency coordination.
- Keep the EOC Director/Incident Commander advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director/Incident Commander, appropriate city (Moorpark, College and Ventura) and County EOCs.
- Ensure that all staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director/Incident Commander and college site PIO before releasing information to the media.
- Establish a Media Information Center away from the EOC/ICP. Announce safe access routes to Media Information Center for media. If there are multiple local, state and federal agencies involved consider establishing a JIC or if a JIC is established designate staff to participate at the JIC.
- Provide any statements to be posted on the Web site.
- Schedule and post times and locations of news briefings in the EOC/ICP, Media Information Center and other appropriate areas.

- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- As required, periodically prepare briefings for the Policy Group.
- Respond to information requests from the EOC Director/Incident Commander.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- Staff telephones to efficiently handle incoming media and public calls and to gather status information. (Request additional personnel through Logistics, Personnel Unit).
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
 - Translating all written and spoken messages, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
- Ensure file copies are maintained of all information released and posted in the EOC/ICP.

LIAISON OFFICER

Responsibilities:

- Coordinate and communicate between EOC/ICP and other agencies.
- Initiate and maintain contact with partner agencies (cities of Moorpark, Oxnard, and Ventura and Ventura County Sheriff's Office of Emergency Services) and partner agencies.
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions on pages 60-61.
- Maintain contact with all outside agencies involved with the incident response.
- Arrange and coordinate any VIP tours with PIO.
- Determine if outside liaison is required with other partner agencies such as:
 - Local/county/state/federal agencies
 - Volunteer organizations

- Private sector organizations
- Utilities not already represented
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and Action Plan.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with other city, county, state or federal emergency response officials.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section (Communications Unit).
- Know the working location of Agency Representatives.
- Compile list of Agency Representatives (agency, name, contact information) and make available to all EOC personnel.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.

SAFETY OFFICER

Responsibilities:

- Coordinate activities among District and college site Safety Officers.
- Ensure that all facilities used in support of EOC/ICP operations have safe operating conditions.
- Monitor all EOC/ICP and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions on pages 60-61.
- Ensure safety of operations for staff and students.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director/Incident Commander of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Logistics Section (Personnel Unit) to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements, as appropriate.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.

- Ensure that the EOC/ICP location is free from environmental threats.
- Keep the EOC Director/Incident Commander advised of safety conditions.
- Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

OPERATIONS SECTION COORDINATOR/CHIEF

Responsibilities:

- Provides the overall coordination and leadership for the emergency response operations.
- Leads the Operations Section in the development and implementation of the Action Plan.
- Approves resource requests before they are forwarded to Logistics.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Safety/Security Branch
 - Medical Branch
 - Building & Safety Branch
 - Maintenance & Utilities Branch
- Ensure communications are established with field units, college sites and the District.
- Evaluate the site conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section (Situation Status Unit).
- Coordinate fire and hazmat services with the appropriate emergency response agency.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel, as necessary. Authorize release of equipment and personnel.
- Direct Operations Branch Director to maintain up-to-date Incident Charts, Incident Reports and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps.
- Determine resources committed and resource needs.
- Request and/or release resources as authorized by EOC Director/Incident Commander. Coordinate resources requests with the Logistics Section.
- Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.

- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming shifts.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the Action Plan. (Action Plan can be found in the ICS Forms Section in the Appendices).
- Work closely with Logistics Section (Communications Unit) in the development of a Communications Plan.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current Action Plan are being addressed.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning Section (Resources Unit).

SAFETY/SECURITY BRANCH DIRECTOR

Responsibilities:

- Provide a rapid warning to the campus community of hazards or dangers.
- Oversee the evacuation of people from potential or existing danger.
- Mobilize available officers and staff for field operations.
- Protect life and property.
- Provide security and traffic control.
- Support search and rescue operations in the field.
- Inform and advise the Operations Section Coordinator/Chief.
- Coordinate and support the activities of the Safety/Security Branch.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Establish and maintain communications with dispatch center.
- Establish and maintain communications with Safety/Security personnel in the field.
- Identify and ascertain status of available Safety/Security personnel.
- Determine needs for special access facilities.
- As requested, provide security for any critical facilities, supplies or materials.
- Request additional law enforcement personnel through existing mutual aid channel.
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

Alerting/Warning Activities

- If warning the campus is necessary:
 - Determine who needs to be warned.
 - Clarify the warning message. Be specific, i.e. identify where you want people to go.
 - Determine how the warning will be issued: in person, automated notification, loud speakers, social media, etc.

Evacuation Activities

- Coordinate and support evacuation and traffic control activities.
- Identify persons/facilities that have special evacuation requirements; i.e. people with disabilities and other access and functional needs.
- If needed, consider developing an overall traffic control plan to address overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.

Security Activities

- Coordinate security in the affected areas to protect public property by establishing access controls and screening traffic entering the campus, as required.
- Coordinate security for critical facilities and resources.

MEDICAL BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Overall responsibility for First Aid, psychological Crisis Intervention, Triage and Morgue.
- Assess medical casualties and needs (number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Establish and maintain communications with field units to support them as necessary and assess the extent of casualties.

- Coordinate and support the medical care stations and Triage Teams in the field.
- Determine the need for crisis intervention for staff and students to deal with emotional and psychological aftermath. Coordinate any mental health needs with the Logistics Section.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional medical personnel.
- Determine ongoing emergency medical support needs and submit requests through the Logistics Section to include:
 - Medical supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations
 - Food and water supplies for patients and staff
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Coordinate appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc. (coordinate with County Public Health).
- Identify students and staff and notify first responders if contaminated or exposed patient is involved.

SEARCH & RESCUE BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief/Chief.
- Coordinates and supports the activities of the Search & Rescue Branch.
- Evaluate and process requests for search and rescue resources.
- Coordinate search and rescue operations with appropriate fire agency and maintain communications with them.

Duties:

- Establish a Search and Rescue staging area.
- Establish and maintain communications with Search & Rescue personnel.
- Initiate and maintain communications with appropriate fire agency.
- Coordinate all rescue efforts with the Safety Officer. Ensure that:
 - A safety briefing is held at the beginning of each work period.
 - Search and Rescue personnel are not assigned to tasks that are beyond their physical or trained capabilities.
 - The safety of your field response personnel. Personnel should not be placed in situations where they can become victims themselves.
- Coordinate with Logistics Section to ensure:
 - Appropriate safety equipment and PPE is provided, such as helmets, goggles, gloves, etc.

- Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
- Rescue operations have portable lighting for evening or interior operations.
- Request Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Coordinator/Chief.
- Thoroughly brief and update field personnel on a continuing basis.
- Establish and enforce the procedures for marking structures that have been searched and cleared.
- Coordinate rescue operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- Coordinate with Medical Branch to ensure all rescued individuals are medically triaged prior to release.
- Notify the Operations Section Coordinator/Chief of any fatalities.
- Mark the location of fatalities. When feasible, cover but do not remove deceased until advised by Coroner.
- Regularly, or as requested, brief and update the Operations Section Coordinator/Chief on search and rescue operations.
- Update rescue status boards and maps.
- When possible, participate in the planning meetings.
- Ensure radio communications are established between all rescue teams, the Search and Rescue Branch and the EOC/ICP.
- Coordinate with the Logistics Section to establish a reception/reunification area for rescued individuals and families.

BUILDING & SAFETY BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Ensure that all facilities used in support of EOC/ICP operations have safe operating conditions.
- Coordinate investigation and safety assessment of damage to buildings, structures and property for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.

- Provide safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).

The Building and Safety Branch is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings. After a disaster, Division of the State Architect (DSA) engineers are dispatched to school districts in need of inspection as soon as the district reports damages to the DSA. However, it may take hours or even days to get DSA personnel to every school in an area of extensive damage. Therefore, since DSA cannot guarantee speedy inspection from its limited staff; it encourages school districts to make prior arrangements with local, California-licensed, structural engineers that have registered as part of Cal OES' Safety Assessment Program (SAP) to perform evaluation of district facilities. The engineer should follow the procedures outlined in ***Procedures for Post-Earthquake Safety Evaluation of Buildings***¹.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Coordinate damage assessment inspection of all district facilities.
- When structural assessments are required, request DSA engineer to perform inspection of District facilities. If DSA engineers are not available, request Building Inspectors through mutual aid via the Ventura County Operational Area EOC (Ventura County Sheriff's Office of Emergency Services). Ensure that any mutual aid Building Inspector has been trained in the Safety Assessment Program (SAP) requirements.
- Assign a Facilities, Maintenance and Operations person to each Building Inspector mutual aid resource to assist them.
- Compile a summary document of all safety inspection reports and assessments and forward to the Planning/Intelligence Section (Situation Unit).
- Post field assessment information to display map/chart in EOC/ICP to depict progress of assessments.
- Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.

¹ California Office of Emergency Services, California Office of Statewide Health Planning and Development, the Federal Emergency Management Agency, and the Applied Technology Council, *Procedures for Post-Earthquake Safety Evaluation of Buildings*, 2005.

- Provide the EOC Director/Incident Commander, Operations Section Coordinator/Chief, Planning Coordinator/Chief and Finance Coordinator/Chief updated information on estimated damage and loss cost.
- Arrange for necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- Assess the need to require potentially unsafe facilities to be vacated.
- Evaluate conditions and advise the EOC Director/Incident Commander of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.
- In coordination with the Planning/Intelligence Section, the Logistics Section, and the Finance Section, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

MAINTENANCE & UTILITIES BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and debris clearance.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Coordinate inspection of all utility systems.
 - Gas
 - Electricity
 - Water
 - Phone lines
 - Data lines
- Ensure field crews report immediately any chemical or electrical hazard.
- Report to Operations Section Coordinator/Chief any dangerous areas or hazards:
 - Transformer leaks
 - Broken high voltage electric lines
 - Electric substation damage
 - Ruptured gas lines
 - Ruptured sewage lines

- Ensure field crews post danger signs and barricades, as necessary.
- Establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).
- Coordinate telephone utility requirements with telephone services.
- Act as a point of contact for information flow between the EOC and utility companies on problems and report progress.
- Schedule all utility repairs as directed by the EOC.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.

PLANNING/INTELLIGENCE SECTION COORDINATOR/CHIEF

Responsibilities:

- Ensure that the following Planning/Intelligence functions are performed:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting Action Plan and After-Action/Corrective Action Report
 - Resource Tracking
 - Advance planning
 - Planning for demobilization
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Report to the EOC Director/Incident Commander on all matters pertaining to Section activities.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61 of Part Two.
- Assess the impact of the disaster on the district/campus, including the initial safety/damage assessment by each college impacted by the disaster. (See Summary Situation Status Report in Appendices).
- Develop situation analysis information on the impact of the emergency from the following sources:
 - Safety/Security Branch
 - Medical Branch
 - Building and Safety Branch
 - Maintenance & Utilities Branch

- City EOCs (Moorpark, Oxnard and Ventura).
 - Ventura County Sheriff's Department Office of Emergency Services
 - Utilities
 - American Red Cross, Ventura Chapter
 - Media (Radio and Television)
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, EOC/ICP staff, Board of Trustees, cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services, other partner agencies and the public, as appropriate.
- Working with the EOC/ICP staff and the Documentation Unit (if activated), prepare an Action Plan to identify priorities and objectives. **(See Support Documentation-Action Planning.)**
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director/ Incident Commander and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

RESOURCES UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status (if activated) as requested and written status reports on resources allocations as requested by the Section Coordinator/Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff and assist in preparation of the Action Plan.

- Make recommendations to the Logistics Section Coordinator/Chief of resources that are not deployed or should be deactivated.

SITUATION STATUS UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Situation Unit Leader, these tasks will be performed by that person. If a Situation Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Direct the collection, organization and display of status of disaster events, including:
 - Location and nature of the disaster/emergency.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - District resources committed to the disaster/emergency.
 - District resources available.
 - Assistance provided by outside agencies and resources committed.
- Possible Information Sources include:
 - Disaster briefings
 - Action Plans
 - Section reports
 - Intelligence reports
 - College site observations (Summary Situation Status Reports)
 - Resource status reports
 - Casualty information
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain EOC/ICP displays.
- Assist in the preparation of the Action Plan.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from EOC Director/Incident Commander and the Public Information Officer.**
- Coordinate casualty tracking system with the Medical Branch.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the all EOC/ICP Sections.
- Provide for an authentication process in case of conflicting status reports on events.

- Meet with the Planning/Intelligence Section Coordinator/Chief and EOC Director/Incident Commander to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Post weather information.
- Transmit any situation status reports to appropriate cities (Moorpark, Oxnard and Ventura) and the Ventura County Sheriff's Office of Emergency Services. (Obtain approval from the Planning/Intelligence Section Coordinator/Chief before transmitting reports.)
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator/Chief.
- Assist at planning meetings as required.
- As appropriate, assign "field observers" to gather information.

DOCUMENTATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Meet with the Planning/Intelligence Section Coordinator/Chief to determine what EOC/ICP materials should be maintained for official records.
- Contact other EOC/ICP sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC/ICP Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Support Documentation).
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator/Chief. Filing system should include:
 - Individual Logs (ICS- 214)
 - Action Plans
 - Summary Situation Status Forms

- New Releases
 - Briefing Notes
 - Automated Phone System Alerts
 - Safety Assessments
- Establish copying service and respond to authorized copying requests.
 - Establish a system for collecting all section and unit journal/logs at completion of each shift.
 - Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
 - Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC/ICP personnel as appropriate.
 - Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator/Chief.

DEMOBILIZATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Demobilization Unit Leader, these tasks will be performed by that person. If a Demobilization Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the EOC Director/Incident Commander and Section Coordinator/Chiefs to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives and partner agencies, as appropriate.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from EOC Director/Incident Commander. Ensure that the plan, once approved, is distributed.
- Notify appropriate cities (Moorpark, Oxnard and Ventura) and Ventura County Sheriff's Office of Emergency Services of demobilization plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Planning/Intelligence Section Coordinator/Chief on demobilization progress.
- Obtain identification and description of surplus resources.

- In coordination with Logistics, establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

LOGISTICS SECTIONS COORDINATOR

Responsibilities:

- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the EOC/ICP.
- Report to the EOC Director/Incident Commander on all matters pertaining to Section activities.

Section Start-Up Actions

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- Meet with other Section Coordinator/Chiefs to determine what services and supplies will be needed to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Meet with Finance/Administration Section Coordinator/Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the appropriate cities (Moorpark, Oxnard and Ventura) EOC Logistics Coordinators apprised of overall situation and status of resource requests and Ventura County Operational Area EOC.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

SUPPLIES/PROCUREMENT UNIT

If the Logistics Coordinator/Chief assigns a Supplies/Procurement Unit Leader, these tasks will be performed by that person. If a Supplies/Procurement Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Meet and coordinate activities with EOC Director/Incident Commander and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;
 - Resources readily available
 - Resource requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- Coordinate with other branches/units as appropriate on resources requests received from operations to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from district stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of delegated authority.
- Coordinate any mutual aid resource requests with the Ventura County Operational Area EOC. (Colleges will coordinate first with the District EOC).
- Notify EOC Director/Incident Commander of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Forward the information on any significant resource request(s) which cannot be met to the Logistics Section Coordinator/Chief and suggest alternative methods to solve the problem.
- If district facilities are being used as community shelters, establish contact with the American Red and discuss the food and potable water situation.
- Establish a plan for college site and EOC/ICP feeding operations, as necessary. Coordinate with Operations Section to avoid duplication.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.

- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Procure/arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Obtain and coordinate necessary medical supplies and equipment for special needs persons with the Medical Branch Coordinator.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure proper accounting for all new property.
- Ensure that a system is in place which meets the district's property management requirements.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensation/Claims Unit on procedures for handling claims.

COMMUNICATIONS UNIT

If the Logistics Coordinator/Chief assigns a Communications Unit Leader, these tasks will be performed by that person. If a Communications Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Provide a briefing on EOC/ICP on-site and external communications, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.

- Provide a report of the status of communications and computing resources available for the disaster response operations. This includes:
 - Telephone (Hard Wire and Cellular)service
 - District and college site web pages
 - Radios
 - Automated notification system
 - Outdoor loudspeakers
 - Emergency conference call bridges
- Evaluate impacts to communications/computing services and identify communication needs between the EOC, college sites, appropriate cities (Moorpark, Oxnard and Ventura) and the County of Ventura Operational Area EOC.
- Coordinate frequency and network activities with the local government (cities and County).
- Provide communications briefings as requested at action planning meetings.
- Establish a primary and alternate system for communications.
- Coordinate with all operational units and the EOC/ICP to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS). (ACS operators can be accessed via the Ventura County Operational Area EOC).
- If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

FACILITIES UNIT

If the Logistics Coordinator/Chief assigns a Facilities Unit Leader, these tasks will be performed by that person. If a Facilities Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Maintain information in the Unit regarding:
 - Facilities opened and operating
 - Facility managers
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.

- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Safety/Security Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.

PERSONNEL UNIT

If the Logistics Coordinator/Chief assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions.
- Obtain psychological Crisis Intervention services for staff and students, as necessary.
- Coordinate feeding, shelter and care of personnel.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Coordinate mutual aid resource requests for additional personnel with the Ventura County Operational Area EOC. (Colleges will coordinate first with the District EOC).
- Coordinate transportation of personnel with the Transportation Unit.

- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

TRANSPORTATION UNIT

If the Logistics Coordinator/Chief assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Coordinate with the Planning/Intelligence and Operations Sections to determine transportation priorities and which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Establish a transportation plan for movement of:
 - Students, personnel, supplies and equipment to the EOC, college sites, and staging areas.
 - Individuals to medical facilities or shelters as requested by Operations Section.
 - Emergency workers to and from risk area.
- Coordinate with the Operations Section on the movement of persons with special needs.
- Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.
- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

FINANCE/ADMINISTRATION SECTION COORDINATOR/CHIEF

Responsibilities:

- Provide financial support and coordination to District and college site operations.
- Maintain financial records of the emergency.
- Track and record all staff time.
- Process worker's compensation claims received.
- Handle travel and expense claims.
- Provide administrative support to the EOC/ICP.
- Coordinate the financial recovery from the disaster.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC/ICP sections consistent with priorities established in the Action Plan.
- Keep the EOC Director/Incident Commander updated on all significant financial developments.

Duties:

- Follow directions on Common Responsibilities to all EOC/ICP Positions Checklist on pages 60-61.
- Initiate disaster accounting procedures to track all expenses associated with the response and recovery to the disaster.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure the Time Keeping Unit collects personnel equipment time records and records of expendable materials used.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the EOC Director/Incident Commander and Section Coordinator/Chiefs.
- Meet with assisting and partner agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

- Keep the General Staff apprised of overall financial situation.

PURCHASING UNIT

If the Finance Section Coordinator/Chief assigns a Purchasing Unit Leader, these tasks will be performed by that person. If a Purchasing Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Contact appropriate branch/unit leaders on needs and any special procedures.
- Review/prepare purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place which meets District's property management requirements.
Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Verify cost data in any pre-established vendor contracts.

TIME KEEPING UNIT

If the Finance Section Coordinator/Chief assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each college site).
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with district policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.

- Maintain separate logs for overtime hours.
- Establish and maintain a file for staff time records within the first shift for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.
- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track district-owned equipment separate from rented equipment.

COMPENSATION/CLAIMS UNIT

If the Finance Section Coordinator/Chief assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies.
- Prepare claims relative to damage to district property and notify and file the claims with insurance company or Joint Powers Authority.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with district requirements and policies.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC/ICP processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claim and review for completeness.

COST RECOVERY UNIT

If the Finance Section Coordinator/Chief assigns a Cost Recovery Unit Leader, these tasks will be performed by that person. If a Cost Recovery Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Activate/maintain the accounting procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Make decisions on cost codes and items to be tracked.
- Coordinate cost documentation with the college sites.
- Act as liaison with local, state and federal disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- Prepare all required documentation to recover all allowable disaster costs.
- Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated State and FEMA disaster recovery program eligible losses.
 - Photographs and sketches of damage and of completed work
 - Urgency of the project and reasons
 - Identification of all staff and equipment used in the response – time and expenses
 - Identification of all vended services used in the response – time, materials and expenses
 - Identification of all mutual aid services used in the response – time, materials and expenses
 - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
 - Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
 - Co-pay by cooperating agencies, public/private partnerships, etc.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator/Chief and the EOC Director/Incident Commander, as required.
- Work with EOC/ICP sections and appropriate departments to collect all required documentation.
- At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.
- Receive and allocate payments.
- Organize and prepare records for final audit.
- Prepare recommendations as necessary.

APPENDIX C – ICS FORMS

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Objective(s): 		
4. Operational Period Command Emphasis: 		
General Situational Awareness 		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):		
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
8. Approved by Incident Commander: Name: _____ Signature: _____		
ICS 202	IAP Page _____	Date/Time: _____

ICS 202 - Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: S pecific – Is the wording precise and unambiguous? M easurable – How will achievements be measured? A ction-oriented – Is an action verb used to describe expected accomplishments? R ealistic – Is the outcome achievable with given available resources? T ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.

	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
Block Number	Block Title	Instructions
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 202 <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From:	Date To:
				Date From:	Date To:
3. Command/Command Staff:			7. Operations Section:		
EOC Director			Operations Section		
Public Information Officer:			Safety/Security Branch:		
Liaison Officer			Division/Group		
Safety Officer			Division/Group		
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization		Name	Medical Branch:		
			Division/Group		
			Division/Group		
			Division/Group		
			Building and Safety Branch:		
			Division/Group		
5. Planning Section:			Division/Group		
Planning Section Coord.			Division/Group		
Resources Unit			Maintenance & Utilities Branch		
Situation Status Unit:			Division/Group		
Documentation Unit:			Division/Group		
Demobilization Unit:			Division/Group		
6. Logistics Section:			8. Finance Section:		
Logistics Section Coord.			Finance Section		
Supplies/Procurement Unit			Purchasing Unit:		
Communications Unit:			Time Keeping Unit:		
Facilities Unit:			Compensation/Claims Unit		
Personnel Unit:			Cost Recovery Unit:		
Transportation Unit:					
9. Prepared By: Name:		Position/Title:		Signature:	
ICS 203	IAP Page _____	Date/Time: _____			

ICS 203 Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a “T” in parentheses behind the name (e.g., “A. Smith (T)”).

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • EOC Director • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the EOC Director and Command Staff. Label Assistants to Command Staff as such (for example, “Assistant Safety Officer”). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Coordinator • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Coordinator/Chief, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Coordinator • Supplies/Procurement Unit • Communications Unit • Facilities Unit • Transportation Unit 	<p>Enter the name of the Logistics Section Coordinator/Chief, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Coordinator Branch <ul style="list-style-type: none"> • Branch Director • Division/Group 	<p>Enter the name of the Operations Section Coordinator/Chief, Branch Director(s), and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Coordinator • Purchasing Unit • Time Keeping Unit • Procurement Unit • Compensation/Claims Unit • Cost Recovery Unit 	<p>Enter the name of the Finance/Administration Section Coordinator/Chief, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch:	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____				Division: Group: Staging Area:	
5. Resources Assigned:			# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): <u>Name/Function</u> _____ <u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u> _____ _____ _____ _____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204	IAP Page _____	Date/Time: _____			

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Coordinator/Chief/Chief and Operations Section Coordinator/Chief/Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Coord/Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Coordinator/Chief/Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.

Block Number	Block Title	Instructions
<p>5 (continued)</p>	<ul style="list-style-type: none"> • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information 	<p>Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.</p>
<p>6</p>	<p>Work Assignments</p>	<p>Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.</p>
<p>7</p>	<p>Special Instructions</p>	<p>Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.</p>
<p>8</p>	<p>Communications (radio and/or phone contact numbers needed for this assignment)</p> <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p>
<p>9</p>	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:
--------------------------	---	---

4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____
--

ICS 205	IAP Page _____	Date/Time: _____
----------------	-----------------------	-------------------------

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch#) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talk group will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talk group will be assigned.

Block Number	Block Title	Instructions
<p>4 (continued)</p>	<p>RX (Receive) Frequency (N or W)</p>	<p>Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.</p> <p>The name of the specific trunked radio system with which the talk group is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.</p>
	<p>RX Tone/NAC</p>	<p>Enter the Receive Continuous Tone Coded Squelch System (CTCSS) sub audible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.</p>
	<p>TX (Transmit) Frequency (N or W)</p>	<p>Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.</p>
	<p>TX Tone/NAC</p>	<p>Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) sub audible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.</p>
	<p>Mode (A, D, or M)</p>	<p>Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.</p>
	<p>Remarks</p>	<p>Enter miscellaneous information concerning repeater locations, information concerning patched channels or talk groups using links or gateways, etc.</p>
<p>5</p>	<p>Special Instructions</p>	<p>Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.</p>
<p>6</p>	<p>Prepared by (Communications Unit Leader)</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ICS 205A Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206	IAP Page _____	Date/Time: _____					

ICS 206
Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)																				
1. Incident Name:	2. Operational Period:	Date From:	Date To:	Date From:	Date To:															
3. Organization Chart																				
<div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Incident Commander/ EOC Director</div> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 20px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">PIO</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Safety Officer</div> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 20px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Liaison Officer</div> </div>																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; border: 1px solid black; padding: 5px;">Operations</td> <td style="width: 25%; text-align: center; border: 1px solid black; padding: 5px;">Planning</td> <td style="width: 25%; text-align: center; border: 1px solid black; padding: 5px;">Logistics</td> <td style="width: 25%; text-align: center; border: 1px solid black; padding: 5px;">Finance</td> </tr> </table>						Operations	Planning	Logistics	Finance											
Operations	Planning	Logistics	Finance																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Safety/Security</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Medical</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Building & Safety</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Maintenance & Utilities</td> </tr> </table>	Safety/Security	Medical	Building & Safety	Maintenance & Utilities	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Resources Status</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Situation Status</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Documentation</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Demobilization</td> </tr> </table>	Resources Status	Situation Status	Documentation	Demobilization	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Supplies/ Procurement</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Communications</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Facilities</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Personnel</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Transportation</td> </tr> </table>	Supplies/ Procurement	Communications	Facilities	Personnel	Transportation	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Purchasing</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Time Keeping</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Compensation/ Claims</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Cost Recovery</td> </tr> </table>	Purchasing	Time Keeping	Compensation/ Claims	Cost Recovery
Safety/Security																				
Medical																				
Building & Safety																				
Maintenance & Utilities																				
Resources Status																				
Situation Status																				
Documentation																				
Demobilization																				
Supplies/ Procurement																				
Communications																				
Facilities																				
Personnel																				
Transportation																				
Purchasing																				
Time Keeping																				
Compensation/ Claims																				
Cost Recovery																				
ICS 207	IAP Page ___	4. Prepared by: Name:	Position/Title:	Signature:	Date/Time:															

ICS 207 Incident Organization Chart

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

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

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

Notes:

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

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Approved Site Safety Plan(s) Located At:		
5.Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____

**ICS 208
Safety Message/Plan**

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INDIVIDUAL LOG (ICS 214)

ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	
7. PERSONNEL ROSTER ASSIGNED			
NAME	EOC POSITION	Contact Number	
8. ACTIVITY LOG (CONTINUE ON REVERSE)			
TIME	MAJOR EVENTS		

TIME	MAJOR EVENTS
ICS 214 (4/93)	9. PREPARED BY (NAME AND POSITION)

SUMMARY SITUATION STATUS REPORT

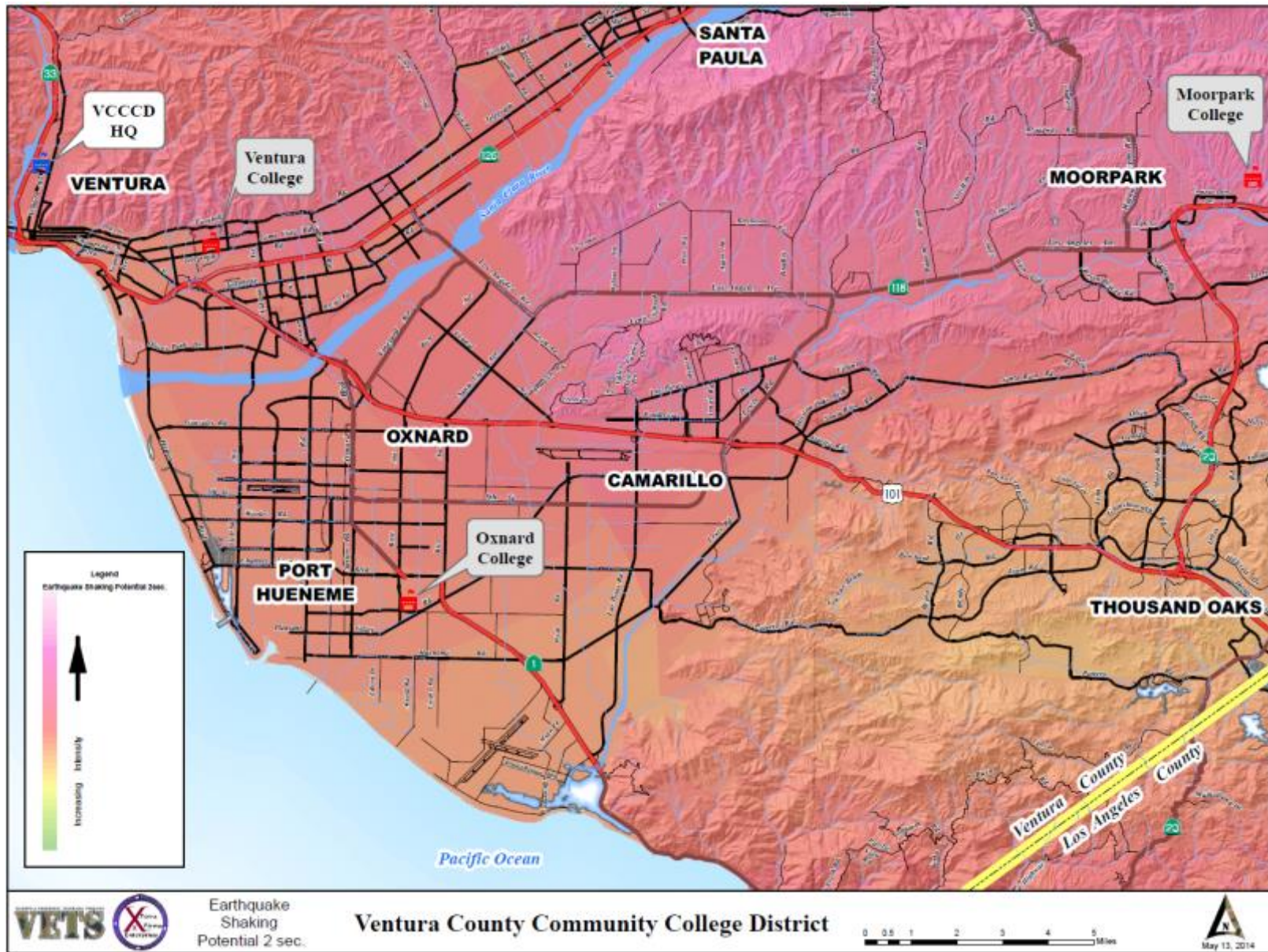
SUMMARY SITUATION STATUS REPORT																			
1. College:																			
2. Report as of: (Date/Time)		3. Reported by:																	
4. Significant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
5. Deaths & Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr><td>Deceased</td><td></td></tr> <tr><td>Immediate</td><td></td></tr> <tr><td>Delayed</td><td></td></tr> <tr><td>Minor</td><td></td></tr> </table>				Deceased		Immediate		Delayed		Minor									
Deceased																			
Immediate																			
Delayed																			
Minor																			
6. Fires: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
7. Damaged Buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1"> <tr> <td># Destroyed</td> <td></td> <td>% of damage assessment complete</td> <td></td> </tr> <tr> <td># Major Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># Minor Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># No Damage</td> <td></td> <td></td> <td></td> </tr> </table>		# Destroyed		% of damage assessment complete		# Major Damage				# Minor Damage				# No Damage					
# Destroyed		% of damage assessment complete																	
# Major Damage																			
# Minor Damage																			
# No Damage																			
8. Utilities: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr> <td></td> <td>Outage</td> <td>Down/Leaking</td> <td>Other</td> </tr> <tr> <td>Water</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Power</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td></td> </tr> </table>					Outage	Down/Leaking	Other	Water				Power				Gas			
	Outage			Down/Leaking	Other														
Water																			
Power																			
Gas																			
9. Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1"> <tr> <td></td> <td>Yes/No</td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Cellular</td> <td></td> </tr> <tr> <td>Data</td> <td></td> </tr> </table>			Yes/No	Telephone		Cellular		Data											
	Yes/No																		
Telephone																			
Cellular																			
Data																			
10. Evacuations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
11. Critical Issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
12. Overall Prognosis: <input type="checkbox"/> Worsening <input type="checkbox"/> Stable <input type="checkbox"/> Improving																			
13. Resources Needed:																			

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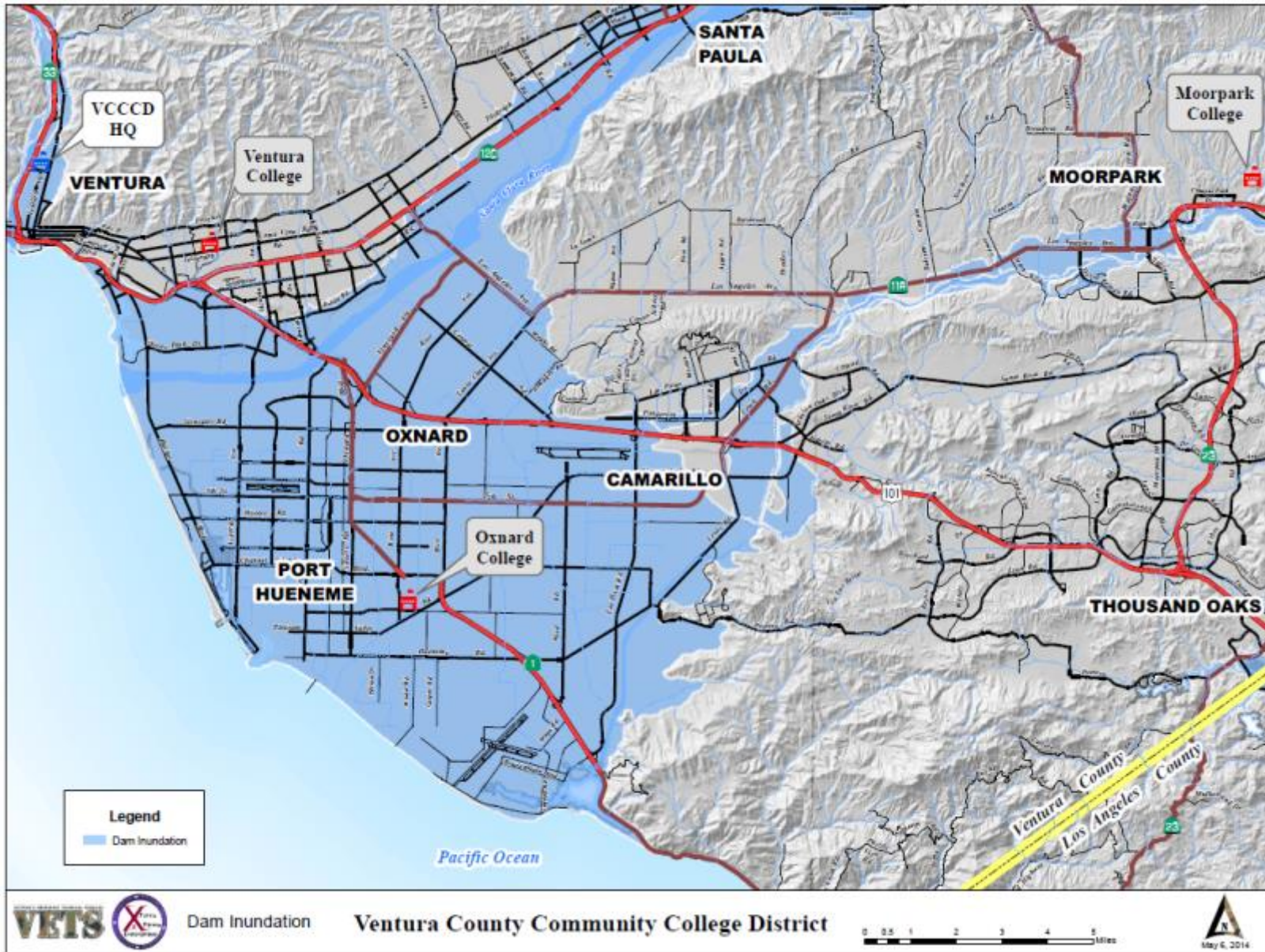
APPENDIX D – HAZARD MAPS

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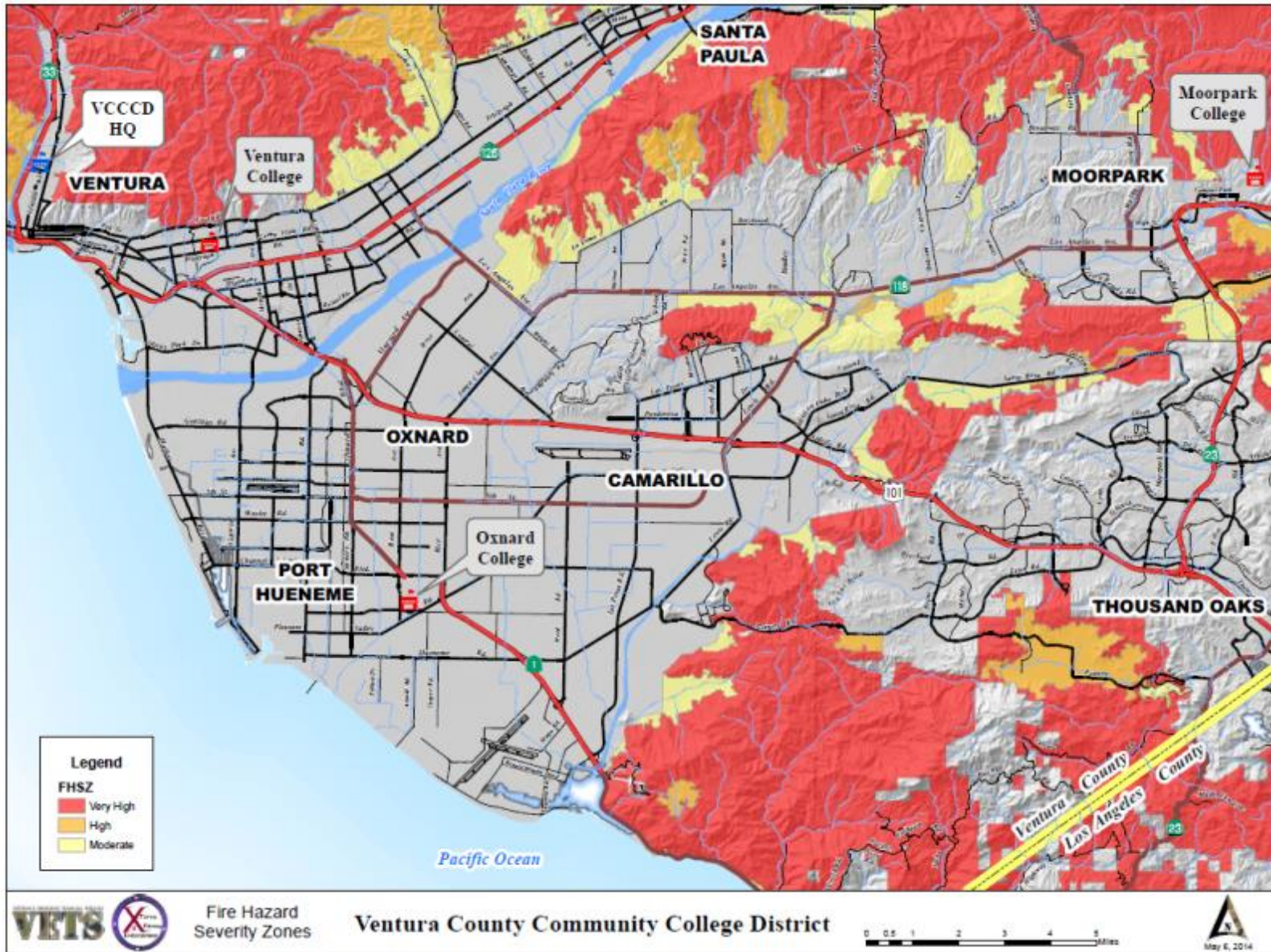
EARTHQUAKE HAZARD MAP



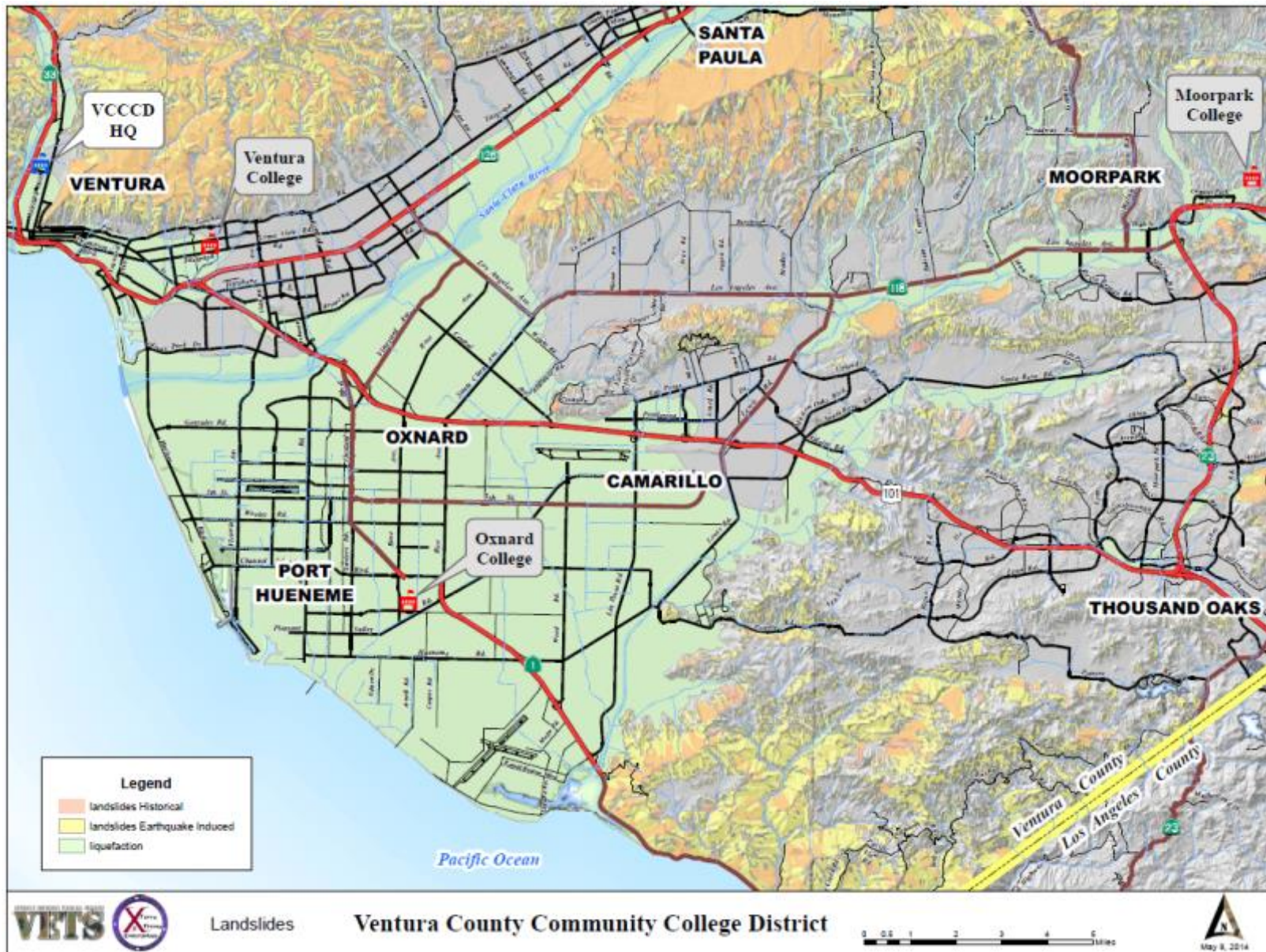
DAM INUNDATION MAP



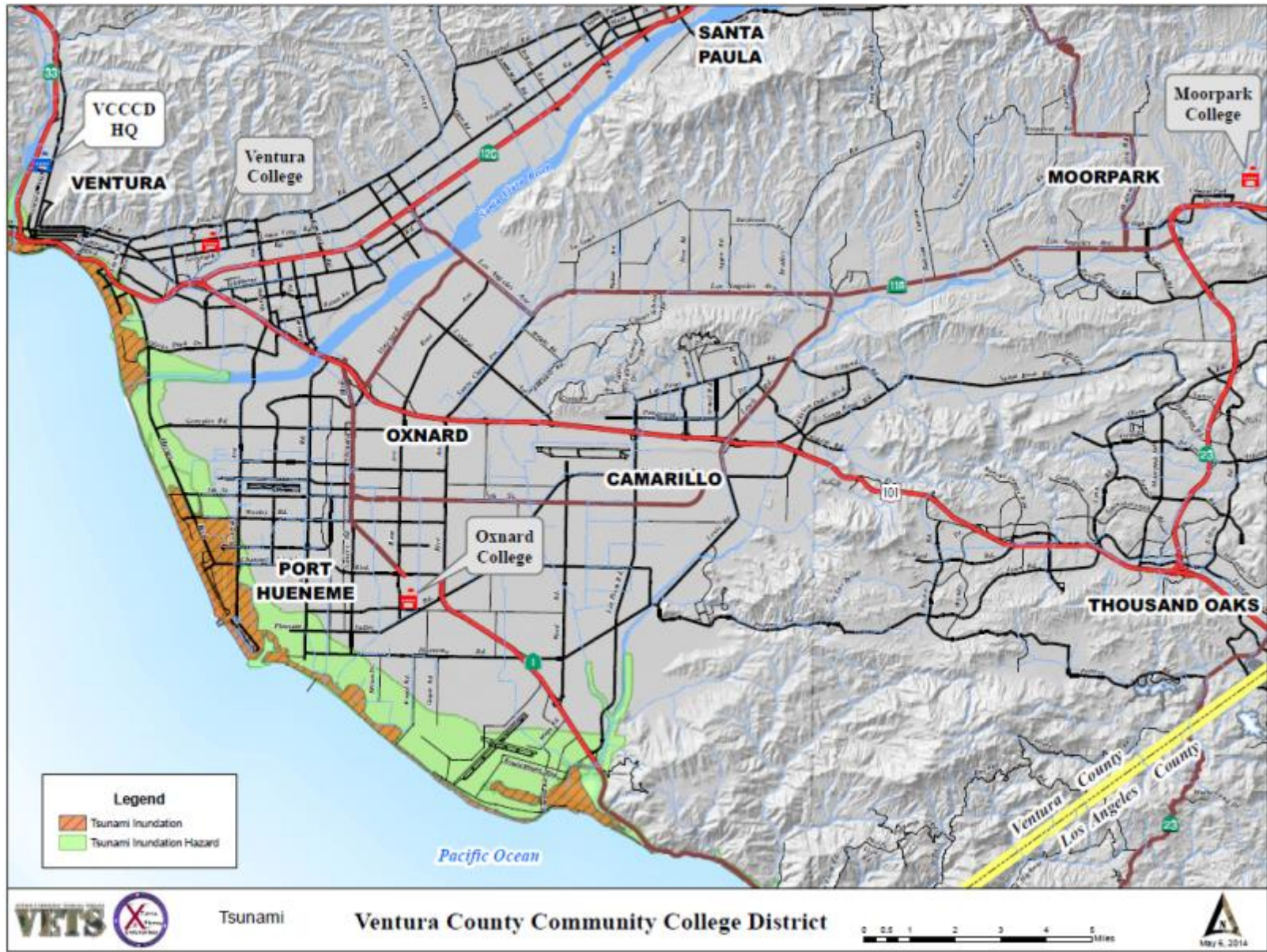
FIRE HAZARD ZONES MAP



LANDSLIDES MAP



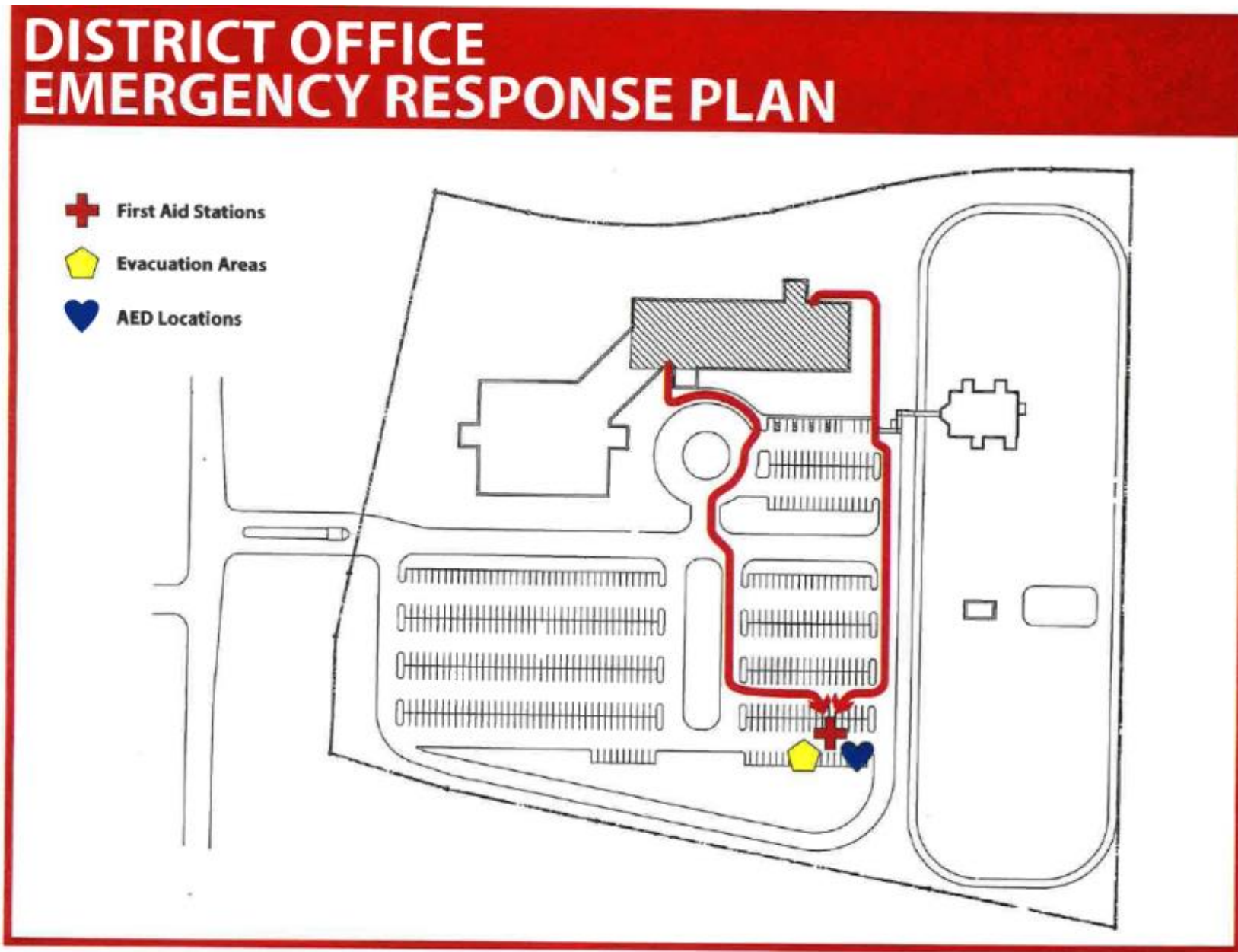
TSUNAMI INUNDATION MAP



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APPENDIX E – DISTRICT SITE MAPS

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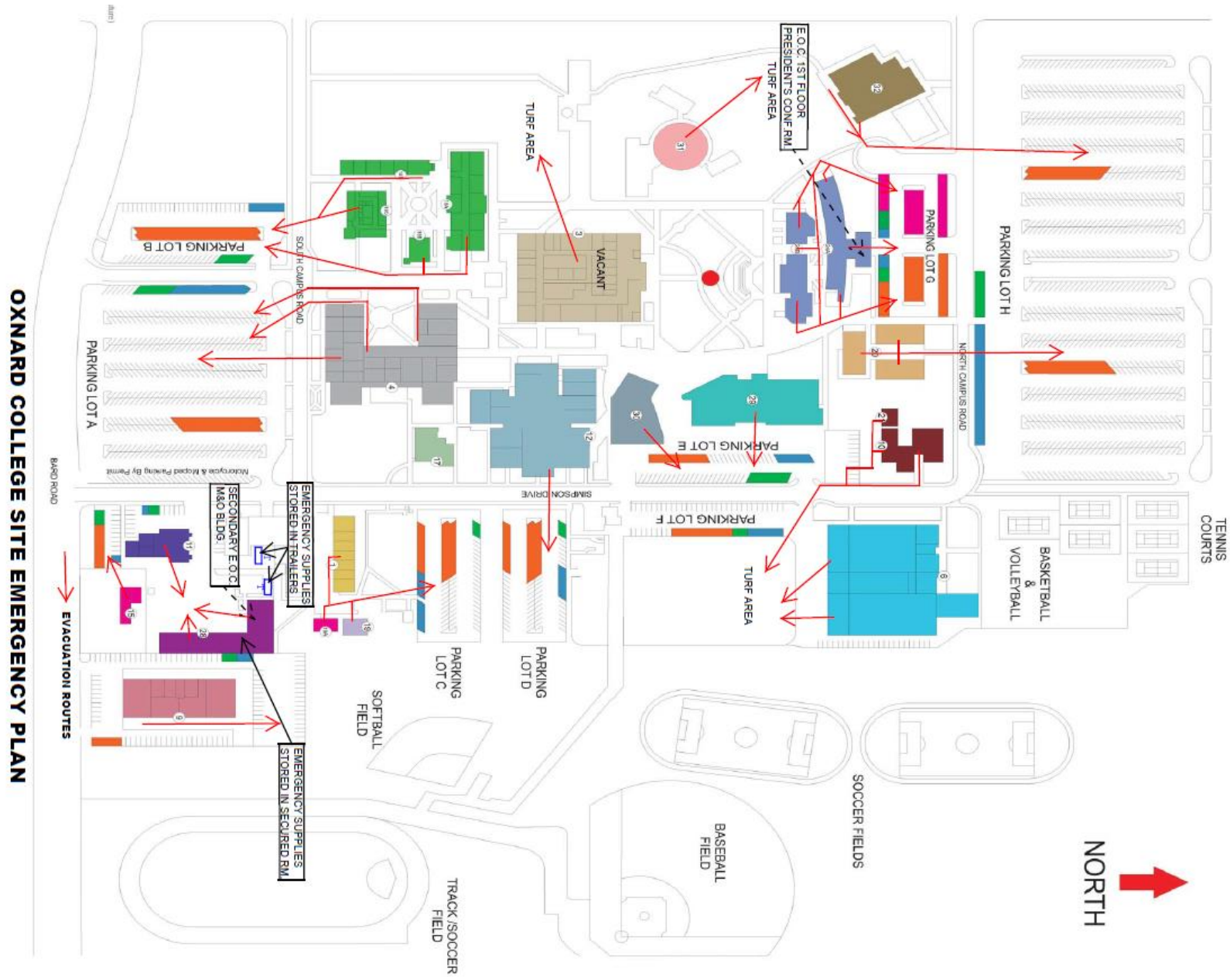
MOORPARK COLLEGE EMERGENCY MAP

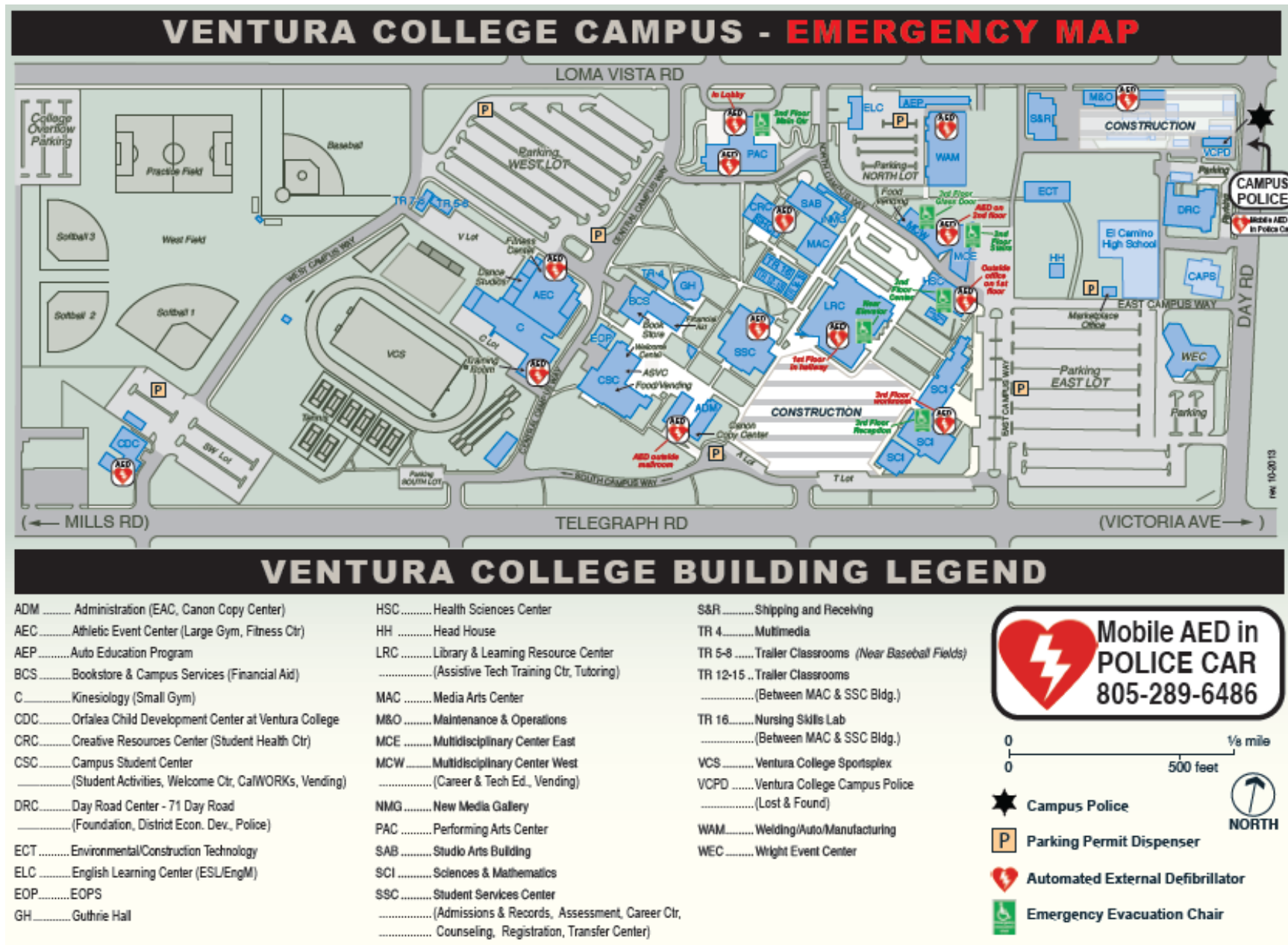


- A.....Administration
- AA.....Applied Arts Building (Forum AA-147)
- AC.....Academic Center
- CC.....Campus Center (Bookstore, Cafeteria, Assoc Students)
- CDC.....Child Development Center
- COM.....Communications Building
- CP.....Campus Police
- EATM.....Exotic Animal Trng & Mgmt
- FORUM.....AA-147
- FH.....Fountain Hall - Outreach, Career Transfer Cnt, EOPS, Financial Aid, Intl Students)
- G.....Gymnasium
- G-BSFD.....Baseball Field
- G-FBFD.....Football Field
- G-GOLF.....Driving Range
- G-SBFD.....Softball Field
- G-SCFD.....Soccer Field
- G-TNCT.....Tennis Court
- G-TRAC.....Track Field
- HSC.....Health Science Center
- HS@MC.....High School at MC (Lot G-1)
- HSS.....Humanities/Social Science Bldg
- LLR.....Library Learning Resources
- LMC.....ACCESS (DSPS) Natural Sciences, Computer Studies
- M.....Music Building
- MO.....Maintenance & Operations
- O.....Observatory
- PA.....Performing Arts
- PE.....PE Annex Offices
- PS.....Physical Sciences
- SSA.....Student Services Annex
- ST.....Stadium Annex (ST-1 & ST-2)
- T.....Technology/Business
- ZOO.....Zoo Buildings 1 & 2



- FIRST AID STATIONS
- EVACUATION AREAS
- AED LOCATIONS (Automated External Defibrillator)
- EMERGENCY OPERATIONS CENTER (EOC)
- EMERGENCY SHELTER AREA
- STAGING AREA (AA Parking Lot)
- EMERGENCY BLUE PHONE
- EMERGENCY EVACUATION CHAIR
- EMERGENCY SUPPLY TRAILER





APPENDIX F – DISTRICT AND COLLEGE ASSIGNMENTS

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DISTRICT OFFICE EOC ASSIGNMENTS 1/5/15			
MANAGEMENT TEAM		NAME	JOB TITLE
Chancellor	Primary	Dr. Jamillah Moore	Chancellor
	Alternate	Michael Shanahan	Vice Chancellor, Human Resources
Incident Commander	Primary	Dr. Jamillah Moore	Chancellor
	Alternate	Michael Shanahan	Vice Chancellor, Human Resources
Chief of Police/Security	Primary	Joel Justice	Chief of Police
	Alternate	Greg Beckley	Lieutenant
Public Information Officer	Primary	Clare Geisen	Director, Admin. Relations
	Alternate	Michael Shanahan	Vice Chancellor, Human Resources
Liaison Officer	Primary	Joel Justice	Chief of Police
	Alternate	Greg Beckley	Lieutenant
Safety Officer	Primary	Gary Maehara	Director, HR Operations
	Alternate	Ron Owen	Benefits Analyst
OPERATIONS TEAM		NAME	JOB TITLE
Operations Coordinator	Primary	Brian Fahnestock	Vice Chancellor, Business Services
	Alternate	Terry Cobos	Director of General Services
Law Enforcement / Security	Primary	Joel Justice	Chief of Police
	Alternate	Greg Beckley	Lieutenant
Communications Dispatcher	Primary	Dave Fuhrmann	Assoc. Vice Chancellor, IT
	Alternate	Dan McMichael	Network Engineer
Search and Rescue	Primary	Ron Owen	Workers Comp Specialist
	Alternate	Mike Alexander	Systems Administrator
Medical	Primary	John Cooney	Data/Research Analyst
	Alternate	Laurie Nelson-Nusser	Administrative Assistant
Health and Safety	Primary	Oscar Rodriquez	Custodian
	Alternate	Robert Hott	Maintenance Worker/Warehouse

DISTRICT OFFICE EOC ASSIGNMENTS			
Building Utility	Primary	Robert Hott	Maintenance
	Alternate	Oscar Rodriguez	Custodian
PLANNING TEAM		NAME	JOB TITLE
Planning Coordinator	Primary	Michael Arnoldus	Director of Employment
	Alternate	Gary Maejara	Director, HR Operations
Situation Status	Primary	Emily Day	Director of Fiscal Services
	Alternate	Rupinder Bhatia	Sr. Programmer Analyst
Damage Assessment	Primary	Michael Alexander	Systems Administrator
	Alternate	Oscar Rodriguez	Custodian
LOGISTICS COORDINATOR		NAME	JOB TITLE
Logistics Coordinator	Primary	Terry Cobos	Director of General Services
	Alternate	Lisa Sorensen	Purchasing Specialist
Supply and Purchasing	Primary	JoNell Miller	Purchasing Specialist
	Alternate	Sara Fenlon	Purchasing Assistant
Care-Shelter-Transportation	Primary	Jan Kisch	Purchasing Specialist
	Alternate	Jennifer Holst	Executive Assistant
Facilities	Primary	Lisa Sorensen	Purchasing Specialist
	Alternate	Karina Harding	Purchasing Assistant
Human Resources	Primary	Sophia Spiteri	Human Resources Analyst II
	Alternate	Andrea Barrera	Human Resources Analyst I
FINANCE TEAM		NAME	JOB TITLE
Finance Coordinator	Primary	Emily Day	Director of Fiscal Services
	Alternate	Brian Fahnstock	Vice Chancellor, Business
Accounting	Primary	Emily Day	Director of Fiscal Services
	Alternate	Larry Maher	Accountant
OES/FEMA Documentation	Primary	Emily Day	Director of Fiscal Services
	Alternate	Carolyn Shaw	Fiscal Analyst

MOORPARK COLLEGE EOC ASSIGNMENTS 1/5/15			
MANAGEMENT TEAM		NAME	JOB TITLE
Superintendent/President	Primary	Bernard Luskin	Interim President
	Alternate	Lori Bennett	Executive Vice President
Incident Commander	Primary	Iris Ingram	Vice President, Business Services
	Alternate	Lori Bennett	Executive Vice President
Chief of Police/Security	Primary	Joel Justice	District Chief of Police
	Alternate	Greg Beckley	Campus Police Lieutenant
Public Information Officer	Primary		
	Alternate	Conni Bittinger	Sr. Administrative Assistant
Liaison Officer	Primary	Gregy Beckley	Police Lieutenant
	Alternate	Brad Cabelli	Police Officer
	Alternate	Andy Husienga	Police Officer
Safety Officer	Primary	Sharon Manakas	Student Health Services/Office
OPERATIONS TEAM		NAME	JOB TITLE
Operations Coordinator	Primary	Lori Bennett	Executive Vice President
	Alternate	John Sinutko	Director, Facilities, M&O
Law Enforcement / Security	Primary	Greg Beckley	Campus Police Lieutenant
	Alternate	Brad Cabelli	Police Officer
	Alternate	Chris Collier	Police Officer
	Alternate	Andy Huisenga	Police Officer
Communications Dispatcher	Primary		
	Alternate	Dean Adams	Computer Specialist
Search and Rescue	Primary	Steve Timmons	Grounds Supervisor
	Alternate	Frank Barringer	Electrician
Medical	Primary	Carol Higashida	Coordinator, Health Sciences
	Alternate	Sherry D'Attile	Director, ACCESS
Health and Safety	Primary	Elena Lucin	

MOORPARK COLLEGE EOC ASSIGNMENTS 1/5/15			
	Alternate	Leanne Colvin	Administrative Assistant
Building Utility	Primary	Scott Colvin	Operations Supervisor
	Alternate	Greg Sayles	Plumber
PLANNING TEAM		NAME	JOB TITLE
Planning Coordinator	Primary	Patricia Ewins	Dean of Perf. Arts/Student Life
	Alternate	Julius Sokenu	Dean of Media, Visual Arts & Enroll
Situation Status	Primary	Conni Bittinger	Sr. Administrative Assistant
	Alternate	Inajane Nicklas	Dean, LLR & Computer Science
Damage Assessment	Primary	Eric Lopez	Custodial Supervisor
LOGISTICS COORDINATOR		NAME	JOB TITLE
Logistics Coordinator	Primary	Kim Hoffmans	Dean, Natural Sciences
	Alternate	Darlene Melby	Business Manager
Supply and Purchasing	Primary	Jan Kisch	Purchasing Specialist
	Alternate	Allam Elhussini	Acct Clerk I, Fiscal Services
Care-Shelter-Transportation	Primary	Sherry D'Attile	Director, ACCESS
	Alternate	Leanne Colvin	Administrative Assistant
Facilities	Primary	John Sinutko	Director, Facilities, M&O
	Alternate	Scott Colvin	Operations Supervisor
Human Resources	Primary	Kim Watters	Instructional Data Tech
FINANCE TEAM		NAME	JOB TITLE
Finance Coordinator	Primary	Darlene Melby	Business Manager
	Alternate	Emily Day	Director of Fiscal Services
Accounting	Primary		Fiscal/Budget Tech
OES/FEMA Documentation	Primary	Marsha Klipp	Acct. Tech II, SBO
	Alternate		Fiscal/Budget Tech

OXNARD COLLEGE EOC ASSIGNMENTS 1/5/15			
MANAGEMENT TEAM		NAME	JOB TITLE
Superintendent/President	Primary	Richard Duran	President
	Alternate	Carole Bogue	Interim Executive Vice President
Incident Commander	Primary	Michael Bush	Vice President, Business
	Alternate	Carole Bogue	Interim Executive Vice President
Chief of Police/Security	Primary	Cesar Romero	Campus Police Lt.
	Alternate	Jesus Fernandez	Campus Police Officer
Public Information Officer	Primary	Connie Owens	Foundation
	Alternate	Clare Geisen	Director, Administrative Relations
	Alternate	Linda Kama'ila	Academic Senate President
Liaison Officer	Primary	Tami Curdo	Fire Academy Coordinator
	Alternate	Cynthia Herrera	Director, STEM Grant
Safety Officer	Primary	Mike Ketaily	Fire Tech Instructor
	Alternate	Robert Morris	EMS Instructor
OPERATIONS TEAM		NAME	JOB TITLE
Operations Coordinator	Primary	Gail Warner	Director, Fire Technology
	Alternate	Karen Engelsen	Dean of Student Services
Law Enforcement /	Primary	Cesar Romero	Campus Police Lt.
	Alternate	Jesus Fernandez	Campus Police Officer
Communications	Primary	Brian Akers	Tech Support II
	Alternate	Carl McFarland	Tech Support I
Search and Rescue	Primary	Jesus Fernandez	Campus Police Officer
	Alternate	Ralph Lopez	Campus Police Officer
Medical	Primary	Deanna Flanagan	Health Center Coordinator
	Alternate	Yoshi Shiratori	College Trainer
Health and Safety	Primary	Armine Deidiarian	Dental Hygiene Coordinator
	Alternate	Bob Sube	Maintenance Supervisor
Building Utility	Primary	Will Deits	Director, Facilities & M&O
	Alternate	Bob Sube	Maintenance Supervisor

OXNARD COLLEGE EOC ASSIGNMENTS 1/5/15			
PLANNING TEAM		NAME	JOB TITLE
Planning Coordinator	Primary	Ken Sherwood	Dean, Liberal Studies
	Alternate	Cynthia Herrera	Director, STEM Grant
Situation Status	Primary	Carmen Guerrero	Dean, CTE
	Alternate	Tricia Cayabyab	LLRS Supervisor
Damage Assessment	Primary	Will Deits	Director, Facilities and M&O
	Alternate	Michael Bush	Vice President, Business
LOGISTICS		NAME	JOB TITLE
Logistics Coordinator	Primary	Karen Engelsen	Dean, Student Services
	Alternate	Danny Robison	Warehouse Operator
Supply and Purchasing	Primary	Danny Robison	Warehouse Operator
	Alternate	Jennifer Clark	Fiscal Services/SBO Supervisor
	Alternate	JoNell Miller	Purchasing Specialist
Care-Shelter-	Primary	Jonas Crawford	Athletics Director
	Alternate	Johanna Pimentel	Director of Child Development
Facilities	Primary	Will Deits	Director, Facilities and M&O
	Alternate	Bob Sube	Maintenance Supervisor
Human Resources	Primary	Carolyn Inouye	Dean,
	Alternate	Connie Owens	Foundation
FINANCE TEAM		NAME	JOB TITLE
Finance Coordinator	Primary	Emily Day	Director of Fiscal Services
	Alternate	Michael Bush	Vice President, Business
	Alternate	Jennifer Clark	Fiscal Svcs/SBO Supervisor
Accounting	Primary	Emily Day	Director of Fiscal Services
	Alternate	Jennifer Clark	Fiscal Svcs/SBO Supervisor
	Alternate	Michael Bush	Vice President, Business
OES/FEMA	Primary	Emily Day	Director of Fiscal Services
	Alternate	Karla Banks	Executive Assistant
	Alternate	Darlene Inda	Senior Administrative Assistant

VENTURA COLLEGE EOC ASSIGNMENTS 1/5/15			
MANAGEMENT TEAM		NAME	JOB TITLE
Superintendent/President	Primary	Greg Gillespie	President
	Alternate	Patrick Jefferson	Executive Vice President
Incident Commander	Primary	David Keebler	Vice President, Business
	Alternate	Patrick Jefferson	Executive Vice President
Chief of Police/Security	Primary	Joel Justice	Police Chief
	Alternate	Mike Pallotto	Sergeant
Public Information Officer	Primary	Laura Brower	Executive Assistant
	Alternate	Linda Resendiz	Senior Admin Assistant
	Alternate	Maureen Jacobs	Senior Admin Assistant
Liaison Officer	Primary	Ted Prell	Dept. Chair, Criminal Justice
	Alternate	David Bransky	Asst Dean of Student Services
Safety Officer	Primary	David Bransky	Asst Dean of Student Services
	Alternate	Gwen Huddleston	Dean of Soc. Sci. & Perf. Arts
OPERATIONS TEAM		NAME	JOB TITLE
Operations Coordinator	Primary	Patrick Jefferson	Executive Vice President
	Alternate	Tim Harrison	Dean of KIN, Athletics, HED, FL
Law Enforcement / Security	Primary	Mike Pallotto	Sergeant
	Alternate	David Medina	Police Officer
	Alternate	Kaliqa Wheatley	Police Officer
	Alternate	Chris Collier	Police Officer
Communications Dispatcher	Primary	Grant Jones	IT Supervisor
	Alternate	Lester Tong	Technology Support Specialist
Search and Rescue	Primary	Joe Esquivel	Custodial Supervisor
	Alternate	Hector Ayala	Warehouse
Medical	Primary	Mary Jones	Student Health Center Coordinator
	Alternate	Tom O'Connor	Director-Paramedic/EMT
Health and Safety	Primary	Carol Smith	Instructional Lab Tech
	Alternate		

VENTURA COLLEGE EOC ASSIGNMENTS 1/5/15			
Building Utility	Primary	Jay Moore	Director, Facilities and M&O
	Alternate	Martin Navarro	Maintenance Supervisor
Special Team		Robin Douglas	Supv. Of Child Care Center
		Steve Turner	ATTC/EAC Coordinator
PLANNING TEAM		NAME	JOB TITLE
Planning Coordinator	Primary	Kathy Schrader	Dean of CTE
	Alternate	Victoria Lugo	Dean of Student Services
Situation Status	Primary	Susan Bricker	Registrar
	Alternate	Celia Rodriguez	Assistant Registrar
Damage Assessment	Primary	David Esquivel	M&O Staff
	Alternate		
LOGISTICS COORDINATOR		NAME	JOB TITLE
Logistics Coordinator	Primary	Tim Harrison	Dean of KIN, Athletics, HED, FL
	Alternate		
Supply and Purchasing	Primary	Lisa Sorensen	Purchasing Specialist
	Alternate	Mike Clark	Faculty - Welding
Care-Shelter-Transportation	Primary	Dan Kumpf	Dean of Math & Science
	Alternate	Victor Lopez	Grounds Supervisor
Facilities	Primary	Sandy Melton	Nursing Director
	Alternate		
Human Resources	Primary	Jennifer Cook	Instructional Data Tech
	Alternate	Connie Baker	Technical Data Specialist
	Alternate	Maureen Jacobs	Senior Administrative Assistant
FINANCE TEAM		NAME	JOB TITLE
Finance Coordinator	Primary	Emily Day	Director of Fiscal Services
	Alternate	Jeanine Day	Supervisor of Fiscal Services
Accounting	Primary	Emily Day	Director of Fiscal Services
	Alternate	Jeanine Day	Supervisor of Fiscal Services
OES/FEMA Documentation	Primary	Emily Day	Director of Fiscal Services
	Alternate	Kelly Kaastad	Administrative Assistant

APPENDIX G – ESSENTIAL CONTACTS AND NOTIFICATION LISTS

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OTHER ESSENTIAL CONTACTS

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
CITY			
City of Moorpark	Emergency Coordinator John Brand	805-517-6248	805-796-3556
City of Oxnard	Emergency Coordinator Susan Duenas	805-385-7717	805-807-3039
Oxnard Fire Department	Watch Commander	805-385-7771	805-385-7771
Oxnard Police Department	Police and Fire Communications Center	805-385-7740	805-385-7740
City of Ventura	City Manager Mark Watkins	805-658-7740	805-402-1551
Ventura City Fire/Police Dispatch	Dispatch	805-388-4279	805-388-4279
COUNTY			
Air Pollution Control District	Mgr-Monitoring	805-662-6960	N/A
Air Pollution Control District	Mgr-Compliance	805-645-1494	N/A
Animal Services	Director Tara Diller	805-383-4788	805-388-4341
Fire Department	Fire Chief Mark Lorenz	805-389-9704	805-388-4489
Medical Examiner/Coroner	Chief Investigator	805-641-4400	805-890-0988
Public Health Administration	EMS Administrator Steve Carroll	805-981-5305	805-230-4788 Pager
Sheriff's Office of Emergency Services	Assistant Director Kevin McGowan	805-654-2551	
STATE			
Cal EMA, Southern Region	Emergency Services Coordinator	805-474-3035	916-845-8911
CHP, Ventura-Area		805-477-4100	805-477-4174
Transportation Department (CalTrans)	Maintenance Area Supervisor	805-389-1565	323-259-2354
FEDERAL			
FBI, Operations & Communication Center- LA	Watch Commander	310-996-3622	310-996-3372

Ventura County Community College District

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
FBI, Ventura Resident Agency		805-642-3995	310-996-3372
NWS/NOAA Los Angeles/Oxnard	Meteorologist	805-988-6623	N/A
NWS/NOAA Los Angeles/Oxnard	Meteorologist in Charge	805-988-6615 X222	N/A
OTHER AGENCIES IN VENTURA COUNTY			
American Red Cross, Ventura Co Chapter	Emergency Svcs Mgr	805-987-1514 X318	800-951-5600
AT&T-RF Engineering, Network Operations Center	AT&T Operations 24/7	800-832-6662	
Gas Company, Simi Valley District	District Operations Mgr	818-725-1150	N/A
Gas Company, Ventura District	District Ops Mgr	805-683-7153	800-427-1919
Salvation Army, Ventura		805-659-3598	N/A
Southern California Edison, Ventura Region	Regional Mgr	805-497-5616	626-302-1212 EP&P Duty Mgr

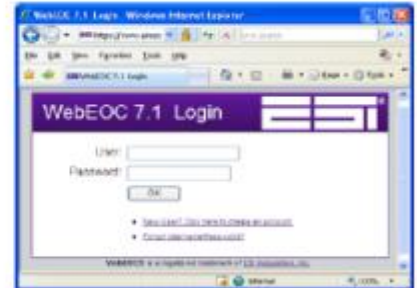
APPENDIX H – WEB EOC LOG-IN PROCEDURES

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WEB EOC LOG IN PROCEDURES

LOG-IN PROCEDURES

- Use Internet Explorer to browse to:
<https://ventcoca.webeocasp.com>
- Enter your Username and Password
User = First and Last Name
Password = Your Choice
- Click the "OK" button
- Use the drop down menu to select the Position
- Use the drop down menu to select the Incident
- Click the "OK" button
- The WebEOC® panel will open in a new window
- If the control panel does not appear, please ensure you have turned off any pop-up blockers



FORGOTTEN PASSWORD

- On the Log-In screen, select the following link:
"Forgot Username /Password?"
- Information will be sent to the email address you registered.

QUESTIONS

- Email webeoc@ventura.org
- Call OES at 805-654-2551

Sheriff's Office of Emergency Services

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ATTACHMENTS

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ATTACHMENT 1 – SCHOOL CLOSURE PLAN

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DISCLAIMER

This Plan does not contain sensitive information.

The Campus Closure Plan has been written making every effort to be accurate, and employing current practices used by higher education emergency managers. Where requirements exist, this Plan has been written with the intent to be in compliance. It is not the intent of this Plan to supersede or void other mandated plans or operational directives but rather to be an attachment to the district's Emergency Operations Plan. This Plan cannot anticipate all possible major incidents or disasters influencing its stakeholders or facilities. Therefore, it should be reviewed, verified and corrected where appropriate by competent emergency management professional(s) and where relevant, legal counsel, before use. The members of the Incident Management Team and other personnel identified by the district and campus' Emergency Operations Plans should test this Plan and its various elements through training and exercises and review it annually for currency. Conditions may develop during 'real world' events and resulting operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

INTRODUCTION

For brevity and clarity the district Campus Closure Plan is henceforth referred to in this document as 'this Plan' or 'the Plan' and will be interpreted to include all entities administered by the district and apply to all employees. Entities include but are not limited to offices, accredited colleges and non-accredited sites where the district has primary responsibility for use and management. This Plan will use the term "district" and will apply to all affected entities and the term "campus" is meant to be any accredited or non-accredited facility. The term "employees" is meant to include all faculty, staff, and board of trustee members directly associated with the district.

It is the policy of the district to remain open during regular business and instructional hours in order to maintain services to students, faculty, staff, and the public.

Emergency conditions due to severe weather, natural or human-caused disaster, major utility outages or other circumstances have occurred, and are expected to occur. This policy provides guidelines in the event the District Chancellor/College President orders closure of all or part of any campus or facility. The status of district classes offered at off-campus locations will be

determined by the closure decision made by the district and local authorities or the management of that site.

The protection of human life and health is of the utmost importance. District property and other resources shall be protected and preserved wherever possible, consistent with the primacy of human health and safety.

To the extent possible based on the circumstances of the major incident, disaster or significant emergency, the district will continue to maintain services critical to public safety, protection of life and property, transportation, and buildings and road maintenance. Employees in critical service areas and in all other units that remain open will be required to make every reasonable effort to meet their employment responsibilities.

The district shall, to the extent possible, assist federal, state and local governments, disaster management and relief agencies, and may allocate facilities, equipment and personnel to assist in responding to a major incident or disaster. The district shall cooperate with federal, state and local disaster management and law enforcement agencies with respect to any major incident or disaster occurring on or near district property and/or involving district personnel or students.

SAFETY, NOTIFICATION & COMPENSATION

Employee and Student Safety

Employees and students must judge for themselves the safety of traveling to the campus. The district encourages all employees to make good decisions. In those rare instances when the district or campus will be closed the district/campus will endeavor to inform people in a timely manner. Faculty and staff are expected to notify their dean, director or supervisor of their absence in the event that they are unable to report to work.

Notification

District or campus closure decisions are determined by conditions on the campus or in the district offices. To the extent possible and reasonable, notice of an interruption in district or campus operations to will be distributed to local media outlets, posted on the district and campus website, and disseminated to the campus community through email, classrooms emergency phones and the emergency notification system. While the district/campus will attempt to update messages for local media outlets, the best source for current information will most likely be the district and/or campus website.

Human Resources

Standard and customary district (contract) guidelines governing attendance and pay will be in effect for tardiness and/or absenteeism during conditions in which the District Chancellor/College President has not declared closure. Time lost from the regular work schedule during closure due to emergency conditions will be without loss of regular compensation for regular or probationary non-represented staff. Non-represented staff who are required to report to, or who offer and are approved to work while a closure due to emergency conditions is in effect, will be paid their regular compensation and any additional hours worked subject to F.L.S.A./Wage and Hour Overtime provisions, as applicable. Faculty and represented staff are subject to the compensation and overtime provisions of their respective collective bargaining agreements. Decisions to allow employees to not report to work or to leave work early and return home as a result major incident, disaster, or emergency conditions during any period in which the District Chancellor/College President has not declared closure will be the responsibility of the Dean or Director. Time lost from work under such circumstances will normally be charged to accrued employee leave or leave without pay.

EMERGENCY AND CRITICAL/ESSENTIAL PERSONNEL

Emergency Operations Personnel – Definition

An Emergency Operations employee is one who performs a function that is essential to the maintenance of core district or campus operations during an emergency or critical incident of a duration that is expected to be greater than 24 hours when classes and most other institutional activities are suspended. These employees will be required to report to work (or otherwise satisfactorily fulfill their responsibilities) during an emergency or critical incident. Emergency Operations staff includes but is not limited to personnel who provide time and task sensitive emergency and operational support services to the campus.

SHUTDOWN PREPARATION

Shutdown Preparation Checklist

If the district or campus is faced with the prospect of a long-term closure, it may be necessary to close all the buildings at some or all facilities managed by the district.

The checklist below is developed to assist with protecting the district’s assets. The scope of preparation required depends upon the location of the space, the type of construction of the building, the location within that building and the severity and characteristics of incident or event causing the closure and shutdown. The checklist should be modified to address particular requirements.

Assignments for district or campus departments

ACTION:

- Fuel and move district vehicles to a safe location.
- Fuel emergency generators and ensure extra supply of fuel is available.
- Unplug computers, printers, and all other electrical equipment (except freezers and refrigerators).
- Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available.
- Protect valuable paper files in place or move to a safe location.
- Back up computer files; make more than one copy and store in several different locations.
- Protect valuable paper and computer files as necessary for colleagues unable to reach their offices.
- Check emergency phone numbers. Update emergency notification lists. Add temporary contact information if staying at a different location.
- Secure radioactive isotopes, biohazardous agents, recombinant materials, and hazardous chemicals to prevent breakage and release. Some locations may include but are not limited to the science/chemistry stock room, water treatment for swimming pools, sewage treatment plants, facilities shops, and theater prop design facilities.
- Use plastic or other appropriate waterproof containers to “over pack” reactive chemicals.
- Securely store all select agents within approved facilities with double containment.
- Close and latch (or secure with tape) filing cabinets and cupboards.
- Cover and secure or seal vulnerable equipment with plastic.
- Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.
- Make sure arrangements have been made for the care of laboratory animals and living botanical specimens.
- Remove regulators and cap gas cylinders. Ensure all cylinders are secure.
- Remove computers, files, equipment, chemicals, wastes and supplies from the floor in areas that may flood.
- Turn off indoor and outdoor fountains and other water works.

RESUMPTION OF SERVICE

District and campus emergency and essential personnel shall monitor the condition of the campus. All teams performing inspections of the campus should have a 2-way radio or other effective form of communication and remain in contact with the Incident Command Post or Emergency Operations Center.

The Incident Management Team working collaboratively with college/campus police, damage assessment personnel, facilities personnel, and other key emergency and essential personnel will determine the conditions of the campus. They will evaluate damage and develop response and recovery plans.

Returning personnel are advised to remain aware of their surroundings and to avoid contact with any hazards, including live animals that may be in the buildings or on the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, biohazards or released chemicals, etc. Non-emergency or non-essential personnel should monitor the district and campus websites for information regarding resumption of services and direction where and when to report to campus.

The Maintenance and Operations personnel will complete safety assessments of district buildings, structures and property and will report findings to the ICP/EOC.

When relevant, the District Chancellor/College President or their designee will notify the State Chancellor's Office, the Ventura County Office of Emergency Services and appropriate cities.

The Incident Management Team will continue to meet to develop and carry out plan to resume district and campus operations.

Post-Emergency Response

Post-emergency response teams shall report to the ICP/EOC to check in, verify their role, and ensure they are properly identified to other teams before they begin any of their duties.

The following constitute the Post-emergency Response Teams:

The Safety/Security Branch: Will coordinate and direct Safety Teams to complete an immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

The Maintenance and Utilities Branch: Will coordinate and direct Facilities, Maintenance and Operations personnel to inspect and restore utilities and clear away any debris from access areas to buildings and the campus. Building perimeters shall be cleared after the

approaches to each building are completed. Regular reports from team members will be made to the Maintenance and Utilities Branch in the EOC/ICP.

The Building and Safety Branch: Will coordinate and direct Facilities, Maintenance and Operations personnel to inspect departmental property and report on any condition such as broken windows, excessive water damage, structural damage, and physical and chemical hazards. In addition, members shall prepare an itemized report of equipment damage. These teams may call additional personnel as needed to expedite their actions so district or campus operations can resume sooner. Regular reports from team members will be made to the Building and Safety Branch in the EOC/ICP.

Liaison Officer: Shall act as the liaison between the district or campus and the outside agencies, i.e. city EOCs, Ventura County Operational Area EOC.

Public Information Officer: Shall establish communication networks and inform the campus community, media, and public of any developments. The Public Information Officer will handle immediate media inquiries and shall update the district or campus Emergency Information Hotline as needed.

Safety/Security Branch (College/campus police and other law enforcement personnel): Will secure campus from unauthorized access and looting. College/campus police officers shall patrol the district's property and report to the Chief of Police on such conditions as washed out roads and sidewalks as well as any hazards observed. Only authorized personnel, with the proper identification shall be allowed onto campus until the "all clear" is given. The College/campus police Chief will maintain close contact with the Incident Commander/EOC Director and keep them updated on the findings and progress of their team.

The Incident Commander/EOC Director shall prioritize the recovery based on the hazard assessment, immediate needs, and special needs. Their highest priority shall always be personnel safety.

The Incident Commander/EOC Director through his Section Chiefs shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete, and special needs have been met.

The Incident Commander/EOC Director through the Documentation Unit Leader shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the Chancellor.

Non-essential and non-critical administrative and support personnel, faculty, students and other stakeholders should check district and campus websites and local media outlets for information about the status of their district and campus and relevant instructions.

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ATTACHMENT 2 – INFLUENZA PANDEMIC PLAN

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DISCLAIMER

The Pandemic Influenza Emergency Plan has been written making every effort to be accurate, using current technologies and employing current practices used by higher education emergency managers. Where requirements exist, this Plan has been written with the intent to be in compliance. It is not the intent of this Plan to replace, supersede or void other mandated plans or operational directives but rather to be an attachment to the district's Emergency Operations Plan. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should be reviewed, verified and corrected where appropriate by competent professional(s), and where relevant, legal counsel, before use. The members of the Incident Management Team and other personnel identified by the district Emergency Operations Plan should test this Plan and its various elements through training and exercises and review and update annually. Conditions may develop during 'real world' events and resulting operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

INTRODUCTION

For brevity and clarity, the district Influenza Pandemic Emergency Plan is henceforth referred to in this document as 'this Plan', 'the Plan' or the 'Pandemic Plan' and will be interpreted to include all entities administered by the district and apply to all employees. Entities include but are not limited to offices, accredited colleges and non-accredited sites where the district has primary responsibility for use and management. This Plan will use the term "district" and will apply to all affected entities and the term "campus" is meant to be any accredited or non-accredited facility. The term "employees" is meant to include all faculty, staff, and board of trustee members directly associated with the district.

Influenza is a viral respiratory illness that infects humans and other animal species. Most people are familiar with seasonal influenza, commonly called "the flu", which occurs regularly. The seasonal influenza virus mutates (changes) readily resulting in strains to which humans may have limited immunity.

Occasionally, a new influenza virus emerges that can easily infect humans, is easily transmitted from human to human, and causes more severe illness. In contrast to seasonal influenza, this represents a more significant public health threat due to the potential to cause a global influenza pandemic. Historical trends indicate that influenza pandemics occur on a recurrent

basis; however the exact timing, severity and overall impact are variable and unpredictable. It is expected that a pandemic would have worldwide impact, spreading quickly from one urban area to another. The possibility of a severe influenza pandemic (similar to the Spanish Flu Pandemic of 1918-1919) is projected to cause significant loss of life, high rates of illness, and disruption in health care systems, resources and the economy.

The World Health Organization (WHO) and the U.S. Centers for Disease Control and Prevention (CDC) have warned that there is a high risk that strain or variant similar to what occurred with the H5N1 Avian Influenza virus in 2009 could mutate further and precipitate the next human influenza pandemic. International health authorities urge enhanced preparedness activities to respond to the multiple challenges of a public health emergency of this nature. Former U.S. Health and Human Services Secretary, Michael Leavitt, urged preparedness and said at the March 2006 California Pandemic Planning Summit: “Pandemics happen. Let me acknowledge this is a hard thing to talk about. Anything we say in advance of a pandemic happening is alarmist; anything we say afterwards is inadequate.”

Once a pandemic virus emerges, it is too late to begin planning or to begin collaboration. While no organization will be immune from the effects of a global pandemic, we are presented with the opportunity to plan ahead and develop our response in a caring, compassionate and prudent manner, and continue the delivery of essential services that will allow the district to continue its important and vital mission of education.

Pandemics are about people and the interruptions in their everyday life. It is expected that a pandemic will have worldwide impact with an unpredictable timeline, comprising multiple events or waves and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, infrastructure, education, suppliers and other public services. Higher education will be among the sectors most severely impacted because of risks resulting from high population density in residence halls and classrooms, international travel by students, faculty and staff, and because our campuses are open and accessible to the local community at large.

Because most natural and human caused disasters tend to be site-specific, traditional disaster response and recovery plans focus on damage to property, equipment and machinery with limited loss of personnel. The greatest operational issue in a pandemic-type event will be the effects on the human population and results of absenteeism. The focus of this Plan is to prepare the district to respond to a pandemic, potential curtailment of activities and return to normal operations as quickly as possible.

PURPOSE

This Plan is guided by the following principles:

- To protect and support the health, safety and welfare of our faculty, staff and students, as well as the assets and property of the district;
- Maintain our commitment to fulfilling the district mission to provide teaching and service, as long as possible;
- If any of our operations must be suspended, interrupted or in any way significantly affected, recover from these disruptions as quickly and efficiently as possible;
- Establish a multi-modal method to communicate with the district and its stakeholders;
- Establish benchmarks or “triggers,” in advance of an influenza pandemic, to signal campus response or alternative actions;
- To the extent feasible, extend the services or expertise of the district to our community neighbors and partners, in ways that provide mutual aid, recovery, service, and benefit to the region.

GOVERNANCE, COMMAND AND CONTROL

The manner in which the district conducts emergency operations on campus is governed by state and federal legislation. The ability to declare a campus state of emergency is governed by state education code, district and campus policy. The Chancellor/President maintains a delegation of authority for decision making within the district. Activation of the campus emergency plans and the Emergency Operations Center is described in the district Emergency Operations Plan.

Ventura County Public Health

Should a pandemic occur, it would be the responsibility of the Ventura County Public Health department and the California Department of Public Health to issue quarantine orders, direct facilities closure, and provide critical information designating key health care facilities as well distribution of anti-viral medications. This authority encompasses all private citizens, businesses and campus operations. The district and its campuses are located in Ventura County, California. All segments of the district will work closely with the Ventura County Public Health department to comply with all orders, guidance and recommendations. Ventura County Public Health has an Influenza Response Plan.

Declaration of Health Emergency

The Ventura County Public Health Officer has the authority to declare a health emergency in Ventura County in situations of imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent. The District Chancellor/President's will be following the recommendations and guidelines as issued by the Ventura County Public Health Department.

Delegation of Authority

While it may not be necessary to have the actual written authority in hand during a crisis, it is essential that the district, campus, divisions and departments know who holds the authority to make the decision or sign the paperwork in question. The Chancellor/President's office should also prepare written delegations that assign the authority to another individual in the event of the prolonged absence of the individual who normally holds the authority.

Activation

Activation of this Plan follows guidelines within the district Emergency Operations Plan, which also describes the authority for activating the Emergency Operations Center.

- **Notification to the Campus** -- While the nature of a pandemic suggests that the media will make advance notice of its arrival in our community, official public health notices are made through the local county public health agencies.
- **Notification within the Campus** -- Responsibility for communicating response or recovery actions and intentions begins with the Incident Management Team and the Incident Commander.

Coordination

Every effort will be made to coordinate the actions and functions as described within this plan with the Ventura County Operational Area and cities and, other affected entities.

Operational Roles and Responsibilities

- **Emergency Operations Center (EOC)** -- The Emergency Operations Center may be activated when any significant incident, event, emergency or disaster overwhelms the day-to-day ability of the campus to manage its response and subsequent recovery. Prior to any activation the Chancellor/President will have approved and ensured that trained individuals staff the key positions.

- **Executive Policy Group** -- The Office of the Chancellor/President will provide executive level direction and authority for all emergencies and appoints staff to serve as part of the Executive Policy Group in the Emergency Operations Center.
- **Emergency Responders** -- During a pandemic situation, emergency response will be different than a day-to-day emergency response. Emergency response activities can be assumed by the District and college site Incident Management Teams, and campus facilities personnel, etc.
- **Staff and Faculty** -- It is important for our employees to keep themselves informed of the progress of and appropriate response to any emergency situation, and provide such a model – along with all appropriate information – to our students and visitors. Personal planning and being prepared at home is also important to being able to provide assistance and support to the campus as it deals with an emergency such as a pandemic. General emergency preparedness information for families and individuals is available from the district emergency website and from sources that include but not limited to:

<http://www.flu.gov>

http://www.redcross.org/preparedness/cdc_english/home.asp

<http://www.cdc.gov/>

<http://www.calema.ca.gov/LandingPages/Pages/Plan-and-Prepare.aspx>

- **Students** -- Providing safety and security for students is the primary concern for district. Students also have a responsibility to participate in their own safety and security by staying informed of current events and taking the necessary precautions. As a potential pandemic situation develops, students are expected to follow all orders and recommendations issued by the Chancellor/President's office and Student Health Services.

RISK ASSESSMENT AND PLANNING ASSUMPTIONS

An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine currently available. These were the assumptions used in this planning process.

Planning Assumptions

- A pandemic is a public health emergency that takes on significant political, social and economic dimensions, and will be governed by factors that cannot be known in advance.
- An influenza pandemic could last from a several months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.

- Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be non-existent or in limited supply.
- Non-medical containment measures (i.e. social isolation) will be the principal means of slowing or limiting the spread of the disease until vaccinations are available. This will be of greater importance in the earlier stages of the outbreak.
- Based on previous pandemics, the clinical attack rate (those persons becoming ill) is predicted to reach thirty (30) percent in the overall population.
- If the pandemic is severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
- Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic (higher morbidity and mortality) will have a more disruptive effect.
- Operational risks (high absenteeism rates) constitute the greatest challenge to the global supply and financial systems.

Critical and Essential Functions

While it is impractical to consider a complete “closure” of the district and campus, the nature of a pandemic emergency indicates the very real potential of ceasing social activities (i.e.: classes, public activities) for some period of time. For example, during the 1918-19 pandemic, the College of California at Berkeley (now UC-Berkeley) postponed classes and pushed the end of the semester back several weeks because of missing students, faculty and staff due to illness. This plan and each unit plan is based on how to maintain critical and essential functions during a period of excessive absenteeism, while giving consideration to what other functions could be delayed or postponed.

Critical and Essential Functions	Responsible Groups
Safety and Security of the students, staff, faculty, visitors and or the campus facilities	<ul style="list-style-type: none"> • College/campus police Department • Facilities, Maintenance and Operations
Physical Plant and Facilities , and maintenance of infrastructure, utilities, custodial	<ul style="list-style-type: none"> • Facilities, Maintenance and Operations
Communications: District, campus, community and media information & information infrastructure	<ul style="list-style-type: none"> • District & campus PIO, Information & Technology Support Services, and Student Services
Human Health , which includes students, staff, faculty and visitors; this also includes essential staff required to stay on campus	<ul style="list-style-type: none"> • Student Health Services, allied health care professionals who teach on campus under the supervision or direction of the Student

	Health Services, Human Resources, Student Services, International Students Office
Academic Affairs	<ul style="list-style-type: none"> ● Office of Student Learning ● Student Services
Internal Support for our own units and off-site locations	<ul style="list-style-type: none"> ● Human Resources
Essential administrative functions , which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	<ul style="list-style-type: none"> ● Human Resources ● Accounting and Financial Services ● Student Services, Financial Aid, Registrar ● General Services, Purchasing

SPECIAL CONSIDERATIONS – CAMPUS-WIDE ISSUES

The pandemic planning process identified certain issues that were campus-wide in scope and could not be planned for on individual unit levels.

Academic Instruction

The Office of Student Learning and the Academic Senate will be developing policies and procedures for making emergency decisions concerning waivers of regulations regarding examinations and required days of instructions. The Office of the Chancellor/President, Office of Student Learning and Academic Senate will encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown. Implementation of these policies and procedures will be coordinated with the Chancellor/President's office and the Division Chair in each Division, as well as with the Office of Student Services. Information as available will be distributed to the campus and posted online.

Human Resource Issues

The primary effects of a pandemic are on staffing and student levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity; caring for other family members, fear, or school closures.

The district through Human Resources and Administrative Services has an internal system for

tracking and recording employee absences. During a pandemic situation, those systems would be used to determine individual and campus absenteeism rates, and provide the basis for decisions made within the campus Emergency Operations Center for implementing social isolation issues (postpone or delay classes and other public activities).

District Human Resources will provide answers to frequently asked questions related to leave, benefits, payroll and employment. Each Division, Department and Operational unit must strategize independently how to manage and plan for absences among faculty, staff and students, and be prepared to coordinate their efforts with the rest of the campus through the campus Emergency Operations Center.

Information Technology Infrastructure

Our business and personal lives depend to a great extent on the availability of an information technology infrastructure for voice and data communications. During a pandemic event, it is likely that those systems will become less reliable as they become overloaded with increased volume and the possibility of fewer IT professionals available to keep the infrastructure operational. If public health officials call for social isolation – i.e.: directing the closure of schools and public events and encouraging the public to stay home – more staff, students and faculty will be trying to “telecommute” and that will result in a change in normal network traffic patterns and increased demand placed upon network border equipment and communication links to the Internet.

The district Information Technology Services (Distance Learning) units will inform the district and campus about issues surrounding telecommuting, alternatives to meetings and presentations, and step-by-step instructions for establishing temporary home offices.

Travel

A global pandemic will severely limit both domestic and international travel. The Federal Department of Health and Human Services and the Centers for Disease Control and Preventions anticipates that the public will voluntarily limit personal travel, and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed on a local, state or federal level, they will certainly be advised and strongly encouraged (<http://www.Flu.gov/at-risk/travelers/index.html>). It is expected that each district department and operational unit will be aware of students, staff and faculty traveling on institutional business. When Phase 3 (confirmed human outbreak overseas) is reached, unit actions include activating plans for travelers and making decisions about future travel based on the situation. Those decisions could include recalling from travel, restricting or limiting current travel and canceling future travel. In all situations, assistance for international students, students studying abroad, faculty, and visa management will be part of the campus-wide response.

Public Health/Hygiene Etiquette

As access to vaccines and antiviral drugs during a pandemic will be non-existent or extremely limited, non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions would include social isolation (i.e.: prohibition of mass gatherings), and infection control measures to avoid spreading the disease.

The following information condenses the best current guidance available. In the event of a pandemic, the CDC and WHO websites may offer more updated information. The following are guidelines provided by the CDC in the event of any infectious disease outbreak (<http://www.Flu.gov/prevention-vaccination/prevention/index.html>).

- Avoid close contact with people who are sick.
- Stay home and away from work or errands when you are sick.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – consider providing waterless antibacterial hand cleansing solutions to individuals.
- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

In the event of a pandemic the District will be following the orders and guidelines issued by the Ventura County Public Health Department.

COMMUNICATION

Communication strategies are an important component in managing any infectious disease outbreak and are essential in the event of a pandemic. Accurate, timely, and consistent information is critical in order to minimize unwanted and unforeseen social disruption and economic consequences and to maximize the effective outcome of the response.

The district website will post timely and pertinent information and plans to assist the campus in their planning efforts. In addition the District's emergency notification system can issue voice, email and text information to staff and students when information is made available.

RESPONSE

Activation of Emergency Operation Plans

In accordance with SEMS and NIMS, any campus-wide emergency beyond the district’s ability to manage day-to-day operations would result in activation of all applicable emergency operations plans and the Emergency Operations Center for centralized coordination of response, relief and recovery efforts.

Once the EOC is activated and open, all campus actions and response to the crisis would be coordinated through the EOC. Specific information on how to contact and communicate with the EOC will be provided to all campus units through all available means of communication.

Personnel Assignment/Reassignment

The district Human Resource department will develop policy(ies) and provide answers to frequently asked questions related to leave, benefits, payroll and employment. As indicated in those documents, specific answers to many HR questions depends on the critical functions that must be maintained, staffing required to maintain those functions, and where those functions can be performed. Once the EOC is activated, there will be various methods by which staff and faculty can contact Human Resources with specific questions. In addition, Human Resources will implement a system to account for and reassign staff to areas needing assistance.

District Phases – Action Table

The following table compares the district Response Phase to the WHO “Phases” and U.S. CDC’s Federal “Stages” and outlines the general actions to be taken during a pandemic event. Most of the activities related to this event will be triggered on the campus either by rising absenteeism rates among students, staff and faculty, or through consultation with the local county Public Health Office.

District & Campus Phases	District & Campus Actions
1- Pre-Event Planning <i>Reference: WHO Interpandemic Phase 1-2 /Pandemic Alert Phase 3 & Federal Stage 0</i>	<ul style="list-style-type: none"> ● Prepare district/campus and operational unit plans ● Develop overall campus plan ● Special training/exercises for Emergency Operations Center team ● Training/exercises for campus ● Pre-plan for continuation of critical/essential functions ● Develop and implement district-wide Communication Plan

<p>2 - Animal Outbreak in North America</p>	<ul style="list-style-type: none"> ● Alert EOC and Incident Management Team ● Coordinate with Ventura County Public Health and Ventura County Operational Area
<p>3 - Confirmed Human to Human Outbreak Overseas <i>Reference: WHO Pandemic Alert Phase 4-5 & Federal Stage 1-2-3</i></p>	<ul style="list-style-type: none"> ● Policy Team meets daily (in person or virtual) ● EOC personnel on alert ● Implement plans for staff/students on travel ● Coordinate with Ventura County Public Health and Ventura County Operational Area
<p>4 - Confirmed Human to Human Outbreak in North America <i>Reference: WHO Pandemic Alert Phase 4-5 & Federal Stage 4</i></p>	<ul style="list-style-type: none"> ● EOC activated; Policy Team meets daily ● Monitor daily absenteeism reports of staff/faculty/students ● Prepare to activate campus response plan ● In consultation with Ventura County Public Health, consider: <ul style="list-style-type: none"> ○ Implementing social isolation (cease campus activities) ○ Activation of labor pool/reassign staff ○ Activate student/staff support plans ● Coordinate with Ventura County Public Health and Ventura County Operational Area
<p>5 – Widespread Pandemic Overseas and North America <i>Reference: WHO Pandemic Alert Phase 6 & Federal Stage 5</i></p>	<ul style="list-style-type: none"> ● Activate overall campus Emergency Operations Plan ● EOC coordinates all campus response activities ● Monitor daily absenteeism reports of staff/faculty/students ● Coordinate with Ventura County Public Health and Ventura County Operational Area ● Consider implementation of social isolation plans (postpone or delay campus classes and other public activities) ● Activate student/staff support plans ● Institute labor pool/reassign staff
<p>6 – Recovery and Subsequent Waves <i>Reference: WHO Pandemic</i></p>	<ul style="list-style-type: none"> ● Damage Assessment ● Resumption of education, research, business activities ● EOC moves into Recovery mode

<i>Alert Phase 6 & Federal Stage 6</i>	<ul style="list-style-type: none"> ● Surveillance for subsequent waves of infection ● Prepare to deactivate the EOC ● Debriefing and After-Action Reports
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RECOVERY

Recovery begins immediately and continues throughout the response phase of any significant incident or disaster. With a pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff and students affected. Planning for recovery before an event occurs will assist available faculty, staff and students to make the transition as seamless as possible.

Business Resumption

Based on information as developed by the EOC and ongoing reviews of the international, national, and local situation and discussions with each division or operational unit, the EOC will recommend a partial, incremental or total return to normal operations. Any such decisions would be communicated to and coordinated with all district stakeholders.

Questions that will have to be considered include:

- Adjustments necessary to the academic calendar;
- Rescheduling special events that were cancelled or postponed;
- Operational efficacy based on reduced employee availability due to prolonged illness, support for ill family member or loss from disability or death caused by influenza.

Support for Staff, Faculty, Students

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue and lingering symptoms, or have financial losses as a result of the interruption of work. Support services will be available to the staff, faculty and students and will be communicated through all available means.

Analysis and After Action Reports

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters. A formal after action report will be developed with recommendations shared with relevant stakeholder groups.