



Merritt College

Emergency Operations Plan

12500 Campus Drive
Oakland, CA 94619

Date: 02/28/2012 (Insert Date Plan was adopted by Board of Trustees)

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CALIFORNIA COMMUNITY COLLEGES
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Dear Colleagues,

The Disaster Resistant California Community Colleges Task Force with support from the California Emergency Management Agency has published this Emergency Operations Plan (EOP) model to assist college and district personnel in the creation and maintenance of an EOP that is consistent with state and federal guidelines. Starting with FEMA recommendations and model EOPs from across the state, the editors amassed best practices into a clear and comprehensive plan that can be personalized and enhanced to fit specific needs of your district.

The purpose of publishing a model EOP is to provide tools that will empower campuses to create a useful plan without having to start from a blank slate. This model may serve as a starting point for emergency managers to create a new EOP or to reflect on an EOP that already exists. The model provides general suggestions for the format and content of an EOP; however, its contents should be elaborated on or disregarded if they are not relevant for a particular district or campus.

The Chancellor's Office is committed to providing resources that will ensure that the California Community Colleges are prepared for the broad range of threats that we face in California. It is my sincere hope that this model will strengthen EOPs across our system and ultimately ensure that all colleges have the tools necessary to be disaster resistant. Thank you for your commitment to the California Community Colleges, your work is essential to our success.

Sincerely,

A handwritten signature in black ink that reads "Jack Scott".

Jack Scott, Ph.D.
Chancellor

Letter of Promulgation

Merritt College's Emergency Operations Plan is a college plan within the overall Peralta Community College District Emergency Operations Program that addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It conforms to the tenets of the National Incident Management System and California State Emergency Plan and the Standardized Emergency Management System.

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

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities;
- Identifies the scope of potential hazards that form the basis for planning;
 - Establishes the emergency management organizational structure that will manage the response;
 - Identifies those departments of the Merritt College tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan;
 - Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated; and
 - Outlines the process of disseminating emergency information and instructions to the college's population.

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

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

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

This Plan is a dynamic document. An annual assessment process, accompanied by rigorous testing and review, will ensure that this Plan does not become just another “manual on the shelf.”

Approved by:

Norma Ambriz-Galaviz, President
Merritt College

[Date]

**2. Plan Concurrence**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Concurrence of Principal Departments

Emergency Operations Plan Approval

Having reviewed the foregoing Merritt College Emergency Operations Plan and approved of the same, I hereto set my signature.

President – Norma Ambriz-Galaviz

Vice President of Instruction- Elmer Bugg

Vice President of Student Services – Dr. Bill Cordero

Dean of Academic Pathways and Student Success – Anita Black

Dean of Workforce Development and Applied Sciences – Lasana Hotep

Dean of Special Programs and Grants – Romeo O. Garcia

Business Service Manager – Dettie Del Rosario

Revision Table

Revision Description	Section/Page Number	Date
Initial Development	All	02/28/2012

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

Revision Table

Revision Number: _____

Date of Revision: _____

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

Plan Section/Component: _____

Remove Pages: _____ (numbered) from Version: ____

Insert Pages: _____ (numbered)

Description of Change: _____



SEMS/NIMS Crosswalk for Emergency Operation Plan Review

Jurisdiction Name: Merritt College, Peralta Community College District

Name of Submitter: _____ **Phone:** _____

Reviewing Agency: _____ **Review Date:** _____

Name of Reviewer: _____ **Phone:** _____

Purpose: This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive."

NIMS Requirement

for EOPs: Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (<http://www.fema.gov/nimcast>)

Instructions: For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained

in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the CalEMA Regional Office for review.

Note: Each element is identified as a SEMS EOP Element or a NIMS EOP Element. ***NIMS EOP Elements are indicated in Italics.***

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	Foreword Section		
	1. Foreword/Preface/Introduction: Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	ix 1.1.1 1.1.2 1.1.3 1.1.5	
	2. Plan Concurrence: Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	ix xi	
	3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	ix xi	
	PART I: Basic Plan		
	4. Table of Contents: Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	i	
	5. Purpose: <i>Describes the EOP purpose (NIMS EOP Element).</i>	1.1.1 1.1.2	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	6. Scope: <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	1.1.1 1.1.2	
	7. Authorities and References: <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	1.1.9 1.1.10 1.1.11 1.1.12 1.1.13 1.1.14 1.1.17	
	8. Situation and Assumptions: <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	1.2.2 2.1.15	
	9. Organization, Roles and Responsibilities: <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	1.3.1 1.3.2	
	10. Standardized Emergency Management System (SEMS) based Emergency Organization: Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Planning, Operations, Logistics, Finance) (SEMS EOP Element).	1.3.3 1.3.4 1.3.5 1.4.6	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	11. Emergency Operations Center Organization: Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	1.4.2 1.4.3 1.4.4 1.4.5 1.4.6	
	12. Involvement of special districts, private and non-profit agencies: Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, or other emergency facility (SEMS EOP Element).	1.4.4	
	13. Essential Facilities-Primary and Alternate EOC: Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	1.4.4 1.4.5	
	14. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	1.4.5 1.4.9	
	15. Essential Facilities-Alternate Government Facilities: Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	1.3.7	
	16. Essential Facilities-Americans with Disabilities Act: Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	1.3.7	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	17. Continuity of Government: Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	1.3.7 1.4.4 1.4.5	
	18. Vital Record Retention: Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	1.3.7	
	19. Concept of Operations. <i>Describes the EOP concept of operations (NIMS EOP Element).</i> Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	1.3.5 1.4	
	20. Notification and Mobilization: Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	1.4.5 1.4.6	
	21. SEMS Coordination Levels: Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	1.1.14 1.1.15 1.3.3 1.4.2 1.4.4 1.4.7	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	22. Incident Command System (ICS): Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>	1.4.4	
	23. Field/EOC Communications and Coordination: Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	1.4.4	
	24. Field/EOC Direction and Control Interface. Describes the direction and control relationship between the field responders (ICS) and the EOC: This should include the reporting of pertinent information (SEMS EOP Element).	1.4.4	
	25. Field coordination with Department Operations Centers (DOCs) and EOCs: Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	1.4.4	
	26. Mutual Aid: Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	1.4.4	
	27. Emergency Declarations: Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	1.4.4	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	28. Public Information: <i>Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element).</i> (Gov. Code Sec. 8560)	1.4.8	
	29. Recovery Overview: Includes a general recovery concept of operations (SEMS EOP Element).	1.5.1	
	30. Recovery Organization: Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	1.5.1 1.4.6 2.1.6	
	31. Recovery Damage Assessment: Describes the damage assessment organization and responsibilities (SEMS EOP Element).	1.5.1	
	32. Recovery Documentation: Describes the documentation process (SEMS EOP Element).	viii	
	33. Recovery After-action Reports: Includes the CalEMA After-Action Questionnaire (SEMS EOP Element).	1.5.1	
	34. Recovery Disaster Assistance: Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	1.5.1	
	35. Administration and Logistics: <i>Describes the administration and logistics of the EOP (NIMS EOP Element).</i>	1.1.5	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	36. Emergency Plan Maintenance and Distribution: <i>Describes EOP development and maintenance (NIMS EOP Element).</i> Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	1.1.7	
	37. Standard Operating Procedures (SOP) Development: Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	1.3.7	
	38. Training and Exercises: Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	1.3.7	
	PART II: Functional Annexes		
	39. Functional Annexes: <i>Contains functional annexes (NIMS EOP Element).</i> Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	xxvi Part II 2.1.9	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	40. Management Section: Should include the following activities and responsibilities (SEMS EOP Element): • Overall EOC management • Public Information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/federal field activity coordination	1.4.8 2.1.10	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	41. Operations Section: Should include the following activities and responsibilities (SEMS EOP Element): • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution	2.1.11 2.1.13	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	42. Planning Section: Should include the following activities and responsibilities (SEMS EOP Element): • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization	2.1.12	
	43. Logistics Section: Should include the following activities and responsibilities (SEMS EOP Element): • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support	2.1.13	
	44. Finance Section: Should include the following activities and responsibilities (SEMS EOP Element): • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims	2.1.14	
	PART III: Appendices		
	45. Appendices: <i>Contains hazard-specific appendices (NIMS EOP Element).</i>	2.1.15	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	46. Hazardous Materials: Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	2.1.15	
	47. Dams: If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	2.1.15	
	48. Other Hazards Specific to the Jurisdiction: The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	2.1.15	
	49. Glossary of Terms: <i>Contains a glossary of terms (NIMS EOP Element).</i> Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	3.1.2	

Key	Emergency Operations Plan Crosswalk Element	Section Where Located	Reviewer Comment or Initials
	50. Resources: Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	3.1.5	
	51. Contact List: Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	3.1.5.46 3.1.5.61	
	52. Supporting Documentation: Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).		

Immediate Response Checklist

Overview of Evacuation and Assembly Protocols

Action

1. For all Disasters except Shelter-In-Place Events (e.g. Earthquakes and Shooter on Campus) Evacuate all buildings using **Emergency Flipchart Procedures**.
2. For Shelter-In-Place and Earthquakes, use Shelter-In-Place or Duck and Cover procedures as outlined in the **Emergency Flipchart**. After "All Clear" or Earthquake stops, Evacuate all buildings using **Emergency Flipchart Procedures**.
3. Report Event to Incident Command Team or Peralta Police.
4. All Incident Command Team personnel secure their Emergency Operations Plan, emergency supplies, bullhorns and radios.
5. Incident Command Team – Incident Commander and all persons authorized to activate Emergency Operations Plan and Emergency Operation Centers, Assess event and determine whether to Activate your Emergency Operations Plans and Emergency Operations Center
(Refer to your plan for detailed instructions).
6. Incident Command Team personnel are to listen to the Peralta radio for directions.
7. Incident Command Team personnel proceed to Assembly Zones for your campus.

Assembly Zones

1. Quad Area
2. Grass Area between Buildings F and D
3. Parking Lot C
4. Parking Lot A
8. Follow Instructions from the Incident Command Team.
9. Use your bullhorn to communicate with assembled persons.
10. Use your Emergency Operations Plan.
11. Keep persons in your Assembly area safe. If necessary, move to a safer location.
12. Perform a headcount.
13. Poll persons in your assembly area for unaccounted for staff, students and others.

14. Report your headcount and missing persons to Emergency Operations Center.
15. Report any emergency medical needs to Emergency Operations Center, Peralta Police or 911.
16. Determine if shelter is required, Report to Emergency Operations Center.
17. Determine food, water and medical needs, Report to Emergency Operations Center.

Evacuation	
✓	Action
	[Personnel/Care & Shelter Coordinator] 1. During an evacuation, coordinate with the field operation personnel and EOC Search and Rescue Coordinator to: • Provide assistance in the distribution of bullhorns and handheld radios to those assisting with warning persons in the affected area. • Obtain supplies and radios at: 1. Office of the President/Instruction 2. Office of Student Services 3. Building A 4. Building F 5. Cafeteria and Bookstore • Provide traffic control. • Ensure evacuated/searched buildings are properly marked. • Coordinate security and access control for evacuated areas. • Coordinate with Logistics Section to contract vehicle towing vendor to assist in removing disabled vehicles blocking evacuation routes or roadways. 2. In the event of an evacuation, take the necessary precautions to ensure the security of personnel records.

	[Transportation, Supplies, Facilities Unit Coordinator] 1. Establish which vehicles can be used for evacuations and transport of injured and “walking wounded.” 2. If a District/Campus evacuation is required, coordinate the following with Operations, Planning Section, and the City Movement Coordinator: • Any predetermined or designated movement and evacuation routes in coordination with Campus staging areas. • Coordination of staging areas with EOC Transportation Coordinator if evacuation becomes necessary. • When evacuation becomes necessary, request field personnel to place route signs on roadway and at intersections. 3. If a District/Campus evacuation is required, coordinate the following with Operations, Planning Section, and the City Movement Coordinator: • Any predetermined or designated movement and evacuation routes in coordination with Campus staging areas. • Coordination of staging areas with EOC Transportation Coordinator if evacuation becomes necessary. • When evacuation becomes necessary, request field personnel to place route signs on roadway and at intersections. 4. Consult with Children’s Center to determine needs for evacuation of children and/or reunification staging area for parents and guardians. 5. Coordinate with Communications Branch to ensure evacuation information is disseminated to campus community. Provide the following information to evacuees: • Reason for the evacuation; • Designated “recommended evacuation routes,” including road conditions, bridge and overpass collapses; and • The location(s) of campus staging areas.
	[Finance Section Leader] 1. In the event of an evacuation, take necessary organizational actions to ensure the security of records and District/Campus financial documentation.
	[Purchasing and Cost Accounting Branch Coordinator] 1. In the event of an evacuation or campus closure, coordinate with the

	Operations Section and take the necessary organizational actions to ensure the security of supplies, equipment, and material.
	[Movement/Traffic Control Unit Leader] During an evacuation, coordinate with the field operation personnel and EOC Search and Rescue Coordinator to: • Provide assistance in the distribution of bullhorns and handheld radios to those assisting with warning persons in the affected area. • Provide traffic control. • Ensure evacuated/searched buildings are properly marked. • Coordinate security and access control for evacuated areas. • Coordinate with Logistics Section to contract vehicle towing vendor to assist in removing disabled vehicles blocking evacuation routes or roadways.

	[EOC Activation] Determine the need to evacuate in affected or threatened areas. If evacuation is deemed appropriate, consult with the Executive Policy Group, time permitting, and issue a Closure of District/Campus order. Make certain that this action is coordinated with Public Safety, Law Enforcement, Fire, and Care and Shelter liaisons and Housing. With regard to evacuation operations: • If resources appear to be insufficient to support Care and Shelter operations, request assistance through the Red Cross representative located in the County Emergency Operation Center—Operational Area. • Advise Public Information Officer (PIO) Public Safety, Law Enforcement, and Fire representatives and Care and Shelter liaisons to instruct their field forces to take measures necessary to ensure that campus personnel and community with special needs, such as the elderly, infirm, hearing impaired, blind, and non-English speaking, are made aware of the evacuation order, assembly points, and transportation modes and routes available. • Advise Transportation and Care and Shelter liaisons to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized equipment (oxygen tanks, special medications, etc). • When conditions require, or an evacuation is ordered, assign appropriate units to assist in notification and evacuation. • Provide assistance in the distribution of bullhorns and handheld radios to Personnel/Care & Shelter Coordinator and Movement/Traffic Control Unit Leader and those assisting with warning persons in the affected area, evacuating buildings, moving people to assembly areas and redirected people to shelters and transportation methods.
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Assembly	
	Emergency Operations Centers
Primary	Q Building, 2 nd Floor Conference Room
Secondary	F Building, 2 nd Floor, Room 211
Tertiary	Child Care Center Conference Area/Open Space
Quaternary	If none of these spaces is available, the EOC will erect the emergency tent and activate emergency storage space.
	Personnel Assembly Areas
	1. Quad Area 2. Grass Area between Buildings F and D 3. Parking Lot C 4. Parking Lot A

Communication	
✓	Action
	[Movement/Traffic Control Unit Leader] Establish communications with CALTRANS and/or the Operational Area to maintain ongoing reports and updates for local and freeway traffic conditions.
	• [Planning Section Leader] • Receive briefing on internal and external communications capabilities and limitations. • If necessary, establish operating procedure with the Communications Unit for use of telephone, cell phones, Internet, and radio systems. • Establish a communication system between other district EOCs or campus EOCs.

	• Develop plan to support off-campus communications.
	[Situation Analysis Unit] • Contact counterparts in other affected EOCs and establish lines of communications.
	[Communications Unit Leader] • Ensure operation of all communications. Coordinate with Transportation Branch to ensure adequate fuel for the generators. • Coordinate with Public Safety, Maintenance and Operations, or Information Technology for maintenance of radio systems. • Furnish communications equipment (bullhorns and handheld radios) necessary for the EOC and/or Field Command Post. • Maintain telephone communications. Identify if there are any pay phones in general vicinity. • Coordinate with Logistics Leader and request from OA and City Logistics.



Part I

Section 1

Basic Plan

Introduction

Section 1. Basic Plan: Introduction

	1. Foreword/Preface/Introduction Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	5. Purpose Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	6. Scope Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.1 EOP Purpose

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

1. Guidelines for activating the EOP.
2. The organization and responsibilities of the Incident Command Team to evaluate and direct the overall response to the emergency.
3. Guidelines for establishing an Emergency Operations Center (EOC) including the location and resources required.
4. Govern operations that require integration district-wide.
5. Integration and coordination with other jurisdictions, county, state and federal agencies, and the private sector.

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

Merritt College's President and Board of Trustees will be responsible for the final review and approval of this plan. The President will function, when required, as the Emergency Operations Director to execute this plan in an emergency situation. The President will function as Merritt College's Operations Executive during a college-specific emergency situation.

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

Scope of Plan—This plan applies to all elements of the college-wide emergency management organization during all phases of emergency management. The college's learning centers are responsible for ensuring their preparedness in coordination with this plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations. The primary audience of this plan is intended to be the Merritt College emergency management organization, consisting of the operation centers for the college, and all the emergency responders supporting this plan. Furthermore, this EOP:

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support
- Facilitates response and short-term recovery activities
- Is flexible enough for use in all emergencies/disasters
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post incident public awareness, education and communications plans and protocols



1. Foreword/Preface/Introduction

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.2 Intended Audience

The intended audience of this EOP consists of emergency management professionals from Merritt College, adjoining cities, and local and volunteer agencies. This plan is also a reference for emergency managers from other jurisdictions, the operational area, state and federal government, and other interested members of the public. It is intended as an overview of emergency management for Merritt College.



1. Foreword/Preface/Introduction

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.3 Disclosure Exemptions

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

1.1.4 EOP Distribution

Merritt College's Emergency Management Coordinator, Dettie Del Rosario, will prepare, coordinate, publish, and distribute this EOP and any annual changes to it. Changes are distributed to the Merritt College President, department leaders, and executive personnel identified in the table below. The plan is also available upon request to the external organizations identified below.

EOP Distribution

Internal Position	External Organizations
Board of Trustees	City of Oakland Office of Emergency Services
Chancellor	Alameda County Office of Emergency Services
President	Oakland Fire Department
Vice Chancellor of General Services	State of California, Cal EMA
Vice President of Instruction	Alameda County Department of Public Health
Vice President of Student Services	
Dean of Instruction	
Business Officer	
Peralta Police (Merritt Office)	
Health and Safety Committee	
Executive Director of Public Information, Communications and Media	

Internal Position	External Organizations
Campus Nurse	
Facility Operations	
Risk Management, Peralta Community College District	

	1. Foreword/Preface/Introduction Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	35. Administration and Logistics Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.5 How to Use This EOP/ICS Plan Organization

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

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

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

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

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

- **Section 1: Introduction.** Provides a brief overview of the purpose and authorities of the EOP.
- **Section 2: Hazard Analysis.** Staff should be aware of the dynamics of the Merritt College community and how those characteristics might impact response/recovery strategies. In addition, they should be aware that potential hazards exist and what actions can be taken to mitigate hazards and/or their consequences in case of an emergency.
- **Section 3: Emergency Management Structure.** Merritt College EOC's emergency management structure is built upon proven response concepts and elements such as the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and upon existing response standards related to mutual aid, alerting and warning, and operational continuity. EOC staff should have a clear understanding of these concepts and systems, as they are inherent to successful response operations. Before staff members can appropriately execute their responsibilities, they must understand the underlying systems that govern execution. These concepts should be read and understood well before an incident occurs.
- **Section 4: Concept of Operations.** This section represents the most significant element of the Basic Plan. This describes how the response is organized, assigns roles and responsibilities, and identifies the EOC's operational requirements. In an emergency situation, this is one section that responders should keep open to reference at all times.
- **Section 5: Recovery.** This section describes the concept of operations for handling recovery-related activities in Merritt College. This section explains recovery organization and responsibilities and should be understood by recovery organizations in advance of their activation, but should be referenced during an emergency.

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

Part III—Appendices and Attachments. A variety of attachments have been included with the EOP to support EOC staff members in performing their functions. In some cases the

attachments are applicable to all positions and tasks; in other cases they provide specific information to support the execution of a given task.

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

1.1.6 Requirements

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



36. Emergency Plan Maintenance and Distribution

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.7 Maintenance/Revisions

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

1.1.8 Approval

This EOP shall be reviewed by all parties, including but not limited to: the Merritt College President, department leaders, and executive personnel, and those assigned with specific response functions or tasks within Merritt College's emergency response procedures. In addition, these key management positions must sign the Plan Concurrence form, located at the

front of this manual, to identify acceptance of the plan. By signing the concurrence, the party agrees with statements and declares willingness to participate in the plan. In addition, the signed concurrence indicates that each contributor has no conflicts with statements made in the plan.



7. Authorities and References

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.1.9 Authorities and References

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.” The Merritt College EOP is, therefore, considered to be an extension of the State Emergency Plan.

1. Legal basis (statutes, executive orders, regulations, proclamations) for emergency operations; and
2. Basis for delegation of emergency authority, i.e., enabling measures sufficient to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership or their delegated successors.

When dictated by the situation, additional executive orders or other emergency regulations will be enacted by the Merritt College.

1.1.10 Federal Laws and Regulations

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Public Law 84–99 (US Army Corps of Engineers – Flood Fighting)
- Disaster Mitigation Act of 2000 (DMA 2000, Public Law 106-390)
- Homeland Security Presidential Directive (HSPD) – 5, Management of Domestic Incidents
- Homeland Security Act of 2002
- Homeland Security Presidential Directive/HSPD 8, National Preparedness
- United States Department of Homeland Security (USDHS), National Incident Management System (NIMS)

- United States Department of Homeland Security (USDHS), National Response Plan (NRP)
- Presidential Directives 39 and 62 (directing primary terrorism investigative authority to the U.S. Department of Justice/FBI, authority reference in Terrorism Annex)
- Federal Disaster Relief Act of 1974
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

1.1.11 State Laws and Regulations

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

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

1.1.12 County and City Laws and Regulations

- Local County Codes that apply (Emergency Services).
- Local operation Area Plan, December 2007.
- Any other applicable laws or regulations.

1.1.13 Operational Area

The establishment of the Operational Area provides the following benefits:

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

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

1.1.14 State of California

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

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

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

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

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

**21. SEMS Coordination Levels**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

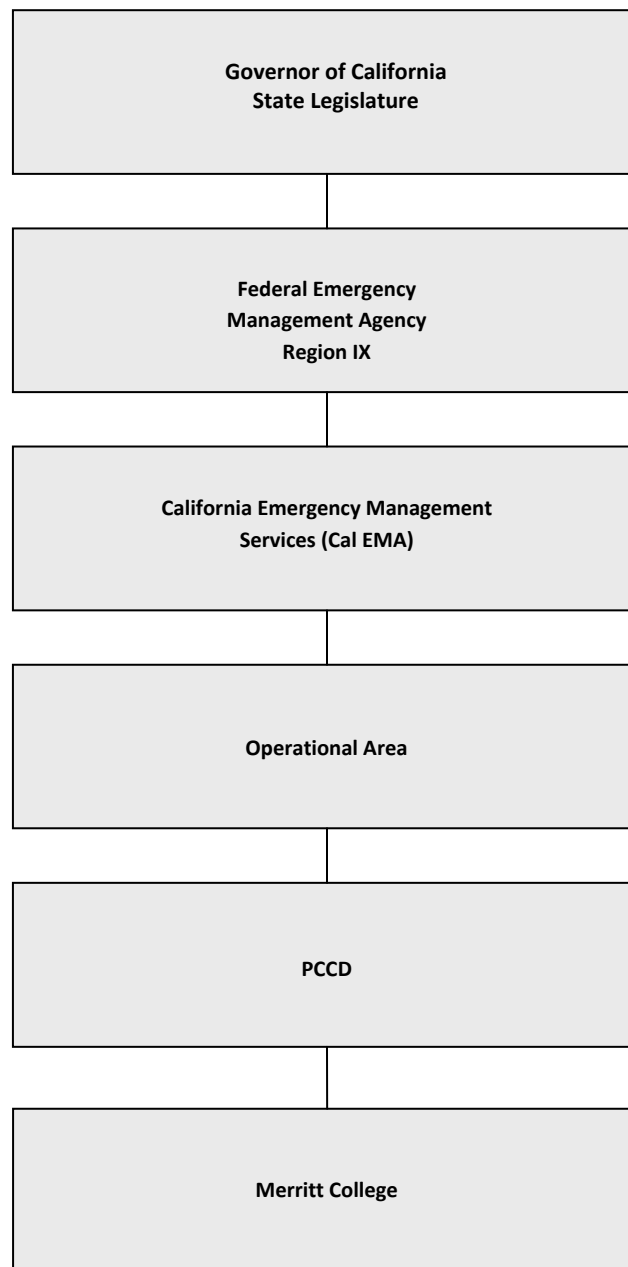
1.1.15 Federal Government

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

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

The Homeland Security Presidential Directive 5 (HSPD-5) requires that all Federal departments and agencies, as well as all State, territorial, tribal and local organizations, comply with NIMS requirements. While encompassing SEMS, NIMS establishes standardized incident management processes, protocols, and procedures that all responders — Federal, state, tribal, and local — will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus and will be able to place full emphasis on incident management when a homeland security incident occurs — whether terrorism or natural disaster.

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

Figure 1**Lines of Authority, Coordination, and Mutual Aid for State and Federally Declared Disasters****1.1.16 General Strategies**

This EOP is not meant to replace common sense or other more appropriate actions that may not be mentioned in the plan. Responders during an emergency should continually evaluate the

effectiveness of the actions recommended in this EOP and make the appropriate adjustments to the response based on past experience and training.

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

1.1.17 Acknowledgement and Additional Information

The following acknowledges the individuals responsible for the Development of this EOP:

The following individuals are responsible for the updated Merritt College Emergency Operations Plan:

Merritt College

- Emergency Management Coordinator – Dettie Del Rosario
- Alternate Emergency Management Coordinator – Director of Risk Management, Greg Valentine

Please direct any questions or comments to the Emergency Management Coordinator.

The Emergency Management Coordinator is responsible for periodically reviewing and ensuring necessary changes and revisions to this plan are completed, coordinated, published, and distributed. The annual review of this plan and other documents that provide the legal basis for emergency planning ensures compliance with SEMS, NIMS, and other applicable State and Federally mandated emergency management programs.



Part I

Section 2

Basic Plan

Hazard Analysis

Section 2. Basic Plan: Hazard Analysis

1.2.1 Introduction

This section of the Basic Plan consists of a series of threat summaries based on the risk assessment information was taken from the city of Oakland and the Association of Bay Area Governments (ABAG) Multi-Jurisdictional Local Hazard Mitigation Plan, dated March 17, 2005. When appropriate the District's Risk Assessment provided by the Disaster Resistant Community Colleges, dated (July 2008) has also been used. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

	8. Situation and Assumptions Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
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1.2.2 Profile of Merritt College

Merritt College

Merritt College is located at 12500 Campus Dr.; in the Oakland Hills district of Oakland, CA a few miles from the historic “Mormon Temple” landmark. It is bordered by topographic bluffs on two sides and the Campus Drive roadway. Merritt College campus differs from its Peralta urban college neighbors, as it is nestled in a beautiful landscaped hilltop location, with breath taking panoramic views. Although only a few minutes from downtown Oakland by automobile, it is a comparatively remote location for students. Due to its comparatively steep and remote location, college identification, safety and security, way finding, transportation by students; are primary concerns when addressing the needs of the campus environment.

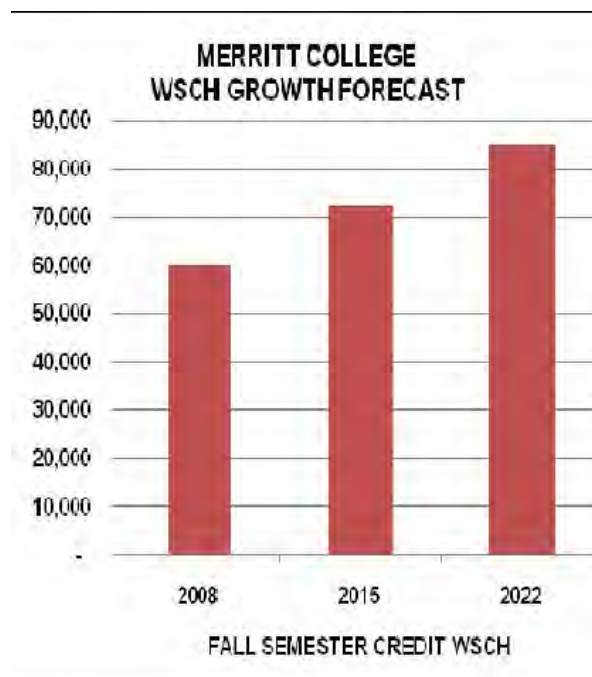
The College has an institutional Oakland City Planning zoning classification. It is immediately adjacent to the Leona Regional Open Space Park. Immediately to the North-East, the college is adjacent to a Residential Single Family One-Acre zone. Immediately to the South is a Residential Single Family zone. The campus is home to eleven (11) permanent buildings and two (2) grounds sheds for a gross square footage of 345,208 sq. ft., on 130.0 acres. A summary diagram of the buildings are included. The buildings are constructed primarily of precast concrete and was built from 1968 to 1978. The precast concrete buildings are centrally located on the campus and grouped in clusters with a ring of landscaping, ball fields, tennis courts, and parking lots surrounding them. The campus has ample parking, however, adjacent to Parking lot B, the property extends another 32 acres.

Merritt College is in a remote location in the Oakland hills, accessible by bus and automobile. Therefore, pedestrian and bicycle access is not a primary concern. The bus stop is a prominent feature of the campus entrance, conveying a strong connection to the public transit system. At

several vehicular approach points along Campus Drive, signage and way finding cues are inadequate. It is unclear when one has entered the campus, and there is a confusing point when one passes the main entrance en route to Parking Lot C. Adjacent land uses include housing and open space. Housing to the south and west of the campus is buffered by topography (i.e., the housing is at a lower elevation than the adjacent campus), while housing to the north and east is intrusive to the campus character because of the topography (i.e., the houses are elevated above the campus). Merritt College is an extremely hilly site. This creates challenges with accessibility and the ability to site new structures, but it also brings great opportunities to take advantage of the views and the beauty of the natural environment throughout and around the campus.

The current programs of instruction (fall 2007) are characterized as follows:

- Unduplicated, credit-enrollments of approximately 7,233 students
- WSCH—Credit weekly student contact hours of 59,591
- FTES—Full-time equivalent students of 1,986 for a given semester.



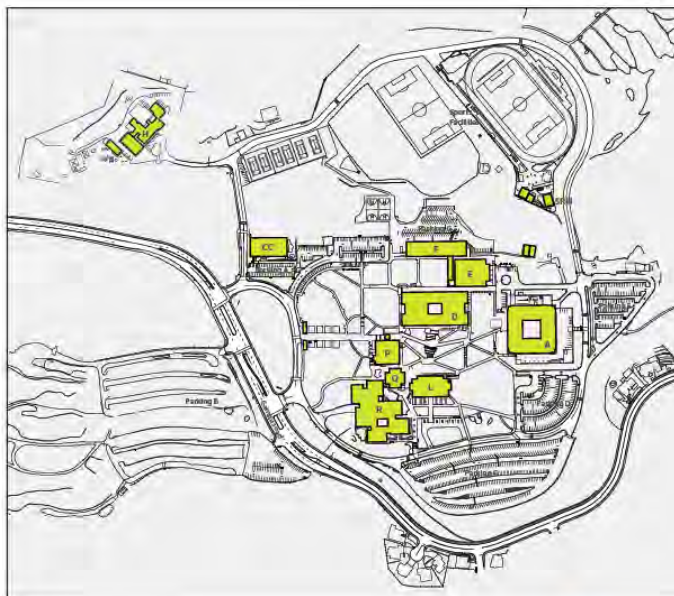




NEIGHBORHOOD ADJACENCIES



- A Art, A.V. CDC, Fitness Center, Music, Classrooms
- D Allied Health, LRC, Math Labs, Computer Labs, Academic Center, Classrooms
- E Gymnasium
- F Locker Rooms, Faculty Offices
- H Landscape Horticulture
- L Library, Museum, Learning Resources
- P Classrooms, Computer Labs
- Q Administrative Offices
- R Student Services, Cafeteria, Bookstore, Police
- SRH Self-Reliant House



EXISTING CAMPUS BUILDINGS





1.2.3 Hazard Assessment

Merritt College Threat Summaries

The following threat summaries have the potential to impact Merritt College:

- Natural disasters, e.g., earthquake, wildfire, flood, landslide

- There is the possibility of a flight path within a five mile radius
- There is the possibility of a nearby gas pipeline or gas storage
- Civil unrest/ campus violence/ shooters
- Campus location means non-ideal response times for local authorities
- Egress/ingress issues
- Perceived shelter location by the community
- Risks associated with academic programs (e.g., nursing, chemistry, horticulture, etc.)
- Childcare on campus
- Child development center
- Labor issues
- Wildlife issues (mountain lions, Avian Flu)
- Power failure issues
- Highways – Toxic spill

District Threat Summaries

The following threat summaries have a potential to impact the District:

- An earthquake could impact major segments of, or the total population. Berkeley City College lies in and around a major fault line.
- Many major highways, light rail lines, subways, commercial and passenger railroads, ocean shipping services, and a ocean shipping as well as pipelines that traverse or pass near the District. The District has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Laney College, College of Alameda and the District Office may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.
- Merritt College is within a wildland fire area and may be subject to landslides, mud and debris flows.
- The District may be subject to severe weather, including drought, winds, heat and cold.

- A tsunami could impact the coastal portion of the District, inflict significant damage and possible loss of life.
- A transportation incident such as a major air crash, light train derailment or trucking incident could impact areas within the District.
- A civil unrest incident could impact areas within the District or the entire District.
- The entire City of Oakland area is considered as a possible risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation issues should be considered.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the District nor Alameda County has the capability to plan for the organized evacuation; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation.

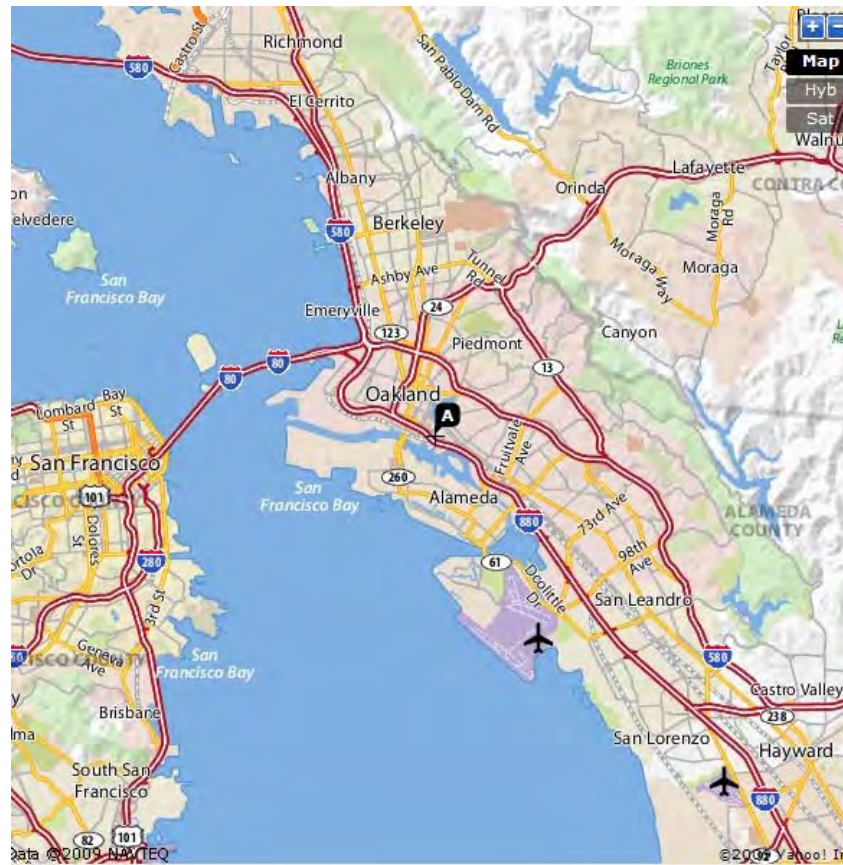
The cities of Berkeley and Oakland have their own police, fire, and public works departments. The City of Alameda contracts with the Alameda County Sheriff's department. The District contracts with Alameda County Sheriff's Department for public safety services at Merritt College, Merritt College, the College of Alameda and the District Office. The District has private contracting security service at Berkeley City College.

Data included in this section are taken from ABAG's Multi-Jurisdictional Local Hazard Mitigation Plan. ABAG's LHMP's risk assessment focus on natural hazards, that is, natural occurrences that can pose a risk of injury, loss of life, or damage to property. The nine most significant of these affecting the Bay Area, based on our past history, as well as on the State Hazard Mitigation Plan, are related to:

- Earthquakes (surface faulting, ground shaking, liquefaction, landslides, and tsunamis), or
- Weather (flooding, landslides, wildfires, and drought).
- Other hazards relate to man-made conditions, including releases of hazardous materials, dam failures, energy shortages, and weapons of mass destruction. These other hazards are only addressed as they relate to earthquake and weather-related hazards.

Please refer to Functional Annex for Individual Threat Assessments

District - Map





Part I

Section 3

Basic Plan

Emergency Management Structure

Section 3. Basic Plan: Emergency Management Structure



9. Organization, Roles and Responsibilities

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.3.1 Incident Command Structure

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

The college's overall response to an emergency will be directed by the EOC Director. The EOC Director will manage the campus-wide response from the Merritt College EOC, along with the Operations Section Leader, Planning Section Leader, Logistics Section Leader, and the Finance Section Leader.

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

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

The EOC Director will be assisted by the Emergency Response Team. The primary objectives of the Emergency Response Team include assisting in the decision-making process prior to declaration of an emergency, providing expert assistance to the EOC Director during an

emergency, and interfacing with outside agencies and other parties during an emergency response.

Unified Command

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

Following the arrival of multiple Public Safety Services, and at the discretion of the EOC Director, a Unified Command ICS structure may be established. For a Unified Command structure, key like-positions of both emergency support teams are paired and decisions are typically made jointly; however, Merritt College's EOC Director(s) retains ultimate authority for any district site. These authorities apply to command and control issues, as well as location of the EOC. If a Unified Command is established, EOC Directors should be co-located to facilitate Unified Command communication.

Area Command

According to NIMS, an Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is established either to oversee the management of multiple incidents that are being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time (e.g., bioterrorism event). An Area Command oversees management of the incident, while an EOC coordinates support functions and provides resources support. Because tactical operations are determined on-scene, the Area Command does not include an Operations Section in the Incident Command. Area Command responsibilities include: 1) set overall incident related priorities, 2) allocate critical resources, 3) ensure incidents are properly managed, 4) ensure incident management priorities are met and do not conflict, 5) identify critical resource needs and report them to the EOC, and 6) ensure short-term recovery is coordinated. Area Command can be established at any of the Merritt College facilities. An example of where an Area Command could be used is in the situation involving a biohazard or pandemic outbreak.

1.3.2 National Incident Management System (NIMS)

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

Legal Basis

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

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

Key Features of NIMS

NIMS has the following key features:

- **Incident Command System (ICS).** NIMS establishes ICS as a standard incident management organization with five functional areas – command, operations, planning, logistics, and Finance – for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
- **Communications and Information Management.** Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions must have a common operating picture for a more efficient and effective incident response.
- **Preparedness.** Preparedness includes a range of measures, actions, and processes that must be accomplished before an incident happens. NIMS preparedness measures including planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually agreed doctrine. NIMS further places

emphasis on mitigation activities to enhance preparedness. Mitigation includes public education and outreach; structural modifications to lessen the loss of life or destruction of property; code enforcement in support of zoning rules, land management, and building codes; and flood insurance and property buy-out for frequently flooded areas.

- **Joint Information System (JIS).** NIMS organizational measures enhance the public communication effort. The JIS provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.
- **NIMS Integration Center (NIC).** To ensure that NIMS remains an accurate and effective management tool, the NIMS NIC will be established by the Secretary of Homeland Security to assess proposed changes to NIMS, capture and evaluate lessons learned, and employ best practices. The NIC will provide strategic direction and oversight of NIMS, supporting both routine maintenance and continuous refinement of the system and its components over the long term. The NIC will develop and facilitate national standards for NIMS education and training, first responder communications and equipment, typing of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of federal, state, tribal, local, multi-discipline, and private authorities to assess prospective changes and assure continuity and accuracy.

1.3.3 Standardized Emergency Management System (SEMS)

For federal, state, and county declared emergencies, all Merritt College employees may become emergency workers under those jurisdictions' control.

Legal Basis

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

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

**21. SEMS Coordination Levels**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Planning and Coordination Levels

SEMS is an integrated management system, which provides for five (5) emergency response levels, including:

1. **Field Response Level.** The Field Response Level comprises of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat. Requests for any resources or support that cannot be obtained at the field level are sent to the Merritt College EOC.
2. **Local Government Level.** The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their EOCs are activated or when a Local Emergency has been proclaimed. (*Merritt College is a Local Government by virtue of being a special district.*) The Merritt College EOC will submit all requests for resources that cannot be obtained through local sources, along with other pertinent disaster information, to the Operational Area.
3. **Operational Area Level.** The operational area is an intermediate level of SEMS, which comprises a county and all political subdivisions within the county, including special districts. The operational area staff manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the communication link between the Local Government Level and the Regional Level. In compliance with SEMS regulations, in February 2005, Alameda County adopted an agreement to develop an Operational Area Emergency Management Organization and invited local agencies, including schools to participate in this organization. The goal of this organization is to promote greater efficiency and disaster preparedness, response, recovery, and mitigation by joining the efforts of Alameda County.
4. **Regional Level.** The SEMS regions are also known as mutual aid regions. There are six regions and their purpose is to provide for more effective application and coordination of mutual aid and other emergency-related activities. At the Regional Level, information and resources are managed and coordinated among operational areas within the Region, between the operational areas, and at the State Level. In addition, coordination of state agency support for emergency response within the Region occurs at this level. Alameda County is within CAL/EMA Mutual Aid Region II and the CAL/EMA Coastal Administrative Region, which includes sixteen counties. The Primary mission of the coastal Region's emergency management organization is to support all the operational areas' response and recovery operations and to coordinate non-law and non-fire mutual aid regional response and recovery operations through the Regional EOC (REOC).

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

SEMS Features

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

- **Essential Management Functions.** At the field response level, the five primary ICS functions of Command, Operations, Planning, Logistics, and Finance are used. At the local government, operational area, Regional, and State levels, the term *Management* is used instead of *Command* and the titles of other functions remain the same.
- **Management by Objectives.** As applied to SEMS, management by objectives means that each level of operations establishes measurable and attainable objectives to be accomplished for each established operational time period. Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days, as determined by the situation.
- **Action Planning.** There are two variations of action planning under SEMS. First, Incident Action Plans, written or oral action plans at the field response level, reflect the overall strategy and specific tactical action and support information for the next specified operational period. Second, EOC Action Plans are developed at the local, operational area, Regional, and State levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required. Action plans provide a basis for measuring achievement of objectives and overall performance, in addition to providing direction.
- **Modular Organization.** Modular organization provides for only those elements of the organization that are required to meet the current objectives to be activated and provides that all organizational elements can be arranged in various ways under SEMS essential functions (Management, Operations, Planning, Logistics, and Finance). Each activated element must have a person in charge of it. A supervisor may be in charge of more than one element.
- **Organizational Unity.** Every individual within the organization has a designated supervisor and hierarchy of command or management under the concept of organizational unity. Also, all organizational elements within each activated level are linked together to form a single overall organization within acceptable span-of-control limits.
- **Span-of-Control.** Maintenance of an acceptable span-of-control is the responsibility of every supervisor. The optimum span-of-control is one to five, meaning one supervisor with

supervisory authority over five subordinates. The recommended span-of-control at all levels is one to three through one to seven. A larger span-of-control can be acceptable if the supervised positions are all performing a similar function.

- **Personnel Accountability.** The intent of personnel accountability is to ensure that proper safeguards are in place, so that all personnel are accounted for at any time. This is accomplished through organizational unity and hierarchy of management using check-in forms, position logs, and other status-keeping systems.
- **Common Terminology.** Common terms are used for all organizational elements, position titles, and facility designations and resources, ensuring consistency and standardization within and between SEMS levels. It enables multi-agency, multi-jurisdictional organizations and resources to work together rapidly and effectively.
- **Resource Management.** In SEMS, functional activities relate to managing resources at all levels. Resource management describes the ways in which field resources are managed and how status is maintained. The management activity varies from level to level, from directing to controlling to coordination to inventorying, and the procedures vary accordingly.
- **Integrated Communication.** At the field level, integrated communication is used in any emergency. Throughout EOCs and among SEMS levels, communication systems must be compatible and planning and information flow must occur in an effective manner. Integrated communication refers to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information.

SEMS Components

1. **ICS** was developed initially as part of the FIRESCOPE program during the 1970s by an interagency working group representing Local, State, and Federal Fire Services in California. The ICS was adopted by the Fire Services in California as their standard response system for all hazards. The ICS was also adopted by the federal land management agencies as the standard for response to all wildland fires nationally. A national, generic version of ICS is now in place.
2. **The Multi-Agency Coordination System (MACS)**, as it applies to SEMS, is actually interagency coordination, and means the participation of agencies and disciplines involved at any level of the SEMS organization. These agencies work together in a coordinated effort to facilitate decisions for overall emergency response, sharing critical resources, and prioritizing incidents.
3. **The Master Mutual Aid Agreement** was initially signed in California in 1950 and was an agreement among cities, counties, and the State to join together in a comprehensive program to provide voluntary services, personnel, and facilities when local resources were inadequate to handle an emergency. The Master Mutual Aid Agreement now contains discipline-specific Mutual Aid Systems that function on a statewide basis.

4. **Operational Areas (OAs)** consist of counties and all political subdivisions within a county area. The governing bodies of each county, and the political subdivisions within each county, have organized and structured their individual OA. The OA is responsible for the coordination of resources and information, and acts as a link in the system of communications and coordination between the State's Regional EOC (REOC), the County EOC, and the County EOCs of individual jurisdictions. Operations area management staff and mutual aid coordinators locate and mobilize resources requested by local government. Any emergency not specifically indicated below would be assigned to a Mutual Aid Coordinator, as defined by the type of emergency and applicable State or Federal laws.
5. **Operational Area Satellite Information System (OASIS)** is a satellite-based communications system with a high frequency radio backup. OASIS provides the capability to rapidly transfer a wide variety of information between agencies using the system. In SEMS, OASIS can be viewed as both a communications network and an information dissemination system, linking three (3) of the five (5) emergency response levels (State, Region, and Operation Area). The information processing component of OASIS contains fifteen (15) forms that provide a rapid and accurate means of transferring information between locations on the OASIS network.

As required by law under SEMS, the following elements have been incorporated into the Merritt College EOP.

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

- Training of assigned response staff and volunteers.
- The five phases of emergency management —preparedness, response, recovery, mitigation, and prevention.

Merritt College Responsibilities under SEMS/NIMS

The integration of SEMS/NIMS will be a cooperative effort of all departments within Merritt College that have a disaster/emergency response role. The Director of Risk Management is the point of contact for SEMS/NIMS compliance for Merritt College with responsibilities for:

- Communicating information within Merritt College on SEMS/NIMS requirements and guidelines.
- Coordinating SEMS/NIMS compliance among all Colleges and departments.
- Incorporating SEMS /NIMS into Merritt College's procedures.
- Incorporating SEMS/NIMS into Merritt College's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within Merritt College. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

Operational Area (Alameda County Operational Area)

Under SEMS, the operational area is defined in the California Emergency Services Act as the intermediate level of the state's emergency services organization, consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, counties and special districts. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area.
- Coordinating information, resources and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

In compliance with SEMS regulations, in February 2005, Alameda County adopted an agreement to develop an Operational Area Emergency Management Organization and invited local agencies, including schools to participate in this organization. The goal of this organization is to promote greater efficiency and disaster preparedness, response, recovery, and mitigation by joining the efforts of Alameda County.

When the Operational Area OES is activated, the Alameda County Sheriff's Office of Homeland Security and Emergency Services, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and resource requests by cities and other local governments. The Operational Area submits all requests for resources that cannot be obtained within the County, and other relevant information, to CAL/EMA Coastal Region.

Activation of the Operational Area OES during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational Area OES to support their emergency operations.
- 2) Two or more cities or local government within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) Merritt College, one or more cities within the county or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area requests or receives resources from outside its boundaries. This EOP and Cal/EMA does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

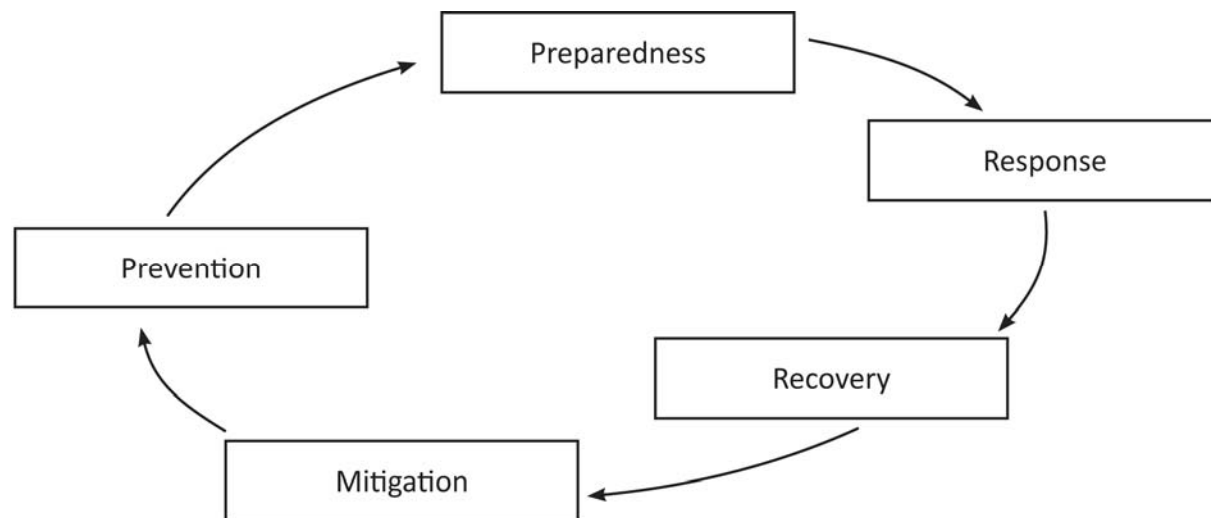
	10. Standardized Emergency Management System (SEMS) based Emergency Organization Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	11. Emergency Operations Center Organization Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.3.4 Phases of Emergency Management

The five phases of emergency management employed before, during, and after an incident are identified as Preparedness, Response, Recovery, Mitigation, and Prevention (as represented

below). The purpose of this section is to illustrate the application of these phases to the Merritt College emergency planning phases.

Figure 4-1: Five Phases of Emergency Management



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

Preparedness

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

The Merritt College President, Emergency Management Coordinator and EOC Director will participate in developing a planning team to review operating procedures and checklists describing how Merritt College resources will be used in an emergency. Such operating procedures will provide for coordination and communications among departments and off-site facilities as well as agencies and organizations of other jurisdictions. These specific operating procedures will address the following elements:

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

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

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

Response

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

- Disseminating emergency warning and Merritt College -wide information to the campuses and off-site facilities;
- Evaluating the emergency situation;
- Marshaling, allocating, and positioning personnel and equipment;
- Conducting evacuation and/or rescue operations as required;
- Providing for the care and treatment of casualties;
- Collecting, identifying, and disposing of the dead;
- Providing for the mass care (food, lodging, etc.) needs of campuses and facilities;
- Enforcing public safety in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.;
- Implementing health and safety measures;
- Protecting, controlling, and allocating vital resources;
- Advising neighboring public safety agencies and operational area of possible phased shutdowns; and
- Restoring or activating essential facilities and systems.

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

Recovery

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

its departments will review impacts on programs and aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations may provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

During a large scale geographic disaster, the recovery period has major objectives which may overlap, including:

- Bring families back together.
- Restore government and community services.
- Restore Merritt College's educational services.
- Rebuild damaged property.
- Identify and mitigate hazards caused by the disaster.
- Recover disaster costs associated with response and recovery efforts.

Mitigation

The mitigation phase is the ongoing effort to prevent or reduce the impact a known hazard will have on people, property, and the environment. It should not be confused with "site mitigation programs" designed to investigate and clean-up hazardous substances contamination.

Mitigation processes include laws and regulations mandating prevention, inspection, and enforcement programs; development of zoning and land use management plans; education; and tax and insurance incentives.

Prevention

Prevention deals with actions that are intended to avoid an incident or to intervene to stop an incident from occurring, and aimed at protecting lives and property in that order. The process usually involves the application of gathered intelligence and other information helpful in designing a prevention strategy. This can be accomplished by conducting inspections, improving surveillance, and looking into the actualities of a perceived or expected threat. Areas of concern could be public health or specific law enforcement threats that could be clarified by specific operations aimed at deterring, preempting, interdicting, or disrupting the threat and thus preventing the incident.

1.3.5 Emergency Organization

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

- Management Section
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

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

Management Section

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

- EOC Liaison
- Public Information Officer
- Safety/Liaison Officer (individual or joint position)

Operations Section

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

- Law or Public Safety Branch
- Movement/Traffic Control Unit Leader
- Search and Rescue Coordinator
- Utilities and Damage Coordinator
- Medical Services Branch

Planning Section

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

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

Logistics Section

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

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

Finance Section

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

- Purchasing & Cost Accounting Unit
- Cost Recovery Unit
- Claims and Compensation Unit

ICS Position Checklists

Part II – Functional Annexes of this Emergency Operations Plan contains a detailed checklist of responsibilities and response actions for each ICS position.

1.3.6 Emergency Declarations

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

	27. Emergency Declarations Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
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Merritt College Emergency

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

- Promulgate orders necessary to provide for protection of life and property;
- Order closure of campus or any Merritt College properties;
- Facilitate mutual aid from Op Area, other community colleges or local jurisdictions;
- Activate Merritt College personnel, logistical resources, and facilities;
- Ensure personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties;

- Provide an appropriate procedure for maintaining a roster of emergency workers;
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and State and Federal disaster relief funds, where applicable;
- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses, and to seek Federal disaster relief where appropriate;
- Impose penalties for violation of lawful orders under Education Code Section 89031; and
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act).

Merritt College will proclaim a formal college-wide emergency when additional assistance will be needed from Local, State, and Federal agencies. Merritt College can *request a resolution* from their surrounding cities if conditions extend in to the larger community.

The President may follow the procedures stated to allow for a college-wide or campus closure, and issuance of administrative leave for Merritt College employees.

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

Local Emergency

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

The proclamation of a Local Emergency provides legal authority to:

- Request the Governor to proclaim a State of Emergency.
- Promulgate orders and regulations necessary to provide for the protection life and property.

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

State of Emergency

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

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authorities are inadequate to cope with the emergency. When the Governor proclaims a State of Emergency, the following conditions apply:
 - Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or Merritt College for outside assistance.
 - The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
 - Jurisdictions may command the aid of employees and students as deemed necessary to cope with an emergency.
 - The Governor may suspend the provisions of orders, rules, or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.

- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their offices.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War Emergency

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

Presidential Declaration of Emergency/Major Disaster

Emergencies and Major Disasters are defined as follows:

- **Major Disaster.** A major disaster is defined as "any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the U.S. which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
- **Emergency.** An emergency is defined as "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the U.S."

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

- Merritt College's Emergency Declaration
- The California State of Emergency Proclamation

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

1. Certification of implementation of the State Emergency Plan.
2. Description of how the disaster caused needs beyond state/local capabilities.
3. A description of state/local resources already committed.

4. Preliminary estimates of supplementary federal assistance needed.
5. Certification of compliance with cost-sharing requirements of the Stafford Act. The basis for request is when the situation is of such severity and magnitude that effective response is beyond the capabilities of the state and affected local governments, and federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the state, affected local governments, disaster relief organizations, and compensation by insurance.

**17. Continuity of Government**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.3.7 Continuity of Government

Overview: Continuity of Authority

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

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

The ultimate responsibility for emergency management at the Merritt College belongs to the President. To ensure the orderly continued operations of the Merritt College, the President may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the President. In the event of a localized emergency at Merritt College, President will have the responsibility for the college's emergency management. The President may also delegate functions to other administrators. The designee will conduct response and recovery operations until the President returns to the college. The President, or in their absence their designee, has the authority to:

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

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

Succession of Command

POSITION	CONTACT NAME
College President	Norma Ambriz-Galaviz
Vice President of Instruction	Elmer Bugg
Vice President of Student Services	Dr. Bill Cordero
Business Officer	Dettie Del Rosario
Dean of Academic Pathways and student Success	Anita Black
Dean of Workforce Development and Applied Science	Lasana Hotep
Dean of Special Programs and Grants	Romeo O. Garcia



15. Essential Facilities-Alternate Government Facilities

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Alternate Government Facilities

Emergency operations for response will be held in the Campus EOC at Q Building, 2nd Floor Conference Room. If the building is damaged, the location for an alternate EOC will be either F Building, 2nd Floor, Room 211 or will be moved to Child Care Center Conference Area/Open Space. If none of these spaces is available, the EOC will erect the emergency tent and activate emergency storage space.



18. Vital Record Retention

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Preservation of Records

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

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

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

- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, and locations of emergency supplies and equipment.
- *Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.
- *Educational Records.* Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished. Vital record storage methods that might be used include but are not necessarily limited to:
 - Duplication (either hard copy or removable computer disk)
 - Dispersal
 - Fireproof containers
 - Vault storage (both on and off campuses)

Detailed direction on preservation of vital records is located in Part Three (III). In addition, it is each employee's responsibility to maintain complete and timely backups of the data on assigned computers by use of the zip drives or CDs.



16. Essential Facilities-Americans with Disabilities Act

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Americans with Disabilities Act Compliance

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

- Merritt College will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- During emergency situations, Merritt College will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Merritt College will attempt to shelter special populations and those with disabilities during a care and shelter situation or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.

- Special populations and those with disabilities will never be forced by Merritt College to occupy a specific shelter or take a particular action designed for their benefit.
- During preparedness and mitigation activities, Merritt College will provide preparedness instruction to our college community with special needs to ensure they are prepared in times of crisis.



38. Training and Exercises

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Training and Exercises

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

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

- **Orientation Seminars** are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations, or case studies. Such exercises can involve all levels of campus personnel, particularly support service groups.
- **Tabletop Exercises** will provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussions and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional Exercises** will be utilized to simulate actual emergencies. They will involve the complete emergency management staff and are designed not only to exercise procedures, but also to test the readiness of personnel, communications, and facilities. Such exercises will be conducted at the EOC level.
- **Full-Scale Exercises** are the most complex type of exercise, and the ultimate goal of the training program. These are full performance exercises that add a field component to interact with the EOCs through simulated messages. These exercises test the planning process, the deployment of resources, and the operations of field personnel.

The EOP shall be exercised on an annual basis, with college-wide involvement. The scope of these exercises may vary, but it is Merritt College's policy to exercise the full EOC staff at least annually. In accordance with SEMS, the college is on a four-year exercise cycle, which includes the following:

Year One:

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

Years Two, Three, and Four:

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

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

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

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

In compliance with SEMS, each department should coordinate the following SEMS training at relevant levels for emergency personnel:

COURSE NAME	TARGET AUDIENCE
SEMS Introductory Course	For all building CERT, ICS, EOC personnel, and responding managers.
ICS Orientation IS-100	A general orientation to ICS for all Building Marshals CERT, ICS, EOC personnel, and responding managers.
ICS Basic IS-200	Personnel who respond to an Incident Command Post, CEOC, or District EOC to assist or support the organization.

COURSE NAME	TARGET AUDIENCE
ICS Intermediate IS-300	Personnel in an ICS branch, division, group or unit, or members of the Command Staff.
ICS Advanced IS-400	Personnel who will supervise sections; Command Staff in an EOC or Incident Command Post; Incident or Area Commanders; also those who may assume key agency management roles over incidents.
SEMS Emergency Operations Center Course	Support, supervisory, management, and executive personnel in College's EOC who would perform an EOC function at any SEMS level.
SEMS Executive & Elected Official Course	Board of Trustees, executives, administrators, and policy makers within agencies that are required.

**37. Standard Operating Procedures (SOP) Development**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Standard Operating Procedure Development

Merritt College will develop and maintain emergency response Standard Operating Procedures:

These procedures supplement the EOP and provide specific response procedures for each response agency to ensure a coordinated and prepared response. Additionally, the EOP provides a framework for implementing the Standard Operating Procedures.



Part I

Section 4

Basic Plan

Concept of Operations

Section 4. Basic Plan: Concept of Operations

1.4.1 Response Goals and Objectives

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

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

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

1.4.2 Response Phases

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

Pre-Emergency Period

During the Pre-Emergency Period, the Merritt College emergency management organization recognizes the need for an increased readiness phase. Increased readiness actions include reviewing and updating plans, standardized operating procedures (SOPs) and resource information; increasing public information efforts; accelerating training programs; inspecting, dispensing, and/or relocating equipment; and taking other appropriate measures. Available resources, to include auxiliaries and reserves, will be mobilized. Departments' assigned emergency responsibilities will prepare SOPs and checklists detailing emergency response actions for all types of emergencies.

Pre-Impact

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

1. **Actions:**

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



21. SEMS Coordination Levels

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Emergency Period

The Emergency Period is divided into three phases.

Pre-Impact Phase

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

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

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

2. Actions

- Disseminating warnings through ALERTU or similar service, emergency public and campus information, and other advice and action instructions to the public.
- Surveying and evaluating the emergency situation.
- Marshaling, allocating, and positioning personnel and equipment.
- Mobilizing necessary resources.
- Activating the EOC using established guidelines.
- Evacuating the campus community if necessary.

Personnel Assembly Locations:

- Quad Area
- Grass Area between Buildings F and D
- Parking Lot C
- Parking Lot A

Obtain Supplies and Radios at:

1. Office of the President/Office of Instruction
 2. Office of Student Services
 3. Building A
 4. Building F
 5. Cafeteria and Bookstore
- Sending Situation Status Report to your OA.
 - If additional resources and financial assistance may be needed, a district emergency could be proclaimed.

Immediate Impact Phase

Immediate Impact. During this phase, emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by Merritt College's responders and may include mutual aid, local government, and OA responders. The college's emergency management organization will be activated as required to cope with the specific situation, and each element will operate according to the provisions in this plan and any pertinent SOPs. Priority will be given to the following operations (not in any given order):

3. Actions

- Activating the EOC;

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

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

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

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

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

If the situation warrants, a DISTRICT EMERGENCY will be proclaimed by the District President or successor. The campus's EOC will be activated and staffed. The OA will be advised accordingly. If deemed appropriate or upon request of the OA, the Director of Cal EMA will recommend to the Governor that a STATE OF EMERGENCY be proclaimed in affected areas and, as required, in areas from which mutual aid might be needed. During this time, state agencies will evaluate their capabilities and be expected to immediately respond to requests from affected areas for assistance. These activities will be coordinated with Cal EMA and the Operational Area.

Sustained Emergency Phase

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

4. Actions

- Providing for the care and treatment of casualties;
- Collecting, identifying, and disposing of the dead;
- Providing for the mass care (food, lodging, etc.) needs of displaced persons; and
- Detailed damage assessment.

Response Levels

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

5. Level I Response Mode — Decentralized Coordination

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

6. Level II Response Mode — Centralized Coordination

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

- Establishing a situation assessment function;
- Establishing a public information function;

- Determining resource requirements and coordinating resource requests; and
- Establishing and coordinating the logistical systems necessary to support emergency services.

7. Level III Response Mode — Highest Interagency Coordination and Discretion

This mode of operation will be utilized following a major disaster that would render it impossible for Merritt College to effectively respond or function at either Level I or II. In this situation, the EOC will be activated, and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.

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



20. Notification and Mobilization

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.4.3 Notification

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

- When the needs of the incident exceed the ability of the on-scene EOC.
- It triggers an automatic Emergency Notification System (ENS) – AlertU type activation.
- There is a possibility the incident will escalate.
- There is a possibility that Merritt College’s resources may be overtaxed and/or exhausted, requiring the activation of mutual aid.
- The anticipated duration of the incident is greater than eight (8) hours.

- The number of involved agencies, departments, and/or organizations may require a centralized coordination location.
- Protective and/or response measures being implemented are of significant magnitude.
- There is a possibility for the involvement of external (from outside Merritt College) agencies/organizations in the response.

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

- EOC Staff person's name
- Position / Title
- Work, Home, and Cell number

1.4.4 EOC/ICS Overview and Functionality

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

Purpose

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

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

Merritt College Role/Responsibilities in SEMS/NIMS

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

In some instances, communication/coordination between the field and the Merritt College EOC may take place under the Operations Section Branch in the EOC.

In the event of a large emergency affecting numerous jurisdictions, the OA would be activated. In this circumstance, the Merritt College EOC would report to the OA.

Merritt College is responsible for coordinating with other local governments, the field response level, and the OA to provide mutual aid.



13. Essential Facilities-Primary and Alternate EOC

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

EOC Location

The key factor for any EOC location is that it contains a robust support infrastructure. Ideally, an EOC should have a back-up electrical generator with a minimum fuel supply for three days continuous operation. It would benefit from break-out rooms where meetings or briefings can be held. There should be adequate parking, an area where food can be prepared, and adequate restrooms.



13. Essential Facilities-Primary and Alternate EOC

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Primary EOC Location

Merritt College must have a primary EOC location for the command, control and coordination of any college response while each center or off-site facility has a site designated as its EOC. Merritt College's primary EOC is located at:

Q Building, 2nd Floor Conference Room

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

**13. Essential Facilities-Primary and Alternate EOC**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Alternate EOC Location

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

Secondary - F Building, 2nd Floor, Room 211

Tertiary – Building A, room 106

Quaternary - If none of these spaces is available, the EOC will erect the emergency tent and activate emergency storage space.

EOC Layout and Security

The EOC is functionally laid out to support implementation of the ICS, as appropriate department/section position signs will be available. The following figures depict the layout of the primary and alternate EOC locations.

Place holder for EOC layout figures

EOC security will be assigned to a Law or Public Safety Officer as deemed appropriate for the activation. The officer will be positioned at the front entrance to the EOC. EOC access will be restricted to members of the assigned EOC staff and specific external agency representatives (e.g., County Emergency Medical Director (EMD), Red Cross, Merritt College emergency personnel, State Office of Emergency Services (OES), etc.).

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

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

EOC Supplies

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

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

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

EOC Operations Kits

- Each section has a file box stored at the EOC containing basic office supplies needed to begin operations. Included are pencils, pens, message pads, tablets, etc.
- Each section should supply additional items needed for completion of its assigned functional mission(s) in its box, including: section level disaster response procedures, current copies of SOPs, rosters of section personnel, equipment lists, telephone numbers used on a daily basis (personal Rolodex is helpful), open account list, mutual aid support agencies, and any other special resources needed to assist response efforts.
- Included in these Operations Kits are the appropriate EOC position vests assigned to that particular department or agency. As personnel arrive, and after they sign in, they are issued their position vest and kit. The vests are to be worn the entire time of an operation and will be turned in upon departure from the EOC.
- It is the responsibility of the Emergency Management Coordinator to ensure that these Operations Kits are stocked and immediately ready for any EOC activation.

	23. Field/EOC Communications and Coordination Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
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EOC Communication and Coordination

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

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



24. Field/EOC Direction and Control Interface

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Field/EOC Direction and Control Interface

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

Note: This section applies to multi-campus districts. Please disregard this section and see the next section for single-campus districts.

	21. SEMS Coordination Levels Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	22. Incident Command System (ICS) Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	25. Field coordination with Department Operations Centers (DOCs) and EOCs Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Field Coordination with Campus/Department Operation Center

In the event an emergency that involves several departments or agencies from within the same jurisdiction, and/or agencies from more than one jurisdiction that require close coordination, it is most likely that the OA would be activated. Key management level personnel from the principal involved agencies will either co-locate at the OA EOC or send a liaison representative. The OA activities can include, but are not limited to:

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

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

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

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

	12. Involvement of special districts, private and non-profit agencies Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
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Coordination with External Agencies

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

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

1.4.5 EOC Activation

Since EOC activation is based upon the idea of assembling only what is necessary to manage the emergency at hand, it makes sense to provide for three tiers of EOC activation. See attached file listing three possible activation levels.

Merritt College EOC Activation Levels

3

Level 3 – Full Scale Activation of Merritt College's EOC – All pre-designated Merritt College EOC staff and management team will be notified as per the EOC Director. The EOC shall be activated (list other required activations). The Operational Area shall be notified of the Level Full Activation.

2

Level 2 – Partial Activation of Merritt College's EOC – This is a limited activation to be determined by the EOC Director. This will occur when an incident can be managed by the Merritt College EOC. All pre-designated Merritt College EOC staff and management team will be briefed of any partial activation should the incident require resource requires exceed the scope of the filed EOC.

1

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

EOC – Emergency Operations Center (One per campus under the ICS system)

COC – Campus Emergency Operations Center – found only on a campus (same as DOC)

DOC – One per campus or specialized site such as medical center

ICP – Incident Command Post (Vehicle with enhanced communications and equipment

SAR – Search and Rescue (Generator – Lighting – Jacks – Cribbing – Tools – Backboards – Tools – etc.)

Conditions Warranting Activation

The Merritt College EOC may be activated when:

- Merritt College emergency is proclaimed by the EOC Director (President of the College)
- Upon request of the OA.
- There is an impending or declared STATE OF WAR.
- An earthquake occurs that affects Merritt College or impacts the college's resources.
- An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.
- The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the Merritt College sites.
- By a Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.



14. Essential Facilities-Activation/Deactivation of EOC

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Authorized to Activate the EOC

The following Merritt College personnel are authorized to activate the EOC:

POSITION	CONTACT NAME
College President	Norma Ambriz-Galaviz
Vice President of Instruction	Elmer Bugg
Vice President of Student Services	Dr. Bill Cordero
Business Officer	Dettie Del Rosario
Dean of Academic Pathways and student Success	Anita Black
Dean of Workforce Development and Applied Sciences	Lasana Hotep
Dean of Special Programs and Grants	Romeo O. Garcia
Campus Police Services	Deputy on Duty
Head Custodian	Felix Smith
Store Keeper	Robert Smith



14. Essential Facilities-Activation/Deactivation of EOC

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Activation Guideline

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

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

EOC ACTIVATION SAMPLE	
***THE FIRST PERSON ARRIVING AT THE EOC SHOULD INITIATE THE FOLLOWING EOC SET UP PROCESS ***	
Task	Completed
15. Place EOC vest in each section: All EOC staff are to wear their vests at all times; visitors must be wearing identification badges.	
16. Place EOC signage to guide staff.	



20. Notification and Mobilization

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Personnel Reporting

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

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

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

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

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



11. Emergency Operations Center Organization

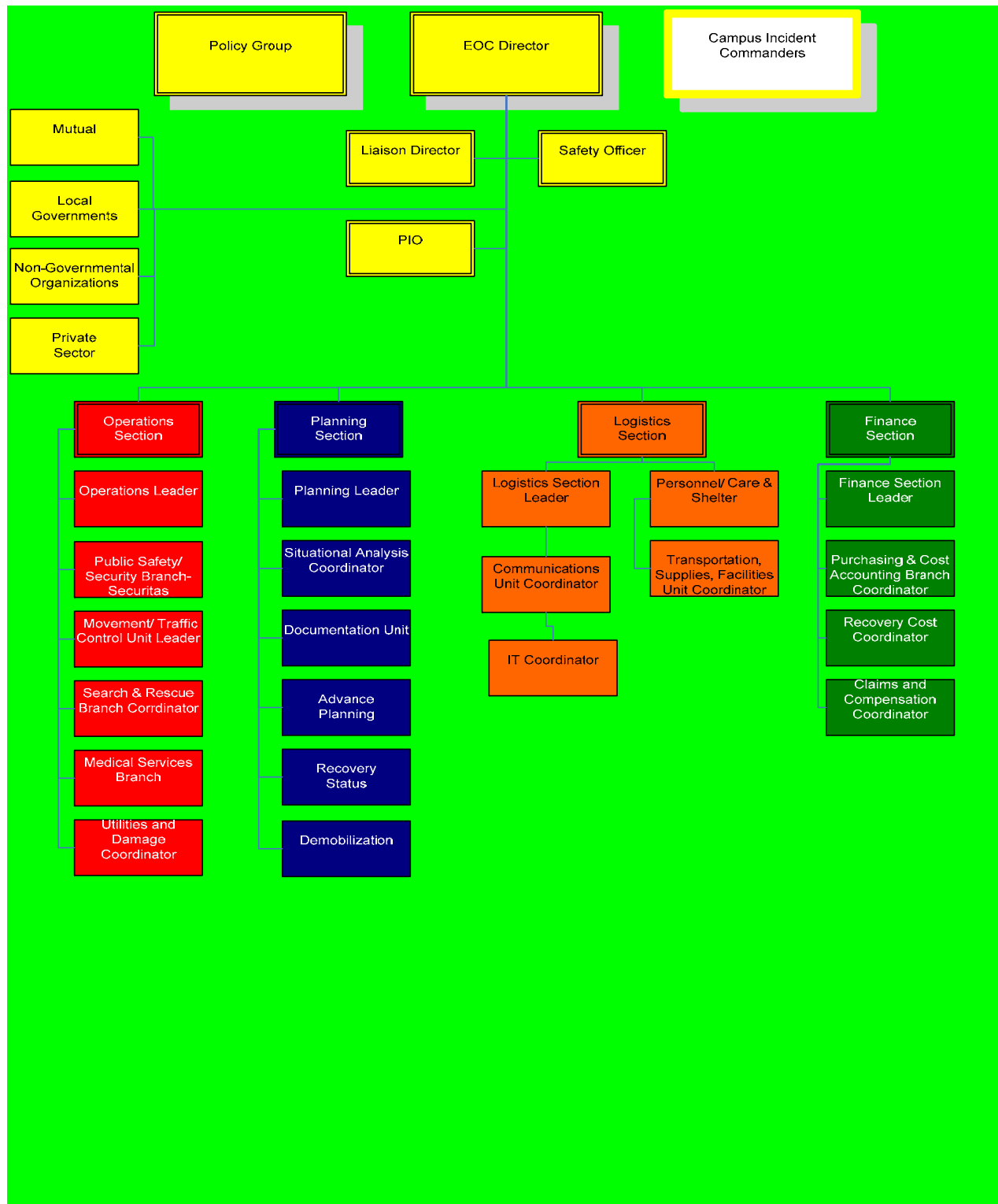
Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.4.6 EOC/ICS Organization, Positions, and Responsibilities

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

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

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

Basic Incident Command Structure

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

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

Management

8. EOC Director

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

Operations

9. Operations Section Leader

- Law or Public Safety Branch
- Movement and Traffic Control Unit
- Search and Rescue Unit
- Other Units as needed
- Medical Services Branch
- Maintenance, Utilities, and Damage Assessment Branch
- Duties:
- Support the tactical field responses and the EOC(s).
- Coordinate EOC teams.

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

Planning

10. Planning Section Leader

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

Logistics

11. Logistics Section Leader

- Care and Shelter Branch
- Personnel Branch
- Information Technology Branch
- Communications Unit
- Transportation, Supplies, Facilities Branch
- Duties:
- Manage Human Resources, Com/Network, and Purchasing Branches.
- Ensure sufficient personnel available.
- Track personnel duties, location, rotation, rest, and meal times.

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

Finance

12. Finance Section Leader

- Supply/Purchasing Unit
- Cost Recovery Unit
- Claims and Compensation Unit
- Duties:
- Manage the Compensation, Contract, and Payroll Units.
- Responsible for accurate accounting, compensation, cost-control, and claims.
- Complete all mandatory forms.
- Develop Incident Procurement Plan.
- Determine charge code, and delegate authority to commit agency funds.
 - Organize and Implement time-lines and time-keeping activity.

POSITION	Primary	First Alternate	Second Alternate	Third Alternate
MANAGEMENT SECTION				
EOC Director	Norma Ambriz-Galaviz	Elmer Bugg / VPSS	Bill Cordero	Peralta Police
Liaison Director	Lasana Hotep	Siri Brown	Ray Chamberlin	
Public Relations	Anita Black	Debra Jacks	Mario Rivas	
Safety Officer	(Maura) Molly Sealund	Waaduda Karim	Sylver Daniel	Hussein Lecky

POSITION	Primary	First Alternate	Second Alternate	Third Alternate
OPERATIONS SECTION				
Operations Chief	Dettie Del Rosario	Inga Marciullionis	Arja McCray	Eva Ng-Chin
Public Safety/Law Enforcement Branch	Peralta Police	Margaret Dixon	Carlos McLean	Steve Pantell
Movement/Traffic Control Unit Leader	Felix Smith	Kinga Sidzinska	Vincent Ealy	Maurice Compton
Search & Rescue Branch	Oakland Fire Department	Alameda County Fire and Rescue	Brock Drazen	Kevin McClintock
Medical Services Branch	Oakland Fire/EMS/911	Dawn Williams	Lynn Bratchett/ Dinke Augustina	Stefani DeVito
Utilities and Damage Coordinator	Clint Robbins	Kenneth Chin	District Engineers	Jennifer Yates
PLANNING/INTELLIGENCE SECTION				
Planning/Intelligence Leader	Elmer Bugg/VPI	Newt McDonald	Doris Hankins	Marta Zielke
Situational Analysis Coordinator	David Morales	Tae-Soon Park	Rose Allen	Audrey Trotter
Documentation Unit	Stephanie Harding	Judy Adams	Alejandra Tomas	Guy Forkner
Advance Planning	Newt McDonald	Christine Olsen	Chris Grampp	Jennifer Shanoski

POSITION	Primary	First Alternate	Second Alternate	Third Alternate
Resource Status /Demobilization	Nghiem Thai	Dawn Williams/ Walter Johnson	Susana Dellatorre	
LOGISTICS SECTION				
Logistics Section Chief	Ron Perez		Jennifer Yates	MaryLouise Zenicke
Communications Unit Coordinator	Linda Garcia	Armando Cerroblanco	Waaduda Karim	Lisa Aaron
Information Technology Coordinator	Patricia Rom	Simon Chan	Tony Hampton	Walter Johnson
Personnel Branch Coordinator	Judy Bryson	Margaret Howell	Dorris Hankins	
Transportation, Care and Shelter, Supplies, Facilities Coordinator	Robert Smith	Randy Dillard	Tim Brice	Ron Nelson
FINANCE SECTION				
Finance/Admin Section Chief	Sadie Bradley	Lorna Pasquel	Berenise Herrera	Angela Khoo
Purchasing & Cost Accounting Branch Coordinator	Charlotte Victorian	Janet Zepel	Angela Khoo	Jon Drinnon
Recovery Cost and Claims Coordinator	Jane Fong	Nancy McPhee	Tanya Ilarde	

Planning Process for Field

Incident Action Planning for the Field

Merritt College follows the NIMS incident planning process and standards. Each college, center or facility will manage its field operations through an EOC utilizing the ICS to create their own Incident Action Plan (IAP). The IAP will be forwarded to the EOC.

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

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

Initial Response

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

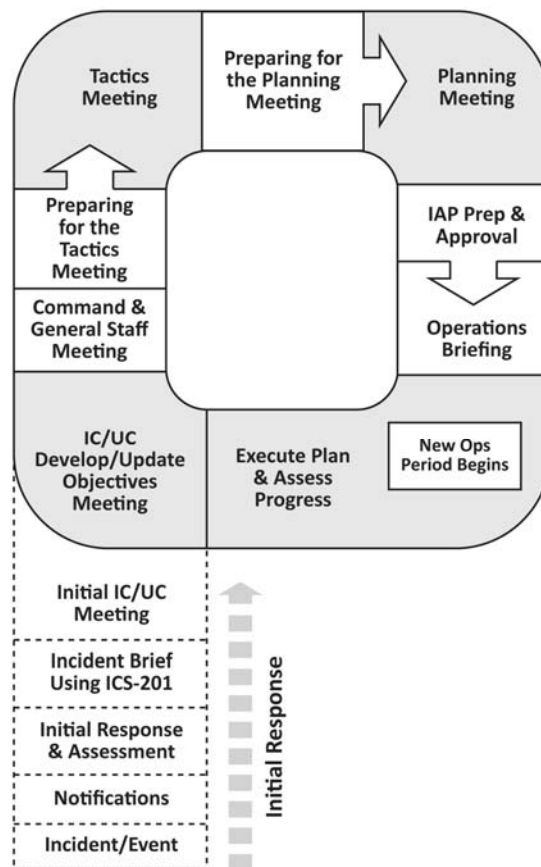
P – Plan Model

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

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

- Evaluating the situation
- Developing incident objectives
- Selection of a strategy

- Picking cost effective, efficient and safe resources to achieve objectives



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

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

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

- IC/UC Develop/Update Objectives Meeting
- Command and General Staff Meeting
- Preparing for Tactics Meeting
- Tactics Meeting
- Preparing for the Planning Meeting

- Planning Meeting
- IAP Prep and Approval
- Operations Briefing

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

IC/UC Objectives Meeting

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

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

Command and General Staff Meeting

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

Preparing for and Conducting the Tactics Meeting

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

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

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

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

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

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

Preparing for the Planning Meeting

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

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

Planning Meeting

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

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

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

IAP Preparation and Approval

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

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

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

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

Operations Period Briefing

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

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

Execute Plan and Assess Progress

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

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

Action Planning for the EOC

Merritt College follows the SEMS/NIMS incident planning process and standards. Each college, center or facility will manage its EOC operations using the ICS to create its EOC Action Plan. This plan will support the needs and response outlined in the Field Incident Action Plan.

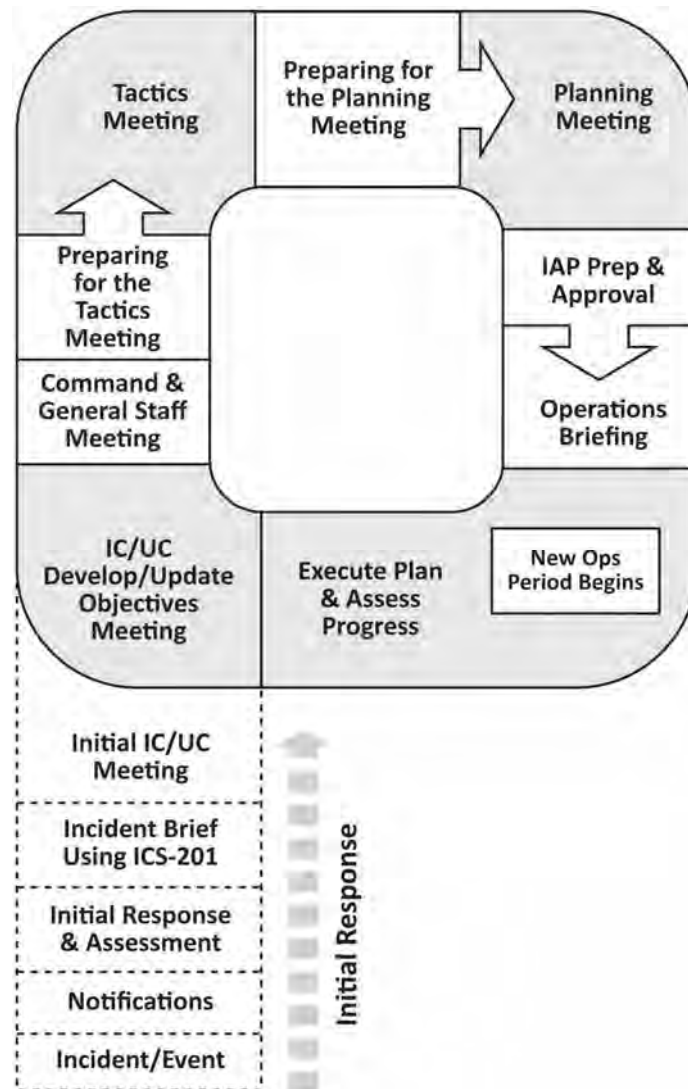
The EOC Action Plan is created to support the needs and responses outlined in the field IAP and will continue to change throughout an operational period per the incident needs. The following steps are involved in the planning process:

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

Initial Planning Assessment for the EOC

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

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



EOC Planning Process

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

**26. Mutual Aid**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.4.7 Mutual Aid

Overview

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

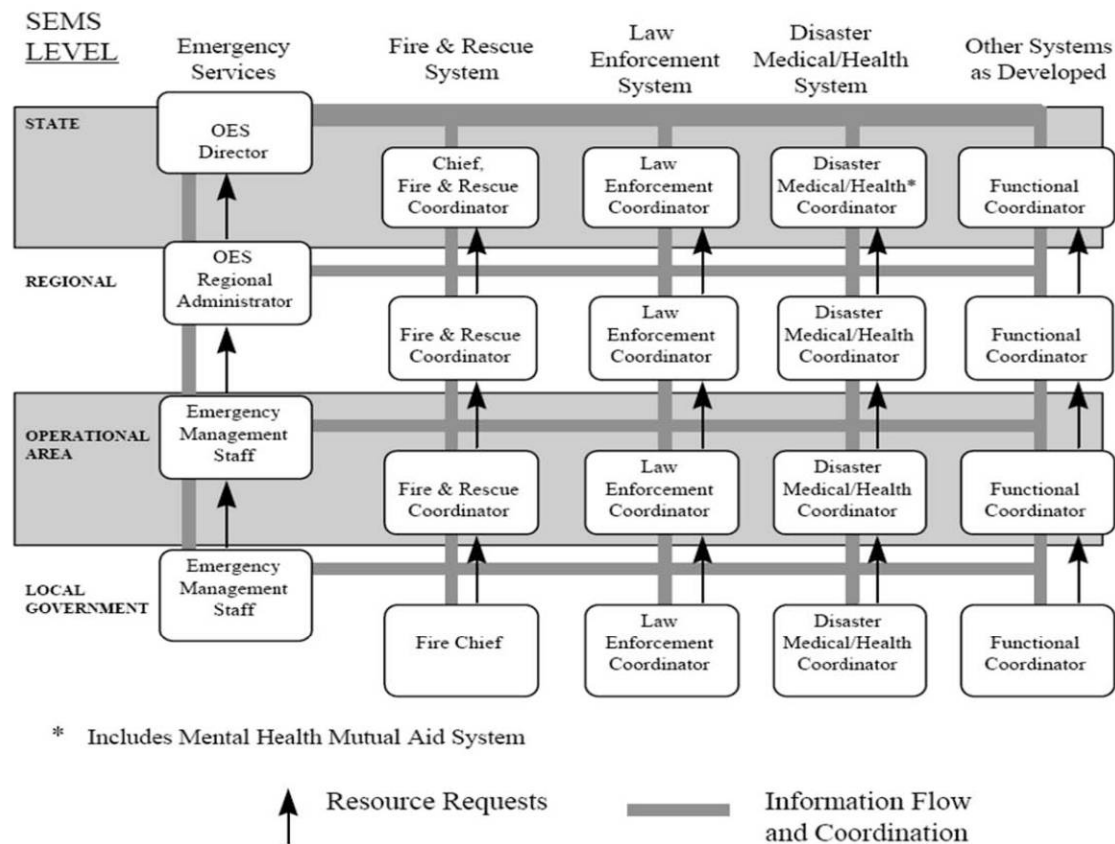
To facilitate the coordination and flow of mutual aid, the state has been divided into six Cal EMA (OES) Mutual Aid Regions, identified in California Mutual Aid Regions.

California Mutual Aid Regions



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

Discipline Specific Mutual Aid Agreements



21. SEMS Coordination Levels

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Responsibilities

Local Jurisdictions. (i.e., PCCD and its Incorporated Cities) Local Jurisdictions are responsible for:

- 1, Developing and maintaining current Emergency Plans that are consistent with the Operational Area Emergency Plan, California Emergency Plan, and the California Master Mutual Aid Agreement, and

are designed to apply local resources in meeting the emergency requirements of the immediate community or its neighbors, and coordinate such plans with those of neighboring jurisdictions to ensure mutual compatibility;

2. Identifying Multipurpose Staging Areas (MSAs) to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities;
3. Maintaining liaison with the Operational Area Coordinator who in turn will stay in contact with Region Office and neighboring jurisdictions;
4. Responding to requests for mutual aid from the Operational Area Coordinator or directly with other jurisdictions with whom established mutual aid agreements have been signed;
5. Dispatching situation reports to the Operational Area Coordinator and/or Cal EMA Mutual Aid Region Office as the emergency situation develops and as changes in the emergency situation dictate;
6. Receiving and employing resources provided by other Counties, State, Federal, and private agencies; and
7. Carrying out emergency regulations issued by the Governor.

Cal EMA Mutual Aid

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

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

State

The Cal EMA (OES) has the following responsibilities:

- Perform executive functions assigned by the Governor;
- Coordinate the extraordinary emergency activities of all State agencies;
- Receive, process, evaluate, and act on requests for mutual aid;

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

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

Federal

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

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

Policies and Procedures

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

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

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

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

Coordination

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

Requests should include, as applicable:

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

References

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

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

	28. Public Information Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	40. Management Section Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.4.8 Public Information

Overview

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

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

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

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

Pre-Emergency Priorities

For the PIO, pre-emergency priorities include:

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

Emergency Priorities

The order of emergency PIO priorities is:

1. Lifesaving/health preservation instructions.
2. Emergency status information.
3. Other useful information. Other PIO emergency priorities may include:
 - Warning the public, Merritt College, and campuses of an imminent hazard.
 - Providing instructions on protective actions.
 - Organizing and training PIO staff.
 - Opening a Media Center.
 - Coordinating information with any on-scene Public Information Officers (Fire or Law Enforcement). If a PIO team is not on-scene, dispatch a PIO team to the scene, if appropriate.
 - Obtaining accurate damage assessment figures.

Recovery Priorities

During the recovery phase, PIO priorities are:

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

	40. Management Section Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
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Merritt College Public Information Officer (PIO)

As soon as possible after the onset of an emergency, the Merritt College PIO will fully mobilize by requesting additional staff support, set up a Media Center, and set up an information relay system, as necessary. The PIO function should be prepared to operate on a 24-hour basis, with staff members being assigned to four (4) twelve (12) hour shifts, with a one (1) hour overlap to allow for briefing and transitional continuity. In a large event, Merritt College and/or campuses should assign extra security staff to the Media Center to provide access control and verify credentials.

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

Roles and Responsibilities

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

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

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



40. Management Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Emergency Information/Rumor Control

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

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

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

**40. Management Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Non-Emergency Information and Media/Visitor Control

The responsibilities for this area are to:

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

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

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

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

On-Scene PIO

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

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

- Establish a media control point in the vicinity of, but physically separated from, the incident site or command post.
- Request media cooperation with any “ground rules” established by the on-scene EOC Director. Become familiar with California Penal Code Section 409.5.
- In concurrence with the Merritt College PIO, brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released pending notification of next of kin.
- Maintain communication with the EOC Director to obtain the latest information and remain current on the situation.

- Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.
- Keep the EOC PIO apprised of changes to the emergency situation.

Administrative Support

This area is responsible for:

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

State PIO

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

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

Federal PIO

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



40. Management Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Policies and Procedures

Media access privileges to both the EOC and field Media Center should be established and agreed upon with the Merritt College executive team prior to an emergency or disaster.

Field Access

California Penal Code Section 409.5 permits access by accredited reporters to areas that are closed to the public during disasters. The California Peace Officers' Association suggests that "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions."

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

Air Access

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

PIO Communications

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

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

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

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

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



14. Essential Facilities-Activation/Deactivation of EOC

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.4.9 EOC Deactivation

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

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

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

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

1. **Operations Section.** The Operations Section will typically be the first to deactivate, and tactical teams and field personnel should account for equipment and emergency workers and then return to

their home bases. Demobilization of field personnel will typically take place on a first in/first out basis. The specifics of this demobilization will be determined by the Operations Section Leader and on-scene Command in accordance with the Demobilization Plan developed by the Planning Section/Demobilization Unit.

2. **Logistics Section.** The Logistics Section will support the Operations Section's deactivation. It will begin closing down facilities and reclaiming or disposing of resources, that were used to support emergency workers (e.g., feeding locations, lodging, sanitation, etc.). It will also assist in accounting for resources; determining their status, returning or disposing of response resources; and reporting status, costs, and losses to the Finance Section.
3. **Planning Section.** Following the deactivation of the Operations and Logistics Sections without incident, the Planning Section will cease operations. The Planning Section remains active while the Operations and Logistics Sections deactivate in case complications with field demobilization or resource management arise that might need to be addressed strategically. In addition, the Planning Section/ Demobilization Units are responsible for developing the demobilization plan that is being used by the Operations and Logistics Sections. Should questions arise or revised strategies be needed, the Planning Section will be available during this critical time.
4. **Finance Section.** The Finance Section is the last General Staff functional element to cease operations, because it is responsible for gathering all documentation related to the incident, identifying all associated costs (including demobilization costs), and leading cost recovery efforts. It may sometimes take considerable time to ensure all appropriate documentation is gathered from the other sections and to validate costs. Furthermore, complete accountability for the operation cannot be determined until all other sections have fully deactivated.
5. **Management Function.** Because the EOC Director is accountable for all emergency management activities — from start to finish — the Management Function is the last to deactivate. The EOC Director position must be maintained to ensure all activities are fully and successfully executed and then terminated. The EOC Director should typically receive a debriefing from the Section Leaders as they cease operations. Once the last Leader has reported out and the EOC Director is confident that operations are terminated and all things are accounted for, then official operational termination/deactivation may result.

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

- Close out logs and log out of WebEOC® or its equivalent when authorized by the EOC Director or an appropriate supervisor.
- Complete all required forms, reports, and other documentation. Submit all forms and logs to the Planning Section/Documentation Unit, as appropriate, prior to departure.
- Be prepared to provide input to the after-action report.
- Clean up work area before leaving.

- Leave a forwarding phone number with the EOC Manager as necessary.
- Notify other appropriate organizations of the deactivation.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Proclaim termination of the position/organizational element (e.g., Unit, Branch, etc.) and resume normal agency operations.



Part I

Section 5

Basic Plan

Recovery

Section 5. Basic Plan: Recovery



29. Recovery Overview

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

1.5.1 Introduction

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

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

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

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

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

- Re-establish essential business and educational services.
- Permanently restore Merritt College property.
- Coordinate restoration of the critical utility and service functions such as water, power, sanitation, HVAC, network services, and telecommunications.
- Identify residual hazards.
- Plan to mitigate future hazards.
- Make recommendations on Merritt College infrastructure restoration priorities.
- Coordinate cleanup and debris removal operations.
- Facilitate the rebuilding process and expedite the permit process.
- Recover costs associated with response and recovery efforts.
- Aggressively identify all damages, and seek financial reimbursement from FEMA, Cal EMA, and other organizations as appropriate.
- Aggressively identify all funding sources made available through legislation and disaster grants.



31. Recovery Damage Assessment

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Disaster Recovery Phases

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

1. **Short-Term (a few days to six months).** Following the response phase, the first hours and subsequent days of the recovery phase will include rapid damage assessment, debris removal, immediate abatement of extreme hazards, crisis counseling to disaster victims, and restoring access to building and facilities, along with the restoration of the HVAC systems, roadways, grounds, power, water, sanitation, and all telecommunications to Merritt College.
2. **Mid-Term Recovery Phase (six months to two years).** In the mid-term phase of recovery, the most vital services have been restored, but life may not be characterized as "back to normal." This period, which ranges from months to two years, may be characterized by the following:

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

Once the initial short-term objectives of infrastructure recovery are completed, the mid-term phase moves to the restoration of all pre-identified critical business functions necessary to return Merritt College back to normal business operations.

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

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

- Reconstruction of damaged buildings
- Permanent re-establishment of Merritt College buildings
- Economic rebound
- Long-range planning for hazard mitigation and land use
- Retention of student population



30. Recovery Organization

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Recovery Organization

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

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

	33. Recovery After-action Reports Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.
	34. Recovery Disaster Assistance Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Roles and Responsibilities

The Recovery organization is required to communicate and interact with all departments on recovery planning and will be responsible for forming the task force, which will prepare Merritt College's Recovery and Reconstruction Plan. This function will be activated at the initial stages of a disaster response through the Advanced Planning Unit under the Planning Section. Additional recovery activities will be coordinated through the Cost Recovery (Cal EMA & FEMA Filing) Unit under the Finance Section. This Unit will start the process of collecting the required documentation for future Cal EMA and FEMA reimbursement filings. Following a transition to recovery operations, the recovery organization, as identified above, will be responsible for short- and long-term recovery planning, redevelopment, and economic recovery efforts.

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

If the recovery organization must work full time, the RO Director must consider how to maintain day-to-day workloads for disaster and normal Campus functions. Merritt College personnel will be working long hours coordinating the recovery process and may as well have had responsibilities during the response phase. To keep staff from "burnout," maximum work

hours per day and/or week may need to be set. Additional personnel must be contracted or rotated in positions from the other campuses during the recovery phase. Refer to FEMA Public Assistance Program for reimbursement opportunities.

Merritt College EOC

P = Primary Responsibility																
S = Supporting Role																
C = Same as During Response Phase																
1 = First Alternate to Primary																
2 = Second Alternate to Primary																
3 = Third Alternate to Primary																
4 = Fourth Alternate to Primary																
5 = Fifth Alternate to Primary																
	EOC Directors	Policy Group	Recovery Operations Director	Liaison Officer	Public Information Officer	Legislative Liaison	Public Safety/ Law Enforcement Branch	Operations Section Leader	Facilities & Damage Assessment Branch	Maintenance & Operations Branch	Utilities Branch	Care and Shelter Branch	Planning Section Leader	Logistics Section Leader	F/A Section Leader	

Recovery Coordination Center Locations

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

EOC Recovery Policy Group

Policy Group	
✓	Action
	1. Ensure all necessary EOC sections have been activated.
	2. Schedule strategy session with EOC Director and Command.
	3. • Conduct initial strategy session. • Coordinate communication message content for faculty, staff, students, and media with Public Information Officer. • Obtain recommendations from legal counsel. • Discuss financial implications of event. • Determine whether adequate resources exist throughout Merritt College to respond to the event and if necessary, who to contact for assistance (i.e., local, college-wide and State agencies). • If damage estimates are severe enough that personnel may need to be relocated for longer than three weeks, designate this function with the Planning Section to begin planning long-term recovery strategy. • Schedule Disaster Recovery strategy sessions.
	4. Continue to oversee Disaster Recovery efforts, providing guidance to the EOC Director where needed, and setting strategy sessions at appropriate intervals.
	5. In conjunction with EOC Director, determine when to deactivate the EOC.

EOC Director (Disaster Recovery Phase)

Director	
✓	Action
	1. Re-orient the EOC from the Response phase to the Disaster Recovery phase.
	2. Contact the Operations Leader to obtain the current status of the University: • Structural damage • Non-structural damage • Roads and grounds • Other
	3. Contact IT Systems Operations Leader to obtain current status of systems: • Mainframe • PBX • Voicemail • Electronic mail • Other
	4. Conduct the initial Emergency Operations Center Disaster Recovery Team planning meeting as soon as possible. • Determine current situation status. • Determine appropriate length for current operational planning period. • Determine general priorities and objectives related to the Disaster Recovery of the Campus. • Determine appropriate EOC activation level. • Determine appropriate EOC staffing level and schedule work shifts for team members and relief personnel — include time for debriefings between shifts. • If employee notification is warranted, activate Internal Communications Unit. • Direct Finance Leader to activate Emergency Funds Unit to obtain emergency funds. • Ensure that accurate and complete records are being maintained.
	5. Ensure that all required functions within EOC are activated, staffed, and operating effectively.

Director	
✓	Action
	6. Ensure the President's advisory is briefed on current situation status as soon as possible and at each strategy session — involve Section Leaders as appropriate.
	7. Ensure preparation of internal communication messages and dissemination to employees via any and all viable media; coordinate internal communication messages with external communication messages.
	8. Thoroughly brief alternate or relief person prior to leaving post.
	9. Continue to manage priorities and resources as response and recovery activities progress.
	10. In conjunction with the Policy Group, determine when to deactivate EOC. Supervise deactivation.

EOC Critical Functions

Operations Leader (Recovery)

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

Information Systems Operation Leader (Recovery)

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

Planning Leader (Recovery)

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

Logistics Section Leader (Recovery)

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

Finance Leader (Recovery)

EOC Critical Functions	
Finance Leader	
✓	Action
	1. Activate and oversee the following Units as appropriate: • Emergency Funds Unit • Expense Tracking Unit • Documentation Unit
	2. Provide emergency funds for disaster-related purchases.
	3. Maintain records of all disaster-related expenditures.
	4. Ensure that emergency procurements and contracts are appropriately identified.
	5. Provide estimate of damage costs.
	6. Track time, events, resources, and damages and casualty information.
	7. Maintain official EOC records of Finance Section actions.
	8. Develop short- and long- term financial strategies as appropriate.
	9. Ensure that accurate time records for personnel, including contractor personnel, are being maintained. (Time records are vital records that will be utilized for seeking disaster reimbursement.)
	10. Participate in Emergency Operations Center Disaster Recovery Team planning meetings and strategy sessions as appropriate.
	11. Ensure that complete and accurate records are maintained by the Finance Section.
	12. Thoroughly brief your alternate or relief person prior to being relieved.
	13. Continue to manage priorities and resources within Finance Section as Disaster Recovery activities progress.



Part II

Functional Annexes

2.1.1 EOC Activation

Since EOC activation is based upon the idea of assembling only what is necessary to manage the emergency at hand, it makes sense to provide for three tiers of EOC activation. See attached file listing three possible activation levels.

Merritt College EOC Activation Levels

- 3** **Level 3 – Full Scale Activation of Merritt College’s EOC** – All pre-designated Merritt College EOC staff and management team will be notified as per the EOC Director. The EOC shall be activated (list other required activations). The Operational Area shall be notified of the Level Full Activation.

- 2** **Level 2 – Partial Activation of Merritt College’s EOC** – This is a limited activation to be determined by the EOC Director. This will occur when an incident can be managed by the Merritt College EOC. All pre-designated Merritt College EOC staff and management team will be briefed of any partial activation should the incident require resource requires exceed the scope of the filed EOC.

- 1** **Level 1 – Minimal/Standby Activation** – Level 1 is typically a “monitoring” phase. Notification and briefing will be made to pre-designated EOC staff and management teams. This might occur if there was activation of an adjoining city’s EOC or County Operational Area’s EOC in the event of an occurrence not directly involving Merritt College yet having the potential to affect its campus. Merritt College’s Task Force or designated ad hoc group may be used to manage any incident when an EOC or activation is not necessary.

EOC – Emergency Operations Center (One per campus under the ICS system)

COC – Campus Emergency Operations Center – found only on a campus (same as DOC)

DOC – One per campus or specialized site such as medical center

ICP – Incident Command Post (Vehicle with enhanced communications and equipment

SAR – Search and Rescue (Generator – Lighting – Jacks – Cribbing – Tools – Backboards – Tools – etc.)

2.1.2 Conditions Warranting Activation

The Merritt College EOC may be activated when:

- Merritt College emergency is proclaimed by the EOC Director (President of the College)
- Upon request of the OA.
- There is an impending or declared STATE OF WAR.
- An earthquake occurs that affects Merritt College or impacts the college's resources.
- An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.
- The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the Merritt College sites.
- By a Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

2.1.3 Authorized to Activate the EOC

The following Merritt College personnel are authorized to activate the EOC:

POSITION	CONTACT NAME
College President	Norma Ambriz-Galaviz
Vice President of Instruction	Elmer Bugg
Vice President of Student Services	Dr. Bill Cordero
Business Officer	Dettie Del Rosario
Dean of Academic Pathways and Student Success	Anita Black
Dean of Workforce Development and Applied Sciences	Lasana Hotep
Dean of Special Programs and Grants	Romeo O. Garcia
Campus Police Services	Deputy on Duty
Head Custodian	Felix Smith
Store Keeper	Robert Smith

2.1.4 Activation Guidelines

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

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

2.1.5 Personnel Reporting

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

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

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

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

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

2.1.6 Merritt College Planning Responsibilities Emergency Response Roles Matrix

RESPONSIBILITIES UNDER INCIDENT COMMAND SYSTEM																								
	MANAGEMENT				OPERATIONS				LOGISTICS				PLANNING				FINANCE							
	EMERGENCY OPS EXECUTIVE	LIAISON	(PIO)	SAFETY OFFICER PUBLIC INFORMATION OFFICER	EOC DIRECTOR	UTILITIES AND DAMAGE	SEARCH & RESCUE	MEDICAL SERVICES	MOVEMENT TRAFFIC CONTROL	PUBLIC SAFETY / SECURITY	LOGISTICS	COMMUNICATIONS	IT	CARE SHELTER	FACILITIES	PERSONNEL TRANSPORTATION, SUPPLIES, FACILITIES	DEMOBILIZATION	RECOVERY STATUS	SITUATION ANALYSIS	DOCUMENTATION	ADVANCE PLANNING	PURCHASING & COST ACCOUNTING	RECOVERY COST COORDINATOR	CLAIMS & COMPENSATION
Campus Units																								
President/VP																								
Public Affairs																								
Campus Police/Safety																								
M&O																								
EHS																								
Student Health																								
Emergency Coordinator																								
Human Resources																								
Information Technology																								
Finance																								
Procurement																								
Disabled Stud Svcs.																								
Food Services																								

'P' indicates unit with primary responsibility.

'S' indicates unit with support responsibility.

2.1.7 Position Checklists and Procedures

Merritt College Incident Planning Responsibilities

Section	Responsibility	Function
Management	Management	President
	PIO	Public Affairs
	Public Health	Environ. Health and Safety
	Safety	Liaison
Operations	Public Safety/Law Enforcement	Public Safety/Law Enforcement
	Medical	Student Health Center
	Search & Rescue	Maintenance and Operations
	Utilities	Maintenance and Operations
Damage	Assessment & Debris Removal	Maintenance and Operations
Planning	Resource Status	Maintenance and Operations
	Situation Analysis	Assigned personnel
	Documentation	Assigned personnel
	Advanced planning	
	Demobilization	
	Technical Specialists	
Logistics	Care and Shelter	Merritt College Risk Service/Campus
	Communications	Telecommunications
	Student Representative	As assigned
	Human Resources/Volunteers	Human Resources
	Supply and Purchasing	Purchasing
	Transportation	Transportation and Purchasing
Finance	Procurement	Finance
	Compensation	Finance
	Cost Recovery	Finance

2.1.8 Activation of the Emergency Operations Center (EOC)

Examples of Incidents that would initiate an EOC Activation:

- Earthquake larger than 6.0 strikes operational area.
- Hazardous material spill requiring evacuation of campus.
- Flooding of surrounding areas causing disruption of traffic on roadways to the campus.

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

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

Instruct first arriving Emergency Management Team member to:

- Initiate EOC setup procedures.
- Arrange for additional phone hookups in the EOC.
- Make feeding and housing arrangements for EOC staffers.
- Make arrangements for the activation and release of emergency response personnel and provide for (24-hour) manning of emergency response jobs (EOC staff, emergency support services, shelter teams, etc.).

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

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

- Nature of the emergency(s)
- Multiple incidents
- Areas of the Merritt College Campus or City affected or threatened
- Containment potential
- Injuries and/or fatalities
- Damage assessment figures expressed in dollar amounts

Determine the need to activate the public warning system.

- AM/FM Radio Stations
- Alert-U Mass Notification System

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

- If resources appear to be insufficient to support Care and Shelter operations, request assistance through the Red Cross representative located in the County Emergency Operation Center—Operational Area.
- Advise Public Information Officer (PIO) Public Safety, Law Enforcement, and Fire representatives and Care and Shelter liaisons to instruct their field forces to take measures necessary to ensure that campus personnel and community with special needs, such as the elderly, infirm, hearing impaired, blind, and non-English speaking, are made aware of the evacuation order, assembly points, and transportation modes and routes available.
- Advise Transportation and Care and Shelter liaisons to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized equipment (oxygen tanks, special medications, etc).

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

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

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

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

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

If a proclamation of MERRITT COLLEGE -WIDE EMERGENCY is necessary, coordinate the announcement with the President or his/her designee. A sample proclamation is included at the end of this checklist.

2.1.9 Response Annexes

Introduction to the Incident Command System

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

Emergency Management Organization

In order for all public service sectors to use the same terminology, the emergency management organization is arranged by functional responsibility. These responsibilities are grouped according to the Incident Command System (ICS) format to show the various duties and reporting relationships in each different ICS section. The functions are divided into five sections: Command/Management, Operations, Logistics, Planning, and Finance. The personnel within the sections report to a Section Coordinator, which facilitates efficient response and establishes a single point of contact for each task. The following pages will provide descriptions and duties of each function within each of the ICS sections as well as checklists to help direct the actions of responders in the field and in the EOC.

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

Command/Management	Field: Directing, ordering, and/or controlling of resources EOC: Responsible for overall emergency policy and coordination
Operations	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan EOC: Coordinating jurisdictional operations in support of response
Planning	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	Financial activities, cost analysis, and administrative aspects not assigned to other functions

Policy Group (Executive Group)

In addition to the ICS functions, decision making is the role of the Policy Group. This group includes Merritt College's President, the Vice Presidents (and others at the discretion of the President). The EOD will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Command/Management

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

The person in charge of **Management** is the EOC Director. He/she works in the EOC with Section Leaders for Operations, Logistics, Planning, and Finance and respective branch personnel. Regardless of which management position is needed, the EOC Director will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Leader. If a section Leader 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.

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

Operations

The **Operations Section** supports and coordinates all activities of Public Safety, Law Enforcement, Fire, Search and Rescue, Utilities & Damage Assessment, and Medical Operations branches. Specific activities can include traffic control, fire suppression activities controlled by the campuses, tending the generators, campus utilities, conducting debris clearance, and performing triage/first aid. Fire suppression will be handled by the responding Fire Department. Operations is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Incident Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. Mutual aid resources, e.g., Fire and Law enforcement, are coordinated through the Operations Section.

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

Logistics

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

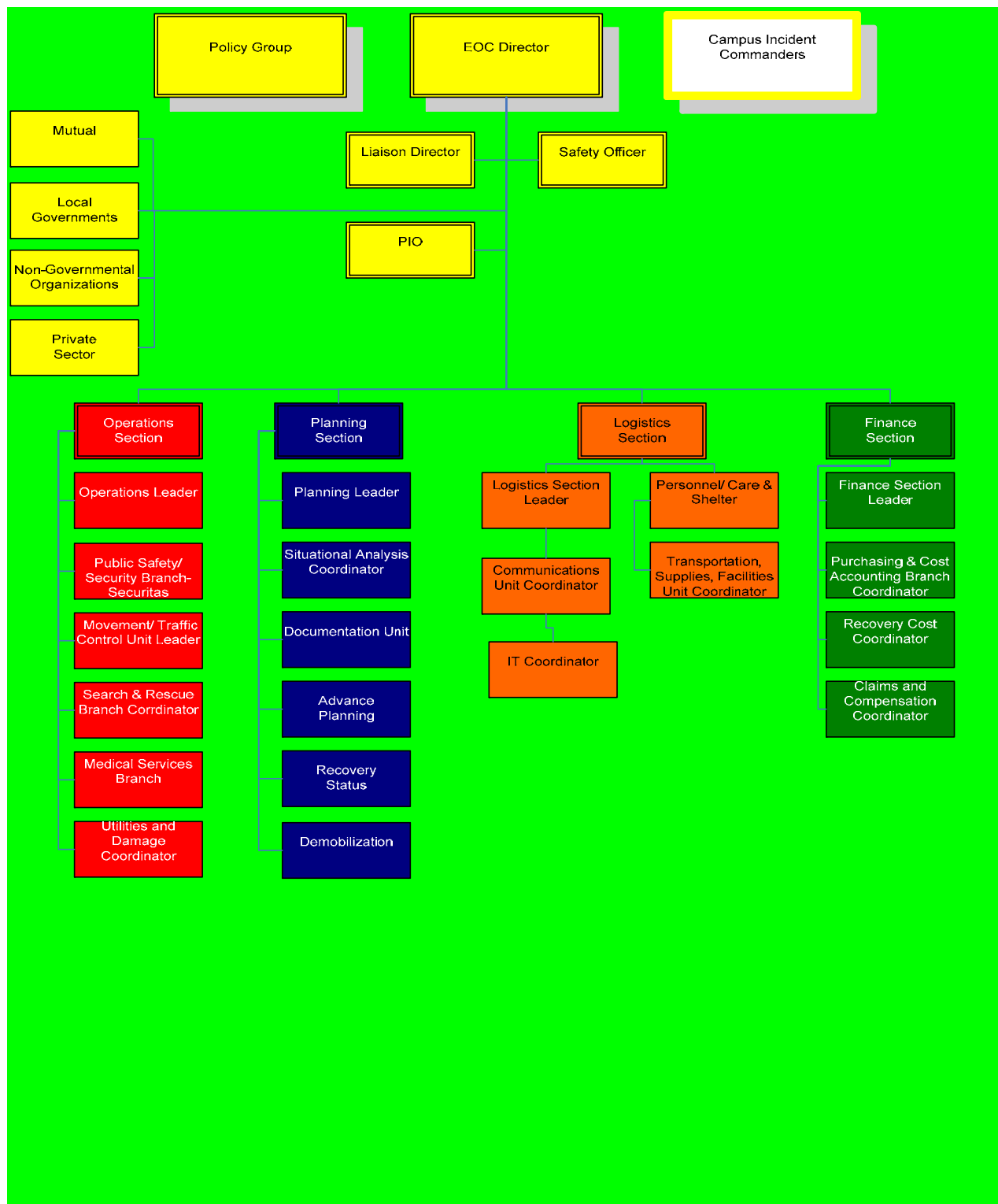
Planning

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

Finance

Finance 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.

Typical ICS-Based Org Chart



2.1.10 Management Section

Overview

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

Objectives

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

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

Concept of Operations

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

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

Staffing

Positions in this Section include:

- Emergency Operations Director
- Emergency Operations Center Director
- Emergency Operations Center Liaison
- Merritt College Campus Public Information Officer
- Safety Officer

EOC Director

Function

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

Action—Activation

Consider the following actions during any major emergency affecting Merritt College:

- Report to the Merritt College EOC or alternate location if office is deemed unsafe.
- Assess the situation. Verify activation of EOC and obtain briefing of situation from the EOC Director. Declare a campus emergency if the situation warrants.
- Activate and consult with the Policy Group.
- Review situation with the Policy Group if ordered to make decisions regarding Merritt College -wide or campus operations during a major incident or disaster.
- Authorize protective or precautionary measures as appropriate to include evacuation, shelter in place, or a campus -wide or campus closure.
- Issue necessary public and Merritt College announcement through the PIO.
- If campus closure is directed, notify the President plus the following:
 - Vice President, Administrative Services
 - Vice President, Student Affairs
- Determine appropriate level of activation based on the situation as known (if time permits).
- Mobilize appropriate personnel for initial activation of the EOC.

- Respond immediately to the EOC and determine operational status.
- Obtain briefing from available sources.

Start-up Actions

- Ensure that Section Leaders are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that the management function is staffed as soon as possible at the level needed (EOC liaison, Public Information, Safety and Security.).
- Open and maintain a position log.
- Schedule the first planning meeting.
- If appropriate, confer with Operations Section Leader and other general staff to determine what representation, if any, is needed at allied agency EOC.
- Determine activation needs, and establish, if necessary, a deputy director position.
- Request additional personnel support as needed for the organization.

Operational Duties

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Monitor section activities to ensure that all appropriate actions are being taken.
- Establish operational schedules and response priorities.
- Provide periodic status updates to the Policy Group as needed.
- Meet with PIO to direct and review media releases and conduct news briefings.
- When activated, ensure that the Liaison Officer is providing positive and effective interagency coordination.
- Hold action-planning meetings with key staff (section and branch coordinators) as necessary.
- Brief oncoming shift personnel prior to shift change.

Deactivation/Demobilization

- Authorize deactivation of sections, branches, or units when they are no longer required.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Ensure that all required forms or reports are complete prior to deactivation.
- Be prepared to provide input to the After-Action Report.

Liaison

Function

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

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

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

Action—Activation

- Notify the EOC Director of pending EOC activation and determine the appropriate level of activation based on the situation.
- Mobilize appropriate personnel for initial activation of the EOC.
- Respond immediately to the EOC and determine operational status.
- Obtain briefing from relevant Campus sources such as public safety, maintenance operations, and student health services.

Start-up Actions

- Assign staff to initiate check-in procedures.
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by position.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that the management function is staffed as soon as possible at the level needed (Information, Liaison, EOC Security, etc.).
- When appropriate, ensure that field agency representatives have been assigned to other facilities.
- Monitor initial incident response operations to identify inter-organizational problems.
- Ensure that telephone and/or radio communications are established.
- Open and maintain a position log.

- Schedule the first planning meeting.
- Request additional personnel support as needed for the organization.

Operational Duties

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Monitor section activities to ensure that all appropriate actions are being taken.
- Initially provide situational status update to responding support agencies.
- Participate in EOC Management planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close out your logs when the emergency no longer requires activation.
- Notify supporting jurisdictions/agencies as necessary of planned time for deactivation.
- Ensure that all required section forms or reports are complete prior to deactivation.

Public Information Officer (PIO)

Function

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

Section Assignment

- Reports to EOC Director

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up PIO work area to include maps and televisions, if available.
- Review the list of EOC personnel and know where to go for information or support.
- In coordination with the EOC Director, clarify any questions you may have regarding your assignment.

- Ensure accurate and detailed logs are maintained for PIO functions.
- Coordinate with Planning in regards to long-term situational awareness.

Operational Duties

- Coordinate with EOC Director for all information releases.
- Coordinate public safety press releases to meet Government Code mandates and restrictions.
- Obtain EOC Director's approval of media releases.
- Notify media of briefing schedules.
- Arrange for tours and other interviews.
- Obtain media information that may be useful to action planning.
- Provide periodic media relations briefings to the EOC Director.
- Maintain current information summaries and graphic displays.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization to deactivate from the EOC Director.
- Release assistant staff when no longer required.
- Ensure that any required reports or forms are completed prior to departure.
- Be prepared to provide input to the After-Action Report.



41. Operations Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Safety Officer

Function

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

Section Assignment

- Reports to EOC Director

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information or support.
- If additional staff is required, coordinate with the EOC Director.
- Set-up branch work area, to include maps and status boards, as appropriate.
- Open and maintain accurate and detailed logs on activity.
- Anticipate situations and problems before they occur.

Operational Duties

- Note any identification of substance, quantity, and extent of release.
- Periodically, or as requested, brief the EOC Director on safety issues.
- Coordinate the investigation of accidents that have occurred within the EOC.
- Participate in the EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate.
- Ensure that any required reports or forms are completed prior to departure.
- Be prepared to provide input to the After-Action Report.

2.1.11 Operations Section

Overview

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

- Protect life and property.
- Carry out the objectives of the EOC Action Plan.
- Ensure coordinated incident response.

- Cooperate with other sections within the EOC.

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

Branches

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

Field Units

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

Objectives

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

Staffing

Positions in the Section include:

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

Operations Section Leader

Campus Maintenance and Operations Director

Function

Ensure that all operational functions and their support and coordination are carried out. Ensure those operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Director on all matters pertaining to section activities.

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

Action—Start-Up

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies, including maps and status boards, are in place.
- Review activated EOC structure and know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment and review the roles of your branch and unit leaders.
- Open and maintain section logs.
- Meet with the Communications Unit Coordinator, if established, for updated information.
- Obtain EOC briefing, assess both internal and external communications systems, and request changes as needed.
- Establish operating procedure with Logistics Communications Unit for use of telephone and radio systems. Make priorities or special requests known.
- Attempt to determine ETA of activated EOC personnel who are not yet on site.
- Establish contact with other PCCD colleges' EOCs. Determine status of any requests for assistance.

- Meet with Planning Section Coordinator. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.
- When appropriate, ensure that your Campus representatives are in place or enroute to other affected EOCs.
- Establish communications with Agency Representatives as soon as possible.
- Based on the situation, as known or forecast, determine likely future Operations Section needs.
- Review Operations Section and Branch responsibilities to ensure responsibilities are being fulfilled by presently activated personnel.
- Make a list of key issues currently facing your Section. Establish action items which need to be accomplished by Operational Section within the next operational period.
- Continue to activate organizational elements (Branches, Units) within the section as appropriate and needed.
- With coordination between Merritt College's EOC and field units, determine future response needs and asses if mutual aid resources need to be requested.
- Request additional personnel when appropriate to maintain a two-shift 12-hour rotational EOC operation.
- Keep EOC Director apprised of section status.
- Adopt a proactive attitude to anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks or power loss, to create backup plans.
- Stay apprised of ongoing or changing situations and resource needs associated with your section. Monitor current status at all times.
- Provide regular situation and resources information updates to the Planning Section or as requested.
- Refer all media contacts to the PIO.
- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.
- Attend and participate in EOC Director's planning meetings.
- Work closely with Planning Section in the development of Incident Action Plans.

- Work closely with Branch Coordinators to ensure Operations objectives are being addressed.
- Ensure all Operations Section resource request are coordinated through the Logistics Section.
- Ensure that intelligence information gathered by Operations is made available to the Planning Section.
- Ensure all fiscal and administrative requirements and documentation is coordinated through the Finance Section.
- Stay apprised of and report emergency expenditures to the Logistics Section. Notify the Finance Section immediately.
- Maintain daily time sheets.
- Brief EOC Director on critical problems that will require immediate action or solutions.
- Brief Branch Coordinators periodically on any updated information received.
- Continuously share status information with other sections as appropriate.
- Provide section brief to your relief prior to shift change.
- Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

Deactivation/Demobilization

- Authorize deactivation of Units or Branches within the section when no longer required. Ensure that any open actions are handled by section or transferred to other EOC sections as appropriate.
- Deactivate the section and close out logs when authorized by the EOC Director.
- Ensure any open actions are coordinated and assigned to the appropriate outside agency for follow-up support.
- Ensure required forms or reports are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.

**41. Operations Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Law Enforcement/Public Safety Branch Coordinator (LE/PS)**Function**

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

Section Assignment

- Operations

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Operations Section Leader and obtain a situation briefing.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Ensure accurate and detailed records are maintained on all law or public safety operations.
- Notify your department of a 12-hour duty rotation and set up first 24-hour period.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assess situation, determine needs, and review response options depending upon staffing.
- In coordination with the Operations Section Coordinator and the EOC Director, establish LE/PS priorities.

Law Enforcement/Public Safety Priorities

- Request quick “windshield” assessment of situation from in-field officers.
- Establish connection to LE/PS dispatch center.
- Prepare to prioritize calls for service.
- Brief Operations Leader of LE/PS situation.

- Attempt to establish available LE/PS agencies per local or Op Area LE/PS agreements.
- When additional personnel or resources are needed, make requests in conjunction with Operations Section Leader. Requests should include:
 - Reason for request
 - Number and type of resources needed
 - The date and time personnel or resources are needed at scene or staging area
 - Location of scene or staging area
 - Contact person's name and cell phone number on scene or in staging
- Coordinate LE/PS response efforts.
- Do not assign staff, Community Service Officers, or Police Cadets to situations exceeding their physical limitations or current departmental training.
- Remind field response commanders of need for safety.
- Establish a LE/PS staging area.
- Establish location of EOC.
- Coordinate response efforts through EOC Director when unified command is established and mutual-aid rescue resources are used.
- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.
- Mark the location of fatalities. When feasible, provide security for deceased until relieved by Sheriff - Coroner.
- Regularly, or as requested, brief and update the Operations Section Coordinator and EOC Director on law enforcement/public safety operations.
- Update status boards and maps.
- When possible, participate in the EOC Director's planning meetings.
- Ensure radio communications are established.
- Ensure backup LE/PS cell phone or radio communications are functional.
- Require emergency supplies for LE/PS staff are co-located into police or public safety department.
- Brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate operations.
- As appropriate, close down staging areas and field command posts.

- Release LE/PS agencies when no longer needed.
- Ensure that open actions are handled by regional or local LE/PS agencies or transferred to other EOC Sections as required.
- If mutual aid resources were used, complete all documentation involved with mutual aid resources.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**41. Operations Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Movement/Traffic Control Unit Leader

Campus Position only—Public Safety or Designee

Function

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

Section Assignment

- Operations

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up Unit work area to include maps and status boards if appropriate.
- Assign additional Public Safety staff or CERT personnel as operationally required.

- Review emergency response team in place and know where to go for request, information, or support.
- Clarify any questions you may have regarding your assignment.
- Brief and ensure supporting personnel log on and off each assignment or response.
- Ensure accurate and detailed records are maintained on all Law Enforcement/Public Safety and traffic control operations.
- Establish initial 24-hour shift coverage. Consider 12-hour assignments.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assist with activating EOC call-out for activated personnel, if not already accomplished.
- Initiate Public Safety call-back procedures.
- Establish Alerting and Warning notifications with traffic field personnel.
- In consultation with the Operations Section Leader and EOC Director, establish priorities for emergency response and assignments in relation to evacuation movement and traffic control.
- Ensure that procedures have been initiated to establish communications with local EOC(s) and emergency response agencies.
- When necessary, designate a Traffic Control Lead Officer.
- Thoroughly brief all supporting personnel.
- Ensure accurate and detailed records of Law Enforcement/ Public Safety related assignments and check-in/out times are maintained.
- Consult with other Branches and Sections to determine special security needs or problems.
- Receive and evaluate status reports from field personnel and determine appropriate Law Enforcement/Public Safety response.
- Determine Law Enforcement/Public Safety staffing needs, and schedule and assign duties as needed.
- If insufficient public safety personnel are available, coordinate through the Operations Section Coordinator and Personnel Branch Director for additional mutual aid or volunteer support.
- As requested, assist the Operations Section Leader and EOC Director in developing emergency action plans.

- Provide recommendations for alternative routes and traffic control procedures to the Operations Section Coordinator and EOC Director.
- Provide recommendations for roadway and route debris clearance priorities. Coordinate these activities with Utilities and Damage Coordinator.
- Based upon field reports and requests, ensure that hazardous areas are appropriately marked and barricaded to prevent entry.
- If insufficient public safety personnel are available, coordinate the use of volunteers to staff movement/traffic control locations and checkpoints.
- When conditions require, or an evacuation is ordered, assign appropriate units to assist in notification and evacuation.
- Depending on the nature of the incident or potential of secondary hazards, ensure appropriate safety precautions are taken (i.e., approach upwind in HAZMAT incidents; do not enter contaminated areas, flooded areas, or collapsed structures cordoned off, etc.) Consult with the Safety Officer.
- Establish traffic and perimeter control as required for the affected area.
- Regularly, or as requested, brief and update the Operations Section Coordinator and the EOC Director on the status of Law Enforcement/Public Safety and traffic operations.
- Ensure requests for medical assistance from field personnel are coordinated with the Medical Services Branch.
- Notify County Operational Area and Operations Section Leader plus EOC Director of any fatalities.
- When feasible and appropriate, reallocate field personnel to assist in search and rescue operations.
- Coordinate the relocation of personnel near hazardous or threatened areas to safe locations.
- When a Care and Shelter operations is established on campus, provide Law Enforcement/Public Safety and crowd control services.
- During an evacuation, coordinate with the field operation personnel and EOC Search and Rescue Coordinator to:
 - Assist in warning persons in the affected area.
 - Provide traffic control.
 - Ensure evacuated/searched buildings are properly marked.
 - Coordinate security and access control for evacuated areas.

- Coordinate with Logistics Section to contract vehicle towing vendor to assist in removing disabled vehicles blocking evacuation routes or roadways.
- Establish communications with CALTRANS and/or the Operational Area to maintain ongoing reports and updates for local and freeway traffic conditions.
- Ensure access to impacted areas are cleared for critical responding agencies, i.e., law enforcement, EMS, fire, and the delivery of essential provisions and resources.
- Establish procedures for field personnel who have to deal with those attempting Campus access without appropriate authorization.
- Perform other additional law enforcement or traffic-related duties as assigned by the Operations Section Coordinator or EOC Director.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to return to normal law enforcement operations.
- As appropriate, request closure of staging areas and field command posts.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled by normal public safety operations or transferred to other EOC Sections as required.
- If mutual aid resources were used, release personnel and equipment as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



41. Operations Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Search and Rescue Branch Coordinator

Function

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

Section Assignment

- Operations

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Operations Section Leader and obtain situation briefing.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Consult with Operations Section Leader and EOC Director regarding your Search and Rescue team assignment.
- Ensure accurate and detailed records are maintained on all search and rescue operations.
- Establish initial 24-hour operation until all structures have been cleared.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assess situation and determine need and feasibility of rescue operations.
- In coordination with the Operations Section Coordinator and the EOC Director, establish search and rescue priorities.

Search and Rescue Priorities

- Student Health Center
- Children's Center
- Classrooms
- Laboratories
- Faculty/Staff Offices
- When outside agencies respond, advise Fire and Haz-mat of known hazards and number of people in the hazard area.
- When additional personnel or resources are needed, make requests in conjunction with Operations Section Leader. Requests should include:
 - Reason for request
 - Number and type of resources needed
 - The date and time personnel or resources are needed at scene or staging area
 - Location of scene or staging area

- Contact person's name and cell phone number on scene or in staging
- Coordinate all rescue efforts with the Safety Officer. Ensure that:
- Appropriate safety equipment is provided, such as helmets, goggles, gloves, etc.
- Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
- Rescue operations have portable lighting for evening or interior operations.
- Do not assign CERT/Building Marshal personnel to tasks that are beyond their physical or trained capabilities.
- Ensure the safety of your field response personnel. Field commanders should not place field personnel in situations where they can become victims themselves.
- Establish a staging area and EOC.
- Coordinate response efforts through EOC Director when unified command is established and mutual-aid rescue resources are used.
- Request that Utilities and Damage Coordinator assign Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.
- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Leader.
- Thoroughly brief and update CERT and in-field personnel on a continuing basis.
- Establish and enforce the procedures for marking structures that have been searched and cleared. Check the CERT Building Search Techniques.
- Coordinate rescue operations with the Medical Services Branch to ensure injured and rescued individuals receive appropriate medical care.
- Ensure all rescued individuals are medically triaged prior to release.
- Notify the EOC of any fatalities.
- Mark the location of fatalities. When feasible, cover but do not remove deceased until advised by Coroner.
- Regularly, or as requested, brief and update the Operations Section Coordinator and EOC Director on search and rescue operations.
- Update rescue status boards and maps.

- When possible, participate in the EOC Director's planning meetings.
- Ensure radio communications are established between all rescue teams and the EOC and Search and Rescue Team Leader.
- Ensure volunteer rescue workers are appropriately registered and signed in with the Personnel Branch.
- Carefully assess and/or prohibit the use of volunteer rescue workers in hazardous conditions, i.e., fires, hazardous materials incidents, damaged or collapsed structures.
- Coordinate with the Care and Shelter Branch to establish a reception/ reunification area for rescued individuals and families.
- Brief your relief at shift change time.

Deactivation/Demobilization

- Obtain authorization from the EOC Director to deactivate Branch operations.
- As appropriate, close down staging areas and field command posts.
- Release subordinates and volunteers when no longer needed.
- Ensure that open actions are handled by campus public safety operations or transferred to other EOC Sections as required.
- If mutual aid resources were used, release personnel and equipment as appropriate. Complete all documentation involved with mutual aid resources.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



41. Operations Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Medical Services Branch Units

Director of Student Health Center or Alternate Designee

Function

Responsible for directing the medical emergency response during critical incidents and major disasters. Responsible for coordinating Campus disaster medical operations with city and county agencies; coordinates the transportation of casualties to medical facilities and casualty collection points. The Student Health Center is the primary campus unit for medical operations

in the event disaster or critical incident needs exceed the immediate response capabilities of the local EMS system. Coordinates the need for Mental Health services to provide counseling for response workers.

Section Assignment

- Operations

Action—Start-Up

- Check-in upon arrival at the EOC.
- Report to the Operations Section Leader and obtain a briefing.
- Review your position responsibilities.
- Activate support staff as appropriate.
- Clarify any questions you may have regarding your authority and assignment.
- Review the EOC structure in place and review information/support sources.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment, and supplies, including maps and status boards are in place.
- If the Health Center is unusable due to severe damage or hazards, advise the Operations Section Leader and EOC Director to obtain an alternate location.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- In consultation with the EOC Director and Operations Section Leader, assess the extent of Campus casualties and the resources required to manage them.
- Organize and coordinate Triage Teams. Ensure briefings of medical staff include:
 - Triage guidelines
 - Arrest of severe bleeding
 - Pain relief
 - Tagging the injured
 - Patient tracking
 - Identification and handling of fatalities

- Request through all Section Coordinators that field teams report persons requiring medical assistance.
- Determine number of and location of persons requiring medical assistance.
- Coordinate reports of injured with the Search and Rescue Coordinator for:
- Deployment of CERT/Search and Rescue (SAR) teams to identified locations
- Retrieval and transfer of injured individuals to triage area
- Ensure that current reports of injured and deceased are given to the Personnel Branch Director.
- If campus medical staff is overwhelmed and can't adequately respond to the incident, request mutual aid support and ask the Personnel Branch to locate volunteers.
- Assign volunteer medical staff to designated triage locations or Student Health Center.
- Regularly brief the EOC Director and Operations Section Leader on the status of injured, deceased, and the overall medical operations.
- Determine ongoing emergency medical support needs and submit requests through the EOC to include:
 - Medical supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations
 - Food and water supplies for patients and staff
- Depending on the severity of the incident and resources available, establish a Casualty Collection Point (CCP).
- Ensure that injured requiring supplemental treatment are taken to the CCP.
- When applicable, determine the following:
 - The number of injured, by triage category, and location.
 - The location and transport accessibility of CCPs on or near the campus. (Note: Use athletic fields when possible).
 - Monitor street conditions in and about campuses for access/egress of emergency vehicle.
- The ongoing medical resource needs of the Campus.
- Determine the status of personnel and facilities and the surge capacity at local hospitals and alternate care facilities.
- Monitor and estimate potential long-term medical resource personnel needs. Anticipate coordination needs with other campuses or county resources.

- Coordinate the response activities of medical responders and campus medical and mental health personnel.
- Coordinate transportation of casualties with the County Health Officer.
- In consultation with the Logistics Section, determine which campus facilities can be used for emergency aid locations.
- Establish liaison with local Red Cross representatives for additional resources as required.
- Establish temporary casualty care facilities and aid stations.
- Coordinate pre-disaster volunteer program with campus's Personnel Services.
- Be prepared for requests from nearby areas for medical support.
- In coordination with the County Health authorities and the Safety Officer, identify sanitation, potable water, and other potential health hazards and initiate remedial actions as feasible.
- In incidents involving mass casualties where medical aid and transportation personnel are insufficient to treat or transport casualties immediately, injured must be triaged, treated, and transported.
- Ensure that triage procedures are in accordance with established guidelines.
- Ensure accurate and detailed records, logs, and tracking information are maintained on injured and deceased.
- As required, coordinate with the County Sheriff-Coroner's Office and County Health Officer for the establishment of temporary morgue facilities. Coordinate with Law Enforcement/Public Safety and/or responding law enforcement as a liaison to Sheriff-Coroner.
- Temporary morgue facilities should be established away from the triage area. Other information on Coroner activities may be found in the Appendix.
- Coordinate debriefing/crisis counseling for response workers with Mental Health personnel.
- Consult with EOC Director and Logistics Section as to when and where to hold debriefings.

Deactivation/Demobilization

- Release subordinate elements when no longer required. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**41. Operations Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Utilities and Damage Coordinator

Facilities/Maintenance and Operations Designee

Function

Coordinate the inspections of Campus structures, facilities, and grounds for damage, obstructions, and utility infrastructure failures. Coordinate building assessments to determine use and occupancy availability of structures. Prioritize assessments based on critical functions and operations and coordinate and manage emergency debris clearance. Coordinate and supervise structural engineering assessment teams. Coordinate and manage all Maintenance and Operations activities that may be involved in heavy rescue operations, and any duties that support law enforcement and fire service personnel in execution of access and perimeter control. Responsible for Alarms and Knox Box (key control receptacle for fire department) maintenance and testing.

Section Assignment

- Operations

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Operations Section Leader and receive briefing on current situation.
- Review your position responsibilities.
- Establish Branch work area to include maps and status boards when required.
- Activate Units or support staff as needed.
- Review activated EOC structure in place and know whom to contact for information and/or support.
- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on your Branch's activity.
- Ensure sufficient Branch personnel are assigned to maintain a minimum two-shift operation.
- Adopt a proactive attitude, think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Assign field teams to survey campus structures and grounds for damage, hazards, and debris problems and report findings to the EOC.

- When structural assessments required, designate teams to combine a structural engineer with a Maintenance and Operations or Facility Operations member who has been trained in the Safety Assessment Program (SAP) requirements.
- Coordinate damage reports from field assessment teams and correlate structural damage into the FEMA/State Structural Cost Analysis.
- Ensure detailed lists and logs of damage findings are maintained. This documentation should include detailed written descriptions, maps, diagrams, photographs, and video images.
- Direct Field Assessment teams to check for and report chemical, electrical, or any utility hazards as soon as possible.
- Regularly, or as requested, update the EOC Director on damage status and general impact survey reported by field personnel.
- Determine resources required for emergency repairs and debris clearance. Coordinate any services request through Logistics Section
- If Campus resources are insufficient to handle incident requirements, advise the Logistics Section Leader and EOC Director to request mutual aid response.
- Coordinate and arrange for contractor assistance and services through the Procurement Branch Coordinator.
- Regularly, or as requested, provide the Operations Section Leader, Finance Section Leader, and the EOC Director updated information on estimated damage and loss cost.
- Ensure all field assessment teams are posting Hazard specific and SAP color-coded occupancy signage on all impacted or damaged facilities. SAP color signage is as follows:
- **Red** – Condemned or unsafe for entry
- **Yellow** – Damaged; short-term, controlled, and/or restricted entry only, unsafe for permanent occupancy
- **Green** – Minor damage; building safe for occupancy
- Following earthquakes, additional structural assessments may be required due to damage created by aftershocks. Ensure that SAP signage includes date and time of inspection to guarantee each structure is rechecked after each significant aftershock.
- In earthquakes that cause extensive and visual damage, all structures should be Red-posted until cleared by structural engineers.
- Coordinate with Public Safety or Movement and Traffic Unit Leader to post roads and walkways closure signage as required.

- Consult with Section Leaders and the EOC Director to establish priorities for any debris clearance and repairs.
- If additional support staff is required to manage a large event, request volunteer support through the Personnel Branch Coordinator.
- Locate and determine availability of tools and equipment for debris removal and facility repair.
- Ensure all tools and equipment is identifiable by printed campus logo. Ensure that all equipment is checked in and tracked during use.
- In coordination with the Planning Section, the Logistics Section, and the Procurement Branch Coordinator, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.
- Determine increased fuel requirements for Merritt College vehicles and equipment during the emergency and take action to ensure that sufficient stocks are available throughout the projected timelines.
- In the event of flooding, coordinate with field personnel to ensure critical equipment and materials are moved away from impacted areas.
- In the event of flooding or potential flooding conditions, ensure that electrical systems that may present a hazard are shut down.
- Participate in EOC Director's planning meetings.
- In the event of directives to close the Campus, coordinate with Maintenance and Operations or Facilities Operations department to shut down any utility systems that may present a hazard when not monitored.
- If necessary, coordinate with Law Enforcement/Public Safety and/or Search and Rescue to notify each building of campus evacuation.
- Ensure that once cleared, each building should be secured and marked as cleared.

Deactivation/Demobilization

- Release support staff when no longer needed. Ensure that all open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that all required reports, forms, and documentation are completed prior to closing your branch and leaving.
- Be prepared to provide input to the After-Action Report.

**42. Planning Section**

1. Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

2.1.12 Planning Section

Overview

The Planning Section is an extremely important function of the Merritt College EOC. This Section will gather information from a variety of sources, including all activated EOCs on other campuses or centers within the Peralta Community College District plus other local government EOCs. This Section's staff will analyze and verify information to use in the preparation and updating of internal EOC information and map displays. If staff is available, it is recommended the Situation Analysis function be staffed during any EOC activation involving a single campus or center. This Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. This Section will collect and process internal EOC documentation and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Section Leaders collaborate with the Planning Section Leader to support all Planning section activities.

Objectives

The Planning Section ensures that damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC sections and passed upward to the Operational Area. The Planning Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.

The Planning Section will ensure that the following objectives are accomplished as required:

- Collect, analyze, and display situation information.
- Prepare periodic Situation Report.
- Prepare and distribute the EOC Action Plan.
- Facilitate Action Planning meetings.
- Provide technical support services to the various EOC sections and branches.
- Document and maintain files on all EOC activities.
- Activate appropriate units and staff to support the Planning Section.
- Coordinate Unit activities within the Section.
- Display situation and operational information with maps and visual aids.
- Keep EOC Director informed as significant issues arise.

- Ensure that Status Reports are completed.
- Use Status Reports to support situation reports, EOC Action Plan, and After-Action Report.
- Prepare and initiate the post-disaster Recovery Plan.
- Maintain proper and accurate documentation to meet Cal EMA and FEMA filing requirements.
- Prepare required reports identifying extent of damage associated with dollar loss estimates.

Staffing

Positions in this Section include:

- Planning Section Leader
- Situation Analysis Coordinator
- Documentation Unit
- Advance Planning Unit
- Resource Status Unit
- Demobilization Unit

Planning Section Leader

Designated Vice President

Function

The Planning Leader oversees up to five units such as the Situation Analysis, Documentation, Advanced Planning, Resource Status, and Demobilization units. This position establishes the information collection throughout this Section of weather, environmental, hazards, etc. and is the keeper for all internal documentation. This Section keeps the EOC current as far as situational status with alerts of significant changes. The Planning Leader coordinates and directs the planning meeting and assimilates the Action Plan for each operational period and oversees preparation of the incident demobilization plan.

Actions—Start-Up

- Check-in upon arrival at EOC.
- Report to the EOC Director and receive an updated situation briefing.
- Review your position responsibilities.
- Establish section work area to include maps, status boards, and support materials.
- Staff required branches and units.

- Review activated EOC positions and know whom to contact for information or support.
- Clarify issues regarding your assignment and review duties and responsibilities.
- Open and maintain accurate and detailed section logs.
- Meet with the Communications Unit Coordinator.
- Receive briefing on internal and external communications capabilities and limitations.
- If necessary, establish operating procedure with the Communications Unit for use of telephone, cell phones, Internet, and radio systems.
- Determine the activation level the EOC through its Planning sections.
- Track all jurisdictional reports from County OA and forward to all Merritt College sites.
- Activate EOC sections with Leaders as required by the emergency or disaster.
- Outline key issues and action items to be accomplished within the next operational period.
- Activate sufficient personnel in all sections to maintain a two-shift operation.
- Meet with Operations Section Leader and review any major incident reports.
- Keep the EOC Director informed of significant event changes.
- Adopt a proactive attitude; plan ahead; anticipate problems before they occur.

Operational Duties

- Anticipate potential situation changes such as aftershocks, flooding, or fires.
- Develop plan to support off-campus communications.
- Meet regularly with other Section Leaders and exchange any situation information.
- Based on the situation as known or forecast, determine likely personnel support needs.
- Track the current Merritt College -wide status at all times using the following:
- Status of incident (out of control, contained, controlled)
- Special hazards
- Status of critical facilities (structural collapse, utilities)
- Number of persons injured, fatalities
- Property damage (estimated dollar loss) and send to Finance
- Outside agencies/mutual aid (called, arriving, in-place)
- Road conditions/access routes
- Weather conditions (present and pending)
- Shelters activated or needed
- Maintain Planning Section position logs and other necessary files as needed.

- Ensure that the Situation Analysis Unit is maintaining current information for the situation report.
- Ensure Operations Incident and Status Reports are completed and accessible by Planning.
- Ensure periodic situation report is produced and distributed to other sections.
- Ensure status boards and displays are kept current and legible.
- Ensure that the Public Information Branch has access to all status reports and displays.
- Conduct periodic briefings with Section staff.
- Work to reach consensus on section objectives for forthcoming operational periods.
- Facilitate EOC Director's Action Planning meeting two hours before end of each operational period.
- Ensure section objectives are completed and ready for the next Action Planning meeting.
- Ensure EOC Action Plan is complete and distributed prior to next operational period.
- Work closely with each unit to ensure objectives.
- Ensure Planning Section develops and distributes forecasted events for next operational period.
- Ensure that the Documentation Unit maintains files on all EOC activities.
- Ensure Documentation Unit can copy and archive required documents.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through Finance.
- Ensure all media contacts are coordinated with the EOC Director and PIO.
- Conduct periodic briefings with section staff, particularly as to priorities.
- Update the Incident Action Plan as needed.
- Brief your relief at shift change time.

Deactivation/Demobilization

- Authorize deactivation of section positions when no longer needed.
- Ensure open actions are handled by section or transferred to other EOC sections.
- Deactivate the section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release.
- Be prepared to provide input to the After-Action Report.

**42. Planning Section**

2. Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Situation Analysis Unit**Function**

The Situation Analysis Unit reports to the Planning Section Leader. The Unit may also have the assistance of technical specialists who have specific expertise in the type of emergency or damage that has occurred. The Unit has two related responsibilities: coordination of information and projections of damage assessment and building safety inspections. The Unit must understand the "big picture," especially the interrelationships among simultaneously occurring events, or elements of the same event, and identify emerging trends and anticipate emerging needs.

Section Assignment

- Planning

Actions—Start-Up

- Check-in upon arrival at the EOC.
- Report to the Planning Coordinator and obtain incident briefing.
- Review position responsibilities.
- Clarify any questions you have regarding your position.
- Set up appropriate maps and check phone numbers.
- Ensure the status and map boards are ready for information in appropriate locations.
- Contact counterparts in other affected EOCs and establish lines of communications.
- Maintain log of events, documenting all activities.

Operational Duties

- Collect field information on loss of life, injuries, and property damage.
- Collect and consolidate list of available resources.
- Identify locations of greatest impact.
- List related events such as an earthquake causing a hazardous materials incident.
- Ascertain damage to prioritize response needs and resource allocation.
- Obtain status of transportation routes and utility issues.
- Prepare a Situation Report for the Plans Coordinator and Public Information Officer (PIO).

- Prepare briefing and recommendations for the Policy Group to cover these key points:
- Nature and scope of the emergency
- Response capability
- Threat to life and property
- Damage assessment data, expressed in dollar amounts
- Prepare and submit Situation Report to Operational Area. Campus will submit to Merritt College EOC.
- Initial report within four hours
- Subsequent reports to be submitted as conditions change
- Identify and report unsafe structures and locations to the Utilities & Damage Coordinator.
- Provide damage reports to Finance Section for dollar amount estimates.
- Obtain damage estimates for the purpose of applying for state and federal aid.
- Maintain resource status list including their locations.
- Evaluate all data for accuracy, clarity, relevance, timeliness, and believability.
- Prepare and maintain visual displays, charts, and maps of impacted areas.
- Prepare and post organization chart of the EOC and field staffing.
- Prepare periodic predictions and anticipate events for the most efficient disaster response.
- Obtain/attend situation briefings.
- Ensure personnel are prepared to work 12-hour rotating shifts.

Deactivation/Demobilization

- Begin deactivation when directed to do so by the Planning Section Coordinator.
- Brief your relief at shift change time.
- Ensure that all required forms are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.
- Assist Finance/Admin Section in the recovery process and cost reimbursement efforts.
- Participate in the critique of EOC activities and After-Action Report preparation.



42. Planning Section

3. Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Documentation Unit

Function

The Documentation Unit reports directly to the Planning Section Leader. The Documentation Unit assists EOC Sections in documenting emergency activities and ensuring they receive the documentation support they need. The Documentation Unit is also responsible for preparing the After-Action Report that is submitted to the Merritt College's EOC team, Campus teams, Operational Area, President's office and Cal EMA.

Section Assignment

- Planning

Actions—Start-Up

- Check-in upon arrival at the EOC.
- Report to the Planning Section Leader.
- Facilitate activation of the Operation Center.
- Review position responsibilities.
- Begin running history of EOC activities.
- Establish documentation filing system to include the following:

Declarations Emergency	Alert System
OA Jurisdiction Activation forms	Letters/memos
Situation Reports	Road closures
News releases	Weather reports
Briefings	Message forms

Operational Duties

- Document overall activities on activity logs and status boards.
- Maintain master copies of messages and activity logs.
- Maintain accurate, up-to-date, EOC activity files.
- Maintain storage of EOC files for legal, analytical, and historical purposes.
- Supervise the development of summary reports, briefings, etc.
- Assist with the development of the Action Plan.
- Review records for accuracy and completeness.
- Prepare Operational Period Action Summary.
- Provide information to the EOC Director.

- Coordinate information with Finance/Admin staff.
- Ensure all Documentation functions and personnel are prepared for 12-hour shifts.

Deactivation/Demobilization

- Deactivate when authorized by the Planning Section Leader.
- Ensure originals of all message forms, declarations, situation/status reports, surveys, activity logs, briefings, weather reports, road closures, news releases, Emergency Alert System, and needed forms are collected.
- Provide information to President, and EOC teams as requested.
- Begin preparation of the After-Action Report.
- Assist with the development of the Demobilization Plan and Recovery Plan.
- Continue to maintain data on the emergency.



42. Planning Section

4. Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Advance Planning Unit

Functions

Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency, particularly issues which might modify the overall strategic EOC objectives. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues. Supervise the Advance Planning Unit.

Section Assignment

- Planning

Actions—Start-Up

- Check-in upon arrival at the EOC.
- Report to the Planning Leader and receive current incident briefing.
- Review position responsibilities.
- Clarify any questions you have regarding your position.
- Facilitate activation of the Operations Center.

- Consult with Documentation Leader and review posted status board information.
- Establish outside lines of communication with counterparts in other affected EOCs.
- Maintain a log of events to document all activities.

Operational Phase

- Establish and maintain a position log along with other necessary files.
- Monitor the current situation report and include recent updates.
- Meet individually with the general staff to estimate future direction and trends.
- Contact Merritt College's EOCs to determine issues and concerns related to the OA advance planning effort.
- Develop an Advance Plan identifying future policy issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning Leader for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the next operational period.
- In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Deactivation/Demobilization

- Deactivate when authorized by the Planning Section Leader.
- Ensure that all documentation is provided to the Documentation Leader.
- Provide copies of pertinent information to EOC Director.
- Begin preparation of the After-Action Report.
- Assist with the development of the Demobilization Plan and Recovery Plan.
- Continue to maintain data on the emergency.

Resource Status Unit

Functions

Track available resources of personnel, teams, facilities, supplies, and major items of equipment available for assignment to or employment during incidents. Make certain that all assigned personnel and other resources have signed at the incident. Provide periodic briefings for the EOC Director and General Staff addressing Resource Status issues.

Section Assignment

- Planning

Actions—Start-Up

- Check-in upon arrival at the EOC.
- Report to the Planning Leader and receive current incident briefing.
- Initiate the system for tracking location and status of all assigned resources.
- Post personnel status information.
- Clarify any questions regarding the position.

Operational Phase

- Maintain accurate records of all resources used in an incident.
- Prepare and process resource status change information.
- Maintain a log of events to document all activities.
- Monitor the current situation report and include recent updates.
- Prepare displays, charts, and lists reflecting current resource location and status.
- Prepare Organization Assignment List and Organization Chart.
- Provide guidance on the collection and reporting of resources needed.

Deactivation/Demobilization

- Deactivate when authorized by the Planning Section Leader.
- Assist with the development of the Demobilization Plan and Recovery Plan.

**42. Planning Section**

5. Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Demobilization Unit**Responsibilities**

Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports. Supervise the Demobilization Unit.

Section Assignment

- Planning

Actions—Start-Up

- Check-in upon arrival at EOC.
- Report to the EOC Director and receive an updated situation briefing.
- Review position responsibilities.
- Establish section work area with maps, status boards, and additional materials as needed.
- Determine what branches and units are staffed within the EOC.
- Review EOC positions and know whom to contact for information or support.
- Clarify any issues you may have regarding the assignment.
- Determine what duties and responsibilities need to be fulfilled prior to demobilization.
- Open and maintain accurate and detailed section logs.
- Receive briefing that details demobilization plan for field support.
- Communicate with Operations Leader on needed field demobilization activities.
- Coordinate demobilization with those still mobilized in the field.
- Track all regional reports about demobilization of county and local government agencies.
- Create a demobilization plan which outlines all Section responsibilities.
- Coordinate with Section Leader to determine which sections can be deactivated.
- Coordinate shifts of deactivate personnel based on priorities and needs.
- Keep the EOC Director informed of significant changes in demobilization events.
- Adopt a proactive attitude; anticipate situations and problems before they occur.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Review EOC personnel roster to determine size and scope for demobilization.
- Meet with the general staff to determine Demobilization Planning needs.
- Advise Planning Leader on the need for a formal written Demobilization Plan.
- Develop demobilization plan listing detailed specific release priorities and procedures.
- Establish which units/personnel should be demobilized first with each Section Leader.
- Establish time tables for deactivating or downsizing units.
- Determine if any special needs exist for personnel demobilization (e.g. transportation).
- Develop a checkout procedure to ensure all deactivated staff have cleared their positions.
- Obtain Demobilization Plan approval from the Planning Section Leader.
- Meet with Agency Reps to determine their demobilization assistance needs.
- Monitor implementation of the Demobilization Plan and handle any demobilization issue.



43. Logistics Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

2.1.13 Logistics Section

Overview

The Logistics Section provides all necessary personnel, supplies, and equipment procurement support. Methods for obtaining and using both Campus and outside facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as normal operations unless authorized by the EOC Director.

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the Logistics Section. The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine resource and personnel needs and to prepare for expected or extended operations.
- Coordinate provision of logistical support with the EOC Director.

- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the Merritt College logistical response and support needs and plan for both immediate and long-term requirements.

Staffing

Positions in this Section include:

- Logistics Section Leader
- Care and Shelter Branch Coordinator
- Communications Unit Coordinator
- Information Technology Coordinator
- Personnel Branch Coordinator
- Transportation, Supplies, Facilities Unit Coordinator

Logistics Section Leader

Function

Ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support. Provides logistical support to all other sections within the EOC. Reports to the EOC Director on all matters pertaining to Section activities.

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Establish section work station, including maps and status boards.
- Activate Logistics Section staff and provide a briefing on current situation
- Review organization in place in the EOC and know where to go for support and information.
- Clarify any issues with regard to your authority, assignment, and what others in the organization do.
- Open and maintain accurate and detailed section logs.
- Meet with Communications Unit Leader and obtain briefing on communications capabilities and restrictions within Merritt College and to external agencies. Establish procedures and priorities for use of telecommunications, Internet/Websites, and radio systems.

- Establish contact with the EOC to determine the level of Logistics Section's activation. Determine the status of any assistance requests.
- Meet regularly with the other Section Leaders to obtain updated information on the incident and resource needs of each Section.
- Confirm your level of purchasing authority.
- Based on the projected situation, assess future logistics needs for resources and personnel.
- Review the responsibilities for the units in your Section.
- Activate positions within the Logistics Section as determined by the emergency or disaster.
- List key issues facing your Section and establish action items that will resolve these issues within the next operational period.
- Request additional personnel, as necessary, to maintain a two-shift operation.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as aftershocks or floods, and plan accordingly.
- Manage and maintain current display boards associated with your section.
- Ensure information reports or displays are clear and understandable.
- Update WebEOC if available and ensure information is current and accurate.
- Hold regular planning meetings with Branch/Unit Coordinators.
- Ensure that requests for additional resources and personnel have been placed and delivery tracked to its destination point.
- Ensure that any media requests are referred to the PIO.
- Provide regular situational and resource updates to the Planning Section.
- Conduct periodic Logistics briefings for sections. Ensure that staff is aware of priorities, unfulfilled requests, and any issues or problems.
- Brief EOC Director on critical issues or problems that need attention.
- Brief your relief staff prior to shift change.

Deactivation/Demobilization

- Deactivate Section positions as needed. Ensure any open actions are handled by remaining section staff or transferred to other EOC positions as required.
- Deactivate the Section and close out logs as authorized by the EOC Director.

- Ensure that any required forms, reports, or documentation are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.

**41. Operations Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Care and Shelter Branch Coordinator**Function**

Manage the provision for emergency shelter and feeding of the campus community in the event sheltering in place is required. Coordinate with the American Red Cross, County Operational Area and/or cities as to the availability of appropriate Campus resources for general public sheltering. Ensure that resource coordination occurs between Campus and requesting jurisdiction.

Section Assignment

- Logistics

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Logistics Section Leader and receive a situation briefing.
- Review your position responsibilities.
- Establish Branch work area to include maps and status boards and any additional support documentation.
- Activate support staff as needed.
- Review EOC activated positions and know whom to contact for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Ensure sufficient Branch personnel are assigned to maintain an initial two-shift operation. Depending on incident needs, 24-hour operation using 12-hour rotating shifts may be required during the initial 72 hours.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Determine the number of Merritt College Campus community members (students, faculty, and staff) that will require emergency sheltering. If sheltering needs are specific to Merritt College and do not involve the community at large, the college will be responsible for its own internal sheltering needs.
- If the general public begins to enter the campus in anticipation, seeking shelter or safety, coordinate with the Logistics Section and the EOC Director, to formally request to be activated as an American Red Cross Reception Site and Shelter.
- In coordination with the Operations, Utilities, and Damage Assessment Branch, identify facility for reception or sheltering and determine the facility's structural safety, post disaster, e.g. earthquake, flood, etc.
- When possible, coordinate with appropriate campus personnel to pre-designate buildings and facilities for reception center, care, Red Cross shelter locations, and animal shelter areas.
- Prior to opening a shelter site, request a campus Damage Assessment team to document the facility condition with photographs. Ensure both the interior and exterior of the building are documented.
- Immediately after closing a shelter site, request that any building damage is documented to submit for repair or reimbursement from the Red Cross.
- When additional Care and Shelter Branch personnel are required, request volunteer support through the Personnel Branch Coordinator.
- When a Shelter activation request is made by the Merritt College EOC, coordinate all activations with the campus Care and Shelter Branch Coordinator(s).
- When activating as a shelter for a site-specific incident, e.g. apartment fire or neighborhood evacuation, continue to coordinate and brief the Bay Area Red Cross on Reception and/or sheltering operations.
- For a large disaster, coordinate and provide regular briefings on Reception Center and Shelter operations with the Operational Area Care and Shelter Coordinator.
- Ensure that designated shelter care staff is provided a situation briefing and has been assigned duties.
- Coordinate with Movement/Traffic Unit Leader to ensure appropriate signage is in place marking entrances to campuses and facilities.
- Coordinate with Red Cross representatives for the delivery of supplies and meals.
- If Red Cross does not include volunteer/staff feeding, arrange for campus cafeterias to cater or prepare meals.

- Ensure that the Registration and Inquiry desk are the first stations opened and functional. Coordinate with Shelter Leader that 24-hour staffing has been established.
- If unable to staff Reception Center or Shelter with internal staff, consult with Red Cross representative for activation of Red Cross Disaster Welfare Inquiry Cadre personnel.
- If needed, designate secondary shelter facilities in the event primary care centers become unsafe due to developing hazardous conditions (wind shift during HAZMAT incident, aftershocks following a major earthquake, etc.).
- Following the Red Cross guidelines for facility usage, attempt to meet the standards list below:
 - (1) toilet per (40) persons
 - 40 sq /ft for sleeping areas (5'x8' space) per person
 - (1) qt. of drinking water (minimum per person, per day). (5) gals of water per person per day for all uses
 - 2500 calories per person per day (approximately 3.5 lbs. of unprepared food)
- Ensure household pets and animals are prohibited from shelter facilities with the exception of aide or guide dogs. If feasible, establish an animal shelter for domestic pets in general proximity to the human shelter.
- If supplies and personnel are inadequate or not available to establish a campus-specific shelter, attempt to request mutual aid from the Operational Area and the Red Cross. If you are unable to establish mutual aid, contact City EOC Care and Shelter Coordinator and verify if city shelters can accept portions of campus community for sheltering.
- Additional sites and assistance may include:
 - Salvation Army
 - Local church groups
 - Local high schools
 - State and Federal military units
 - City and County Parks and Recreation Departments
 - Fairgrounds
- When relocating shelter operations coordinate with Safety Officer to ensure new shelter location is inspected, including shower and toilet facilities and water supplies.
- Ensure that procedures are established for communication between Shelter Registration and the EOC.
- Keep EOC Director and Logistics Section Leader briefed and updated on the shelter's status.

- Obtain and update lists of designated and available shelter care facilities in the immediate area. Ensure this information is provided to the EOC Director and Logistics Section Leader for distribution.
- Ensure that updated registration, sign-in/out logs, and rosters are maintained of those housed at the campus shelter centers.
- Consider establishing pre-disaster Memorandums of Understanding (MOUs) with local vendors for the provision of portable toilets and potable water.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close Reception Centers and Care and Shelter centers and release staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that all reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Communications Unit Coordinator

Function

This unit is responsible for the primary and back-up communication systems within Merritt College and to all outside supporting and responding agencies during the emergency response and recovery periods. This position manages and maintains support of communication devices and the transmitting and receiving of radio, landline, and Internet communications.

Section Assignment

- Logistics Section

Actions—Start-Up

- Check in upon arrival at the EOC.
- Report to the Logistics Section Leader and receive an updated briefing.
- Review your position responsibilities.
- Establish work area to include maps, appropriate status boards, and any other support equipment needed.
- Activate support staff as needed.
- Review activated EOC positions and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.

- Open and maintain accurate and detailed logs on the Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24-hour coverage may be needed during the first 72 hours of the incident.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure operation of all communications. Coordinate with Transportation Branch to ensure adequate fuel for the generators.
- Coordinate with Public Safety, Maintenance and Operations, or Information Technology for maintenance of radio systems.
- Furnish communications equipment necessary for the EOC and/or Field Command Post.
- Maintain telephone communications. Identify if there are any pay phones in general vicinity.
- Coordinate with Logistics Leader and request from OA and City Logistics Section communication back-up support with local RACES teams.

Deactivation/Demobilization

- Obtain authorization to deactivate Branch from the EOC Director.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Information Technology Coordinator

Functions

The Technology Unit is responsible for checking and restoring the Merritt College information systems and telephones, cell phones, and computer infrastructure. Ensure that qualified specialists are available in the areas to assist in supporting these systems during an emergency or disaster.

Section Assignment

- Logistics

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Logistics Section Leader and receive a current situation briefing.

- Review your position responsibilities.
- Establish work area to include maps and status boards and any other support material or equipment.
- Determine what staff resources are immediately needed and attempt to locate equipment or supplies within the Merritt College.
- Ensure equipment is tagged, tracked, and received when Sections demobilize.
- Review activated EOC positions and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on the Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24-hour coverage may be needed during the first 72 hours of the incident.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure that the EOC is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that technicians begin to assess and monitor Merritt College telephone systems and telecommunications network.
- Ensure that EOC or Command Post receive communications system to support their operations throughout the emergency or disaster.
- Provide on-going monitoring of the telecommunication and information infrastructure for damage or power failure.

Deactivation/Demobilization

- Release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Ensure that all documentation is accurately maintained and provided to the Planning Documentation Unit throughout emergency or disaster.
- Use appropriate documentation reporting forms. See Communication/Forms Annex for FEMA and/or the Cal EMA forms.
- Be prepared to provide input to the After-Action Report.

Personnel Branch Coordinator

Function

Maintain a roster of Disaster Service Workers; allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Ensure accurate records are maintained on employee time cards, mutual aid response, support staff and equipment, and all workers' compensation claims related to the incident.

Section Assignment

- Logistics

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Logistics Section Leader to receive a briefing.
- Review your position responsibilities.
- Establish Branch work area to include maps, status boards, and other required equipment and material.
- Activate support staff as needed.
- Review activated EOC personnel and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on the Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Contact Section Leaders and determine the number of personnel needed as well as their skill as required for both EOC and field duties.
- Request and confirm the number of injured and their status.
- Confirm the number of reported fatalities.
- Monitor Merritt College personnel as to their family emergency needs or situations. If employee must be released to tend to emergency needs, document release time and estimated time of return. Request back-up personnel to fill position from District office or other Campus if necessary.

- Assess personnel staffing needs. Coordinate with Section Leaders to reassign EOC personnel to backfill requested positions.
- Maintain master file of shift schedules and work assignments submitted by Section Leaders for their section staffs.
- Establish a pool of available volunteers based on skills, training, and availability.
- Establish a staging area for volunteers to receive their assignments and be sworn in as Disaster Services Workers.
- Ensure that all volunteer Disaster Services Workers receive their duty instruction, “Just in Time” training if required, and are provided:
 - I. D. cards
 - Volunteer employment certification
 - Information on worker’s compensation coverage
 - Situation briefing and update on any hazardous conditions related to the incident.
- Ensure all volunteer assignments are based on individual’s physical capabilities, health status, skill level, and availability.
- Maintain detailed and accurate records of all volunteer work assignments.
- Instruct volunteers to report back to staging area upon completion of assignment and sign-out prior to departing.
- Ensure all volunteers are debriefed at completion of assignments.
- Coordinate with the Purchasing Unit to purchase snacks and beverages, and for longer activations, meals for volunteers.
- Demobilize/release volunteers as soon as possible. Volunteers should be demobilized prior to employed staff.
- Provide regular updates to the EOC Director and Section Leaders on the on-going personnel situation.
- Participate in the EOC Director’s planning meetings.
- In the event of an evacuation, take the necessary precautions to ensure the security of personnel records.
- Monitor Branch activities and adjust as necessary.
- Consult with the EOC Director on critical issues that require immediate action.
- Brief your relief prior to leaving your position.

Deactivation/Demobilization

- Release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other sections as appropriate.
- Ensure that all forms, reports, and legal documentation are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



41. Operations Section

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

Transportation, Supplies, Facilities Unit Coordinator

Function

Determine the available Merritt College transportation resources for the movement of evacuees, response personnel, supplies and material. Coordinate and supervise the allocation of transportation resources for use in support of disaster response operations. Oversee and ensure procedures for maintenance and refueling of transportation equipment.

Section Assignment

- Logistics Director

Action—Start-Up

- Check in upon arrival at the EOC
- Report to the Logistics Section
- Obtain briefing from the Logistics Section Leader
- Review your position responsibilities
- Set-up section work station
- Review the Logistics organization and where to go for support and information
- Clarify any issues you may have with regards to your assignment
- Open and maintain accurate and detailed section log
- Adopt a proactive attitude; Think and plan ahead

Operational Duties

- Determine operational status and location of all available CCCD-owned vehicles.
- Determine amounts of available fuel in the fuel storage area.

- Take steps to ensure fuel reserves are sufficient to keep vehicles operational.
- Determine operational status of fuel storage and pumps; ensure emergency power is available in the event of area-wide power outages.
- Maintain accurate records of fuel used for emergency response operations.
- If feasible and when necessary, arrange for repair and maintenance of transportation and support vehicles.
- Coordinate and track the internal use and mutual aid deployment of all Merritt College vehicles.
- Determine and track the availability of Merritt College vehicles.
- Establish and coordinate the use and deployment of vehicles for transportation of personnel, equipment, and material.
- Establish which vehicles can be used for evacuations and transport of injured and “walking wounded.”
- Maintain transportation logs of vehicles to include:
 - Vehicle year, make, model and license number
 - Driver name
 - Transportation assignment for each trip
 - Beginning and ending mileage for each specific assignment
 - If used for transport or evacuation, maintain list of the individuals transported and final destination.
- Report all expenditures to the Finance Purchasing Coordinator.
- Determine the need for additional vehicles during the initial response period, such as flatbeds, skip loaders, and buses, etc.
- If additional support vehicles are required, coordinate with the Logistics Section Leader and the EOC Director to transport vehicles from other District campuses or request mutual aid support from the Operational Area.
- If necessary, arrange for the use of privately owned vehicles to provide additional transportation needs.
- Provide regular and updated transportation briefings to the EOC Director and Logistics Section Leader.
- If additional Branch personnel are needed, request additional support personnel through the Logistics Section Leader

- Use prior established MOUs with appropriate vendors for the provision of transportation resources and specialized equipment.
- As needed, request from the Planning Section the status of local roadway and recommended routes.
- If vehicle staging area established, coordinate security of vehicles with the Operations Section Leader.
- If a Merritt College evacuation is required, coordinate the following with Operations, Planning Section, and the City Movement Coordinator:
 - Any predetermined or designated movement and evacuation routes in coordination with Campus staging areas.
 - Coordination of staging areas with EOC Transportation Coordinator if evacuation becomes necessary.
 - When evacuation becomes necessary, request field personnel to place route signs on roadway and at intersections.
 - Ensure that drivers are thoroughly briefed on:
 - Location of Merritt College staging areas
 - Designated transportation and evacuation routes
 - Locate local community collection points and shelter care locations.
 - Ensure that mass movement of Merritt College evacuees is coordinated through the EOC Directors and/or the Operational Area Movement Coordinator.
 - When appropriate, and in coordination with the Safety Officer and/or EOC Logistics Section, ensure sanitation facilities and portable water are placed at evacuee staging areas.
 - Consult with the Medical Services Branch to determine needs for medical evacuees.
 - Consult with Children's Center to determine needs for evacuation of children and/or reunification staging area for parents and guardians.
 - As needed, coordinate assignment of Public Safety personnel at traffic control points.
 - If additional support personnel are needed, request additional volunteer support through the Personnel Branch Director.
 - Establish a dispatch desk and driver pool.
 - When feasible, establish direct communications between the transportation dispatch and the EOC.
 - Establish and designate secondary-staging locations in the event the primary locations become unusable due to developing hazards or unsafe conditions.

- Provide regular briefings to the Operations Section Leader and the EOC Director on the status of movement and/or evacuation operations.
- Ensure all section and branch personnel are aware of the locations of staging areas.
- As feasible, establish direct communications between assigned staging area personnel and the EOC.
- Coordinate with Communications Branch to ensure evacuation information is disseminated to campus community. Provide the following information to evacuees:
 - Reason for the evacuation;
 - Designated “recommended evacuation routes,” including road conditions, bridge and overpass collapses; and
 - The location(s) of campus staging areas.
- When available, obtain location of local community care shelter sites.
- Establish staging areas in safe and easily accessible areas for pedestrians and the disabled.
- Ensure the PIO is fully briefed on all movement operations.
- Coordinate with Disabled Services to ensure transportation needs of disabled persons are addressed.
- Coordinate with the Care and Shelter Branch Coordinator to ensure additional resources for staging areas are available should the staging area be activated for an extended period.
- Maintain updated roster of evacuees transported from the campus to off-site Reception Center or Shelter.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization

- Close down staging areas and release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- If mutual aid resources were used, release drivers and equipment as appropriate and maintain all tracking or deployment records.

**44. Finance Section**

Refer to SEMS/NIMS Crosswalk for Emergency Operations Review.

2.1.14 Finance Section

Overview

The Finance Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the campus functioning during a disaster or emergency. These systems include payroll, purchasing and financial records, claims processing, and cost recovery documentation. The Finance Section also supervises the negotiation and administration of vendors, supply contracts, and procedures.

The Finance Section positions will vary depending upon the need. The Section positions may be activated at a one-person level or a Unit level, depending upon the needs of the incident or extent of the disaster, the work to be accomplished, and the number of personnel needed.

Objectives

The Finance Section acts in a support role in all disasters and emergencies to ensure all required records are available for future use. The Finance Section will:

- Provide financial support and coordination to Merritt College emergency operations.
- Manage all financial aspects of an emergency.
- Analyze costs related to the disaster.
- Track and record personnel time.
- Ensure all documents related to the emergency or disaster that commits Merritt College to a financial obligation are properly prepared, tracked, and completed.
- Brief Sections on financial issues related to the emergency or disaster.
- Process purchase order and contracts in coordination with the Logistics Section.
- Process workers' compensation and other related claims.
- Handle travel expense claims and maintain all financial records of the incident.
- Supervise the negotiation and administration of vendor/supply contracts and procedures.
- Provide financial resources necessary for recovery.
- Investigate and process claims.
- Coordinate documentation for cost recovery.
- Work with State and Federal support on cost recovery.

- Coordinate the recovery of costs.

FAAP

The EOC Director is authorized to activate the Finance Section in response to a disaster/emergency.

The Finance Section will be activated whenever EOC Director determines that Merritt College is involved, or may soon be involved, in an emergency or disaster that will require Finance tracking and support.

The Finance Leader will activate the various units as the need arises. The extent of the disaster will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section may be mobilized. In a widespread disaster that damages communications and systems, the entire section should be activated. The Cost Recovery Unit will be activated in all cases.

In a widespread emergency that disrupts normal communications, all units in the Finance section are to assume they are activated and report to their assigned emergency location.

Staffing

Positions in this Section include:

- Finance Section Director
- Purchasing and Cost Accounting Branch Coordinator
- Cost Recover Coordinator
- Claims and Compensation Coordinator

Finance Section Director

Business and Financial Affairs Designee

Function

The Finance Section is responsible for managing all financial aspects of an incident, to include: finance and cost analysis, tracking and recording of personnel time, ensuring all obligation financial documents initiated during the emergency or disaster are properly prepared and completed. All administrative personnel must be briefed on financial documentation related to the incident to ensure that issues requiring attention are completed.

This Unit will maintain contact with Administration to explain financial impact, process purchase orders, and coordinate contracts with the Logistics Section. Duties also include processing workers' compensation claims, handling travel and expense claims, and the maintenance of all financial records of the emergency. Standard ICS Finance Section units may include a Time Unit, Procurement Unit, Compensation/Claims Unit, and a Cost Unit. Not all incidents will require activation of this section, or all units described.

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Establish work area for maps, status boards, and additional support documentation.
- Determine appropriate staffing levels for EOC sections and positions.
- Review activated EOC sections for information or support.
- Clarify any issues you may have regarding your authority and assignment.
- Review the job responsibilities of others in your section.
- Open and maintain accurate and detailed section logs.
- Determine appropriate purchasing limits for the Logistics Section and brief the Logistics Section Leader.
- Meet with Operations and Logistics Section Leader and determine financial and administrative support needs.
- Based on present incident and future needs, begin to estimate potential future Finance Section personnel and support needs.
- Activate Finance Section positions as needed.

- In consultation with Section staff, identify objectives to be accomplished during the initial operational period.
- Request additional personnel as needed to maintain a two-shift operation.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- Ensure that Section logs and files of all activities are detailed and accurate.
- Anticipate potential situation changes, such as severe aftershocks and flooding, and develop contingency plans for all procedures requiring communication capability out of Merritt College.
- Be aware of ongoing and changing events and issues at all times.
- Maintain current displays associated with your Section and ensure that such displays and/or information reports are clear and understandable.
- Provide situation and resource information to the Planning Section on a periodic basis, or as requested.
- Ensure that major incidents reports and status reports are completed by the Operation Section and are accessible by Planning utilizing RIMS, JIMS forms or WebEOC.
- Participate in the EOC Director's planning meetings.
- Provide assignments for support staff.
- Request damage reports from Planning and Logistics Sections. (Ensure both written and photographic documentation of damages is obtained.)
- In the event of an evacuation, take necessary organizational actions to ensure the security of records and Merritt College financial documentation.
- Ensure all Branch Coordinators who are utilizing private vendor or contract services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost-related information as requested.
- Keep the Emergency Operations Director briefed on all incident-related business management issues requiring immediate attention.
- Ensure that all time and cost expenditure records are kept current and logged in a timely manner.
- Conduct periodic section briefings. Ensure staff is aware of identified priorities.
- Monitor section activities and adjust as appropriate.

- Brief EOC Director on critical issues or areas that will require immediate attention and/or solutions.
- Share Finance Section updates and pertinent information with other Sections as required.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization

- Authorize deactivation of Section personnel when no longer needed. Ensure that open actions are handled by the Section or transferred to other EOC personnel as appropriate.
- Deactivate the Section and close out all logs when authorized by the EOC Director.
- Ensure that any financial documents, tracking forms, and reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Purchasing and Cost Accounting Branch Coordinator

Function

Responsible for the procurement of essential supplies and services and to collect cost information, perform cost-effectiveness analyses, and provide cost estimates and make cost savings recommendations. Oversee and coordinate all operations concerned with purchasing or leasing equipment and resources. In coordination with the Finance Section, create contractual agreements for payment for any contracted emergency services. Coordinate vendor contracts not previously addressed by existing approved vendor lists. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

Section Assignment

- Logistics

Action—Start-Up

- Check in upon arrival at the EOC.
- Report to the Logistics Section Leader and receive current briefing on the situation.
- Review your position responsibilities.
- Establish Branch work area to include maps and status boards and any additional support documentation.
- Activate support staff as needed.
- Review EOC activated positions and where to go for information or support.

- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on the Branch's activities.
- Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties

- In consultation with the EOC Director and Logistics Section Leader, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and process requests for needed equipment, supplies, and material.
- If additional procurement support staff is required, request additional personnel through the Personnel Branch.
- Prior to an emergency or disaster, develop current vendor lists that include emergency and after-hours contact phone numbers, page numbers, etc.
- Monitor all emergency expenditures.
- Ensure that Sections and activated departments are compiling and documenting cost and related information using the Merritt College cost codes.
- Ensure that estimate costs are replaced with actual costs when verified.
- Verify cost data in the pre-established vendor contracts and/or agreements.
- Negotiate rental rates not already established or purchase prices with vendors as required.
- Obtain and record all cost data to cover:
 - Personnel
 - Equipment
 - Rental/contract equipment
 - Supplies from outside vendors
 - Contracts for special or emergency services
- As appropriate, develop pre-disaster MOUs with vendors to ensure availability of critical resources.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and Section Coordinators.
- When and if appropriate, establish a staging area for the storage of supplies and equipment.

- Establish a vendor/contractor reporting and staging area in an easily accessible location.
- Interpret contracts and agreements and resolve any claims disputes as necessary.
- Finalize all agreements and contracts, as required.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster-related purchases.
- Finalize all agreements and send documents to Purchasing and Payroll for payment.
- Keep the EOC Director and Finance Section Coordinator briefed on the status of all emergency procurements and contracts.
- Participate in the EOC Director's planning meetings.
- In the event of an evacuation or campus closure, coordinate with the Operations Section and take the necessary organizational actions to ensure the security of supplies, equipment, and material.
- Monitor all Branch activities and adjust as necessary.
- Brief the EOC Director and Logistics Section Coordinator on critical issues that will need immediate resolution.
- Share any information updates with other Sections and Branches as appropriate.
- Brief your relief at shift change time.
- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Collect and compile cost information at the end of each shift and compile cumulative cost records on a daily basis.
- Coordinate with the Documentation Unit on content and format of cost-related files to be transferred.
- Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.
- Organize and prepare records for audits as necessary.
- Review existing documentation to determine if there are additional cost items that may have been overlooked.
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC planning meetings, if required.
- Prepare all required State and Federal documentation as necessary to recover allowable costs.

Deactivation/Demobilization

- Release support staff when no longer needed.
- Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that any critical financial documents, forms, and reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Cost Recovery Coordinator

Function

The Cost Recovery Coordinator reports to the Finance Section Coordinator. Cost Recovery is the coordinator of expenditures for emergency response and recovery, and shall serve as the focal point for reporting summarized information to the Merritt College EOC, on total cost of response and loss estimates. The Cost Recovery Coordinator will provide liaison for Merritt College with State and Federal representatives on cost, time, procurement, and claims activity for timelines and consistency, and provide advice on documentation, claim submission, audit preparation, and interpretations of fiscal matters.

Section Assignment

- Finance

Action—Start-up

- Check in upon arrival at the EOC.
- Report to the Finance Coordinator and obtain a current briefing.
- Review position responsibilities.
- Maintain log of events, documenting all activities.
- Set up appropriate maps and check phone numbers, supplies, etc.
- Determine the nature, scope, and severity of the emergency and potential roles for Cost Recovery. Ensure appropriate staffing for those roles.
- Ensure the Cost Recovery Unit of the Finance Section is adequately staffed to perform the required tasks.
- Ensure an incident-specific purchase order number has been assigned for tracking and cost recovery.

Operational Duties

- Provide information to the Finance Leader on the financial record keeping requirements for the emergency period.
- Assist in determining damaged areas and cost of damage. Work with the Planning Section to prepare a damage report.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Provide a briefing to the Finance Coordinator on cost recovery planning operations.
- In coordination with Logistics Section, develop a recovery plan and strategy for Merritt College.
- Ensure that all personnel and equipment time-keeping records are accurately completed and transmitted to home agencies, according to policy.
- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Cost Recovery function in the EOC.
- Gather and analyze information on cost recovery issues, expenditures, revenues, and reimbursements.
- Meet with assisting and cooperating agency representatives as needed.
- Coordinate with the Advance Planning Unit to determine major mid-to-long-range social, economic, environmental, and political impacts.
- Coordinate meetings among Campus/County/State/Federal staff on finance matters.
- Advise the Finance Coordinator and Policy Group on cost recovery issues.
- Develop a final report on monetary issues.
- Manage all financial aspects and ensure financial records of the emergency are maintained, including emergency response activities, damage and repair/replacement estimates, and recovery activities.
- Ensure that financial and cost analysis information is provided as requested.
- Ensure compensation and claims functions are being addressed relative to the emergency.
- Provide financial input for demobilization and recovery planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Ensure that the cost recovery function is performed, including:
 - Maintaining financial records of the emergency;
 - Tracking and recording of all agency staff time;

- Processing purchase orders and contracts in coordination with Logistics Section; and
- Handling travel and expense claims.
- Establish a cost recovery information gathering system.
- Track the use of equipment and personnel. Include:
 - Time began
 - Time ended
 - Site where work was performed
 - What work was done
 - By whom
 - Equipment used
- Coordinate with the Logistics Section to ensure an incident-specific purchase order number has been assigned for tracking and cost recovery.
- Maintain records of emergency operation expenses and billing and claims information.
- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.
- Ensure Logistics Section provides copies of all purchases made in support of the incident.
- Coordinate with the Finance Section to ensure that FEMA, Cal EMA, and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with the Finance Section, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
- Process state claims for reimbursement as needed.

Deactivation/Demobilization

- Deactivate the Unit and close out logs when authorized by the Finance Coordinator.
- Brief EOC personnel on all financial issues needing attention or follow-up.
- Ensure that any open actions are assigned to the appropriate department for follow-up support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input on the operations of the Finance Section to the After-Action Report.

- In conjunction with all Section Leaders, determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.
- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.
- Provide a final report to the Finance Leader and Planning Leader on total costs and reimbursement programs.

Claims and Compensation Coordinator

Function

The Claims and Compensation Coordinator reports to the Finance Section Leader. Claims and Compensation manages the investigation and compensation of physical injuries and property damage claims involving Merritt College arising out of an emergency, including completion of all forms required by workers' compensation programs and local agencies, maintaining files of injuries and illnesses associated with the event, providing investigation support of claims, and issuing checks upon settlement of claims.

Section Assignment

- Finance

Action—Start-up

- Check-in upon arrival at the EOC.
- Report to the Finance Leader and obtain a briefing.
- Review position responsibilities.
- Maintain log of events, documenting all activities.
- Establish workstation to include all appropriate maps and check phone numbers, supplies, etc.
- Determine the nature, scope, and severity of the emergency and potential or unforeseen issues that may impact Claims and Compensation.
- Ensure the Claims and Compensation unit of the Finance Section is adequately staffed to perform the required tasks.
- Request additional resources through appropriate Logistics Section Unit, as needed.

Operational Duties

- Provide information to the Finance Leader on the financial record keeping requirements during the emergency or disaster.
- Maintain a chronological log of all injuries occurring during the disaster or an emergency.

- Prepare claims relative to damage to Merritt College property and notify and file claims with insurer.
- Develop and maintain a log of potential and existing claims.
- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Claims and Compensation function in the EOC.
- Periodically review all logs and forms produced by Unit to ensure:
- Work is complete.
- Entries are accurate and timely.
- Ensure the investigation of all accidents whenever possible.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Ensure that individual departments complete a claim form for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claims, as needed.
- Prepare appropriate forms for verifiable injury claims and forward to workers' compensation within the required time frame.
- Forward all equipment or property damage claims to the Recovery Unit.

Deactivation/Demobilization

- Deactivate the Unit and close out logs when authorized by the Finance Leader.
- Brief EOC personnel on all financial issues needing attention or follow-up.
- Ensure that any open actions are assigned to the appropriate department for follow-up support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input on the operations of the Finance Section to the After-Action Report.
- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.
- Provide a final report to the Finance Leader and Planning Leader on personnel injuries, fatalities, and total property loss.

2.1.15 Threat Assessments

Threat Assessment 1 - Major Earthquake

General Situation

A major earthquake will cause significant social disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the population, could exceed the response capabilities of the individual cities and the Operational Area. Response and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

The Bay Area is in the heart of Earthquake Country. The Bay Area is crossed by many active faults. While recent research by the U.S. Geological Survey (USGS) has provide more reliable probability information for future Bay Area earthquakes than for any other area of the country (62% of a magnitude 6.7 or larger earthquake), it has a wide error range – from a low of 37% to a high of 87%, or plus or minus 25%. Probability information for the rupture of individual faults has also been prepared by USGS. There are major faults in the Bay Area, such as the West Napa fault and the Maacama fault, for which there is insufficient information to produce probability estimates. These faults are illustrated on Attachment 1, Earthquake Fault Map.

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction, which occurs during severe ground shaking in soft, poorly graded granular soils where there is a high water table. Structures above the liquefaction strata may sink or structurally fail; pipelines passing through liquefaction materials may sustain an unusually large number of breaks.

Specific Situation

A major earthquake occurring in or near the Alameda County has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by after shocks and by the secondary affects of fire, hazardous material/chemical accidents and possible failure of waterways and dams.

The shaking from a major earthquake has the potential to cause serious to catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities,

telephone systems, and other critical facilities. The damage can cause hazardous materials releases and extensive fires.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the Coroner. Public health will be a major concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in the Alameda County. Mental Health counseling will be needed for an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

The negative economic impact on the Alameda County and its cities due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

Note: For more detailed information and maps on shaking intensity, liquefaction, etc., refer to the ABAG's Local Hazard Mitigation Plan.

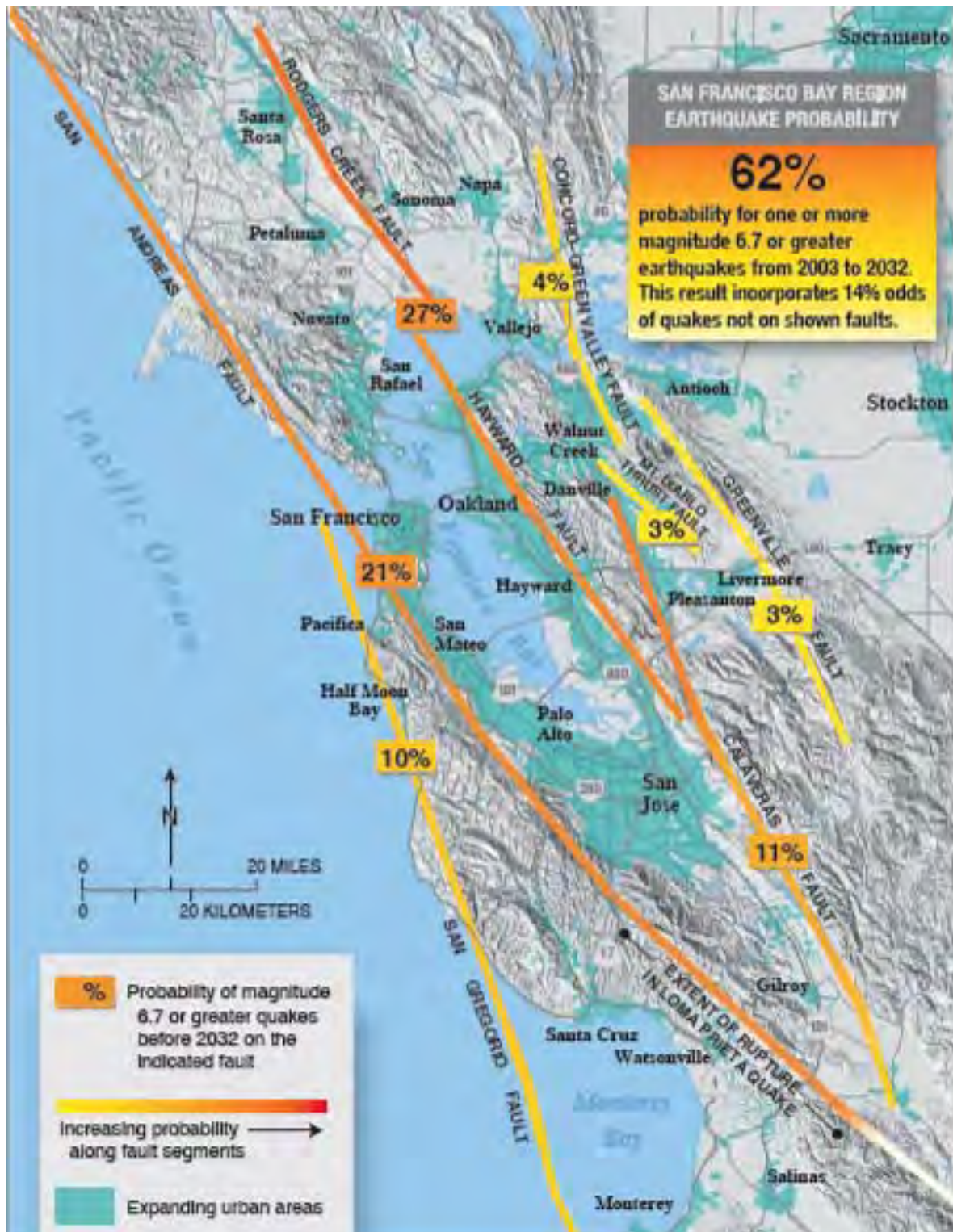
Attachment 1 — San Francisco Bay Area Earthquake Fault Map

Attachment 2 — Abridged Modified Mercalli Intensity Scale

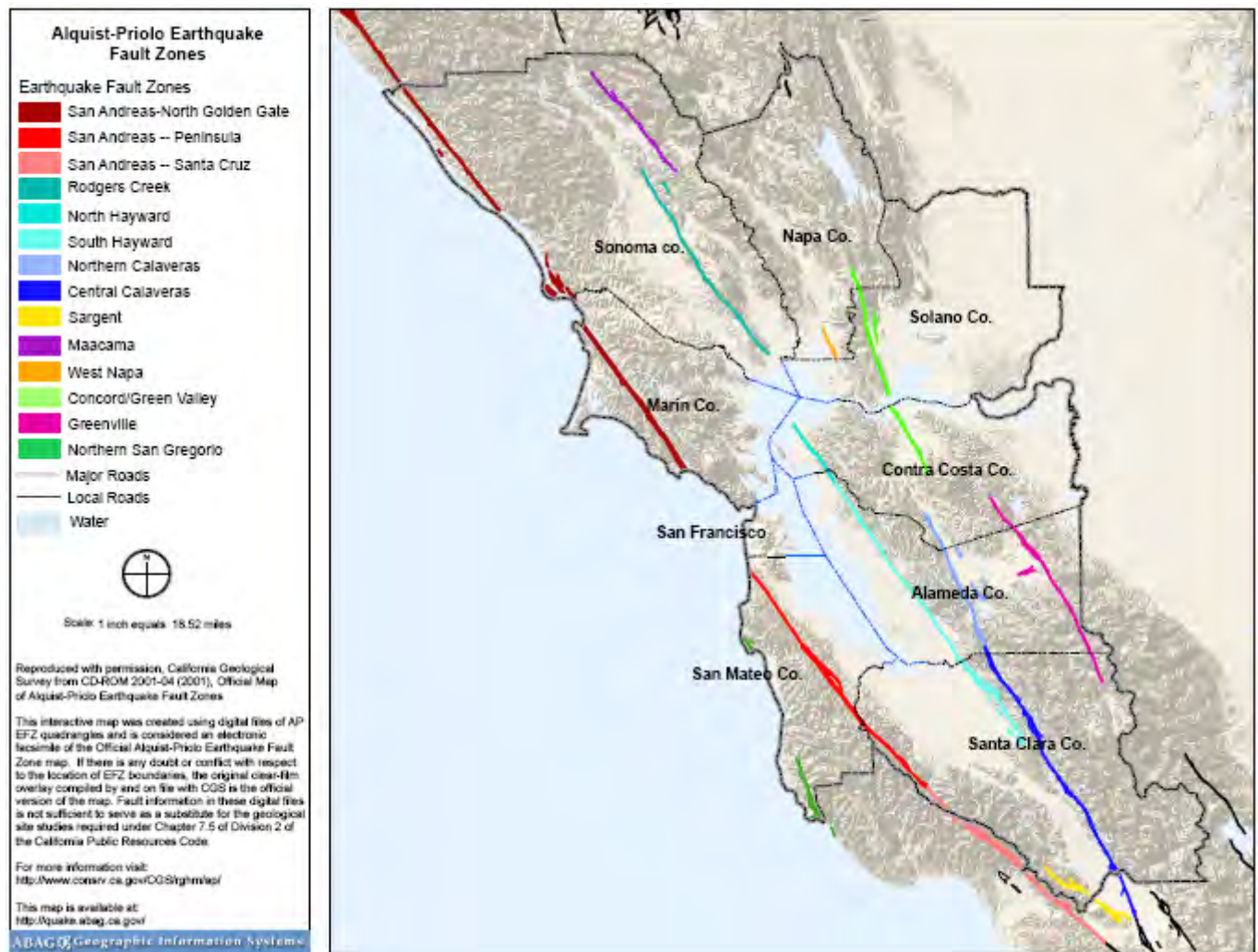
Attachment 3 — Richter Scale

Attachment 1, Threat Summary 1

Earthquake Fault Map







Attachment 2, Threat Summary 1

Abridged Modified Mercalli Intensity Scale

Intensity Value and Description	Average Peak VeloDistrict (cm/sec)	Average Peak Acceleration (g = gravity)
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65

Intensity Value and Description	Average Peak VeloDistrict (cm/sec)	Average Peak Acceleration (g = gravity)
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)



SUPPLEMENTARY INFORMATION FOR PLATES 2-20: Modified Mercalli Intensity Scale
Summary Descriptions and "Official" Full Description

MMI Value	Description of Shaking Severity Used on Current Maps	Summary Damage Description Used on 1995 Maps	"Official" Full Description (from Richter, C.F., 1958. Elementary Seismology. W.H. Freeman and Company, San Francisco, pp. 135-149; 650-653.)
I.			Not felt. Marginal and long period effects of large earthquakes.
II.			Felt by persons at rest, on upper floors, or favorably placed.
III.			Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV.			Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV wooden walls and frame creak.
V.	Light	Pictures Move	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI.	Moderate	Objects Fall	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
VII.	Strong	Nonstructural Damage	Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII.	Very Strong	Moderate Damage	Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX.	Violent	Heavy Damage	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluvial areas sand and mud ejected, earthquake fountains, sand craters.
X.	Very Violent	Extreme Damage	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI.			Rails bent greatly. Underground pipelines completely out of service.
XII.			Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

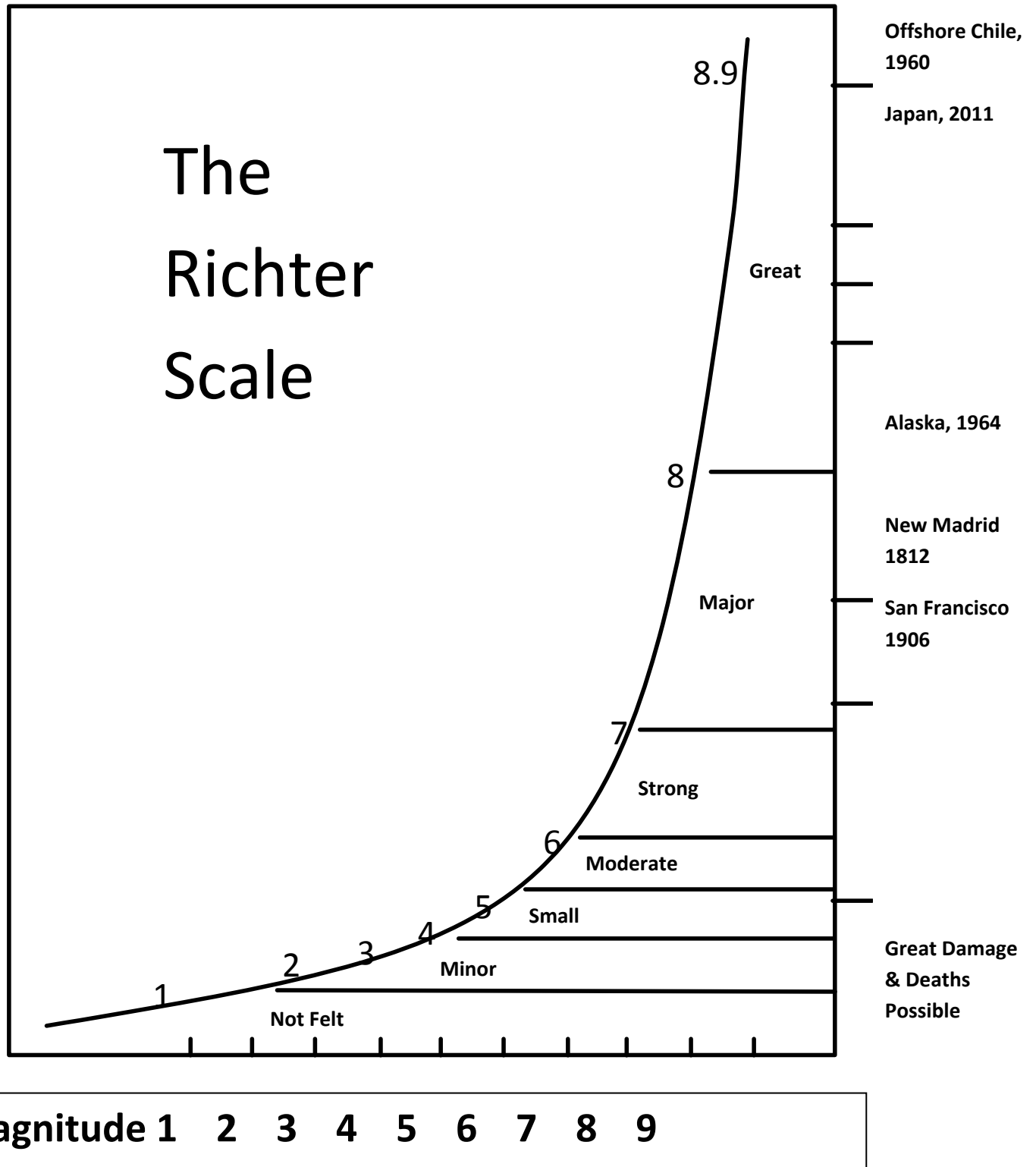
Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

Attachment 3, Threat Summary 1

Richter Scale



Threat Assessment 2 - Tsunami

General Situation

Tsunamis, though infrequent in the State of California, are very dangerous and can result in the loss of thousands of lives and billions of dollars in property damage. Tsunamis can strike the coastline with as little as 15-20 minutes warning up to several hours of warning.

Large underwater displacements from major earthquake fault ruptures or underwater landslides can lead to ocean waves called tsunamis. Since tsunamis have high velocities, the damage from a particular level of inundation is far greater than with a normal flood event. Tsunamis can result from off-shore earthquakes within the Bay Area, or from distant events. There is no time for authorities to issue a warning. People on the beach or in low coastal areas need to be aware of the tsunami risk and be prepared to move to higher ground as soon as they are able after a strong earthquake and stay there until told by officials that the danger is passed.

A distant source, or regional/Pacific wide, tsunami may be generated by very large earthquakes in other areas of the Pacific Ocean and may reach our coastline many hours after the earthquake occurred.

The Palmer Alaska Tsunami Warning Center is responsible for gathering information on earthquakes which may generate tsunamis and alerting state and local officials who may order an evacuation.

A tsunami is not one wave, but a series of waves. The time that elapses between passage of successive wave crests at a given point usually is from 10 to 45 minutes.

Tsunamis in California

Since 1812, 14 tsunamis with wave heights higher than three feet have struck the California coast. Six of these waves were destructive.

The Tsunami Threat to California

A large effort is underway to develop tsunami hazard maps for the western coast of the United States. The State of California Emergency Management Agency (Cal/EMA) formerly, the Office of Emergency Services (OES) is leading this effort. As of February 2005, a map of a portion of the Bay Area ocean coastline from San Gregorio in San Mateo County to Lincoln Park in San Francisco has been published. The map shows a "worst case" tsunami event for evacuation planning. The map is based on a maximum run-up to a specific contour, in this case, 12.8 meters (42 feet). While no maps of the area south of San Gregorio to the southern tip of San Mateo County have been published, the coastal bluffs in the area would tend to confine the

inundation area to the beaches. ABAG has worked with Cal/EMA and the two affected counties to make the regional map, more detailed maps for individual local governments these maps are illustrated in Attachment 1, Tsunami Map.

It is important to understand that, even when the current Cal/EMA mapping is complete, no probability information is available for the Bay Area tsunami hazard. ABAG and others are working with Cal/EMA to encourage more mapping that has an estimate of probability associated with it. Cal/EMA and the California Geological Survey will be discussing this issue in a meeting tentatively scheduled for the fall of 2005. The tsunami hazard map is not even officially called a hazard map, but an evacuation planning map, because it is not based on probabilities.

Note: For more detailed information and maps, refer to ABAG's Local Hazard Mitigation Plan.

Attachment 1 – Tsunami Map

Attachment 1, Threat Summary 2

Tsunami Map



**Tsunami Evacuation
Planning Map for
San Francisco
& San Mateo Counties**

 Tsunami Evacuation
Area

 Urbanized Area

 Major Roads

 Local Roads

These tsunami evacuation planning maps for the ocean side of San Francisco and San Mateo counties are based on modeling of potential earthquake sources and hypothetical extreme undersea, near-shore landslide sources. Maximum run-up to a specific contour was determined to be reasonable. This contour is 12.8 meters (42 feet) in these two counties. These maps were produced by OES and are intended for local jurisdictional, coastal evacuation planning uses only.

Source: California Office of

Threat Assessment 3 - Flooding

General Situation

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions, adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

Specific Situation

The Federal Emergency Management Agency has mapped flooding hazards in the Bay Area's low-lying areas. These flood hazard maps have built-in probability information – the 100-year floodplain or the 500-year floodplain. The maps available on the ABAG web site do not include information on depth of flooding, except that the 500-year flood areas also include areas subject to 100-year flood events with flooding depths expected to be less than one foot.

Emergency Readiness Stages

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

Stage I (Flood Watch)

Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

Stage II (Flood Warning or Urban and Small Stream Advisory)

Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

Stage III (Flood Statement)

Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

Evacuation Routes

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are in Part Two, Operations Section Annex, Supporting Documents.

Emergency Response Actions

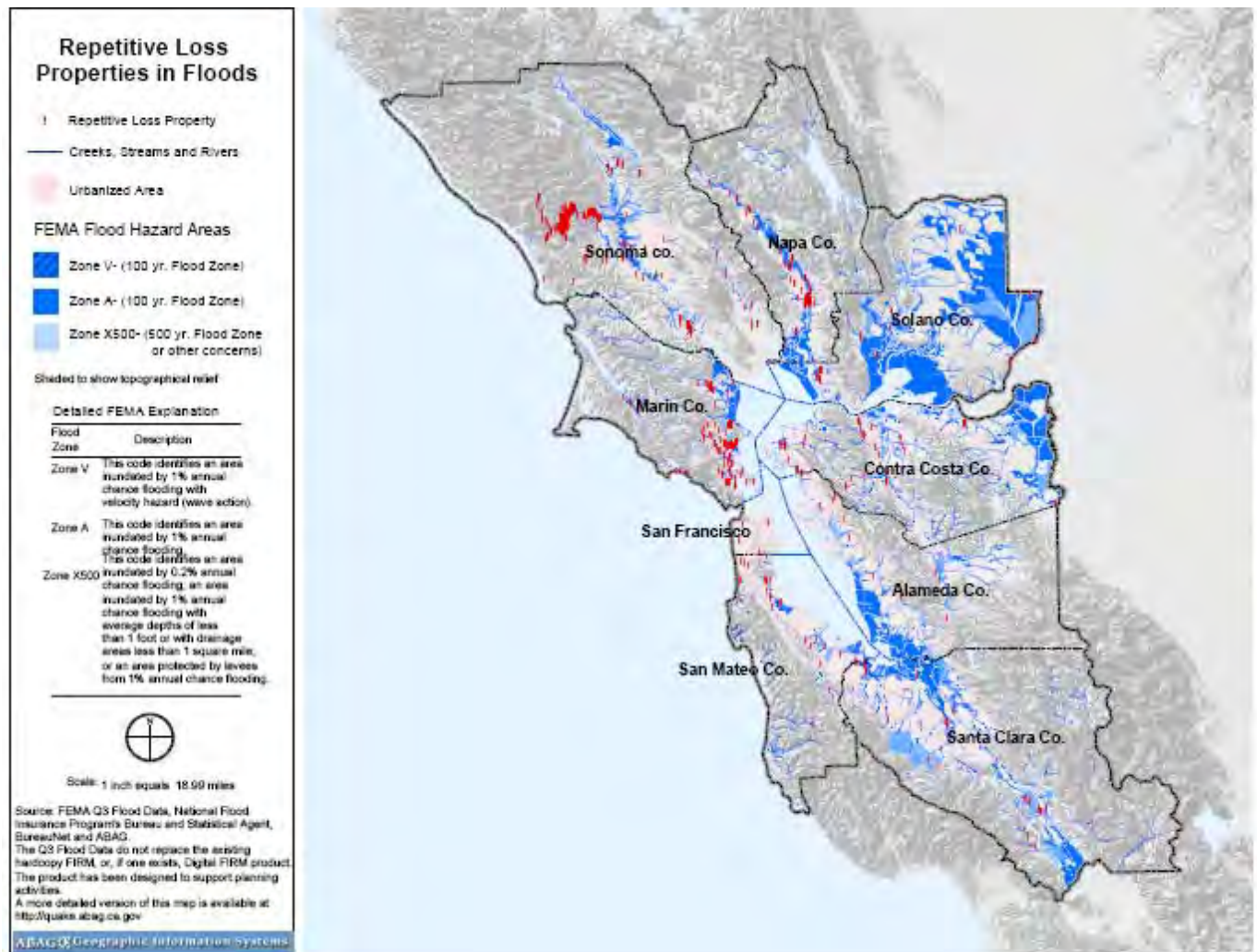
Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Note: For more detailed information and flood plain maps, refer to the ABAG's Local Hazard Mitigation Plan.

Attachment 1 – Flooding Map

Attachment 1, Threat Summary 3

Flood Map



Attachment 2, Threat Summary 3

Flood Hazards and Existing (2000) Land Use

	Total Acres	Within 100-Year Flood Zone	Within 500-Year Flood Zone or Other Area of Concern	% of Land Within 100-Year Flood Zone	% of Land Within 500-Year Flood Zone or Other Area of Concern
Total	4,395,975	413,595	93,452	9.4%	2.1%
Urban	1,082,285	96,067	52,706	8.9%	4.9%
Non-Urban	3,313,690	317,529	40,746	9.6%	1.2%
URBAN ONLY:					
Residential	578,048	26,016	28,125	4.5%	4.9%
Mixed R+C	2,345	195	91	8.3%	3.9%
Commercial/Services	100,396	8,538	6,365	8.5%	6.3%
Mixed C+I	12,137	2,750	1,624	22.7%	13.4%
Industrial	66,861	9,871	4,148	14.8%	6.2%
Military	31,409	4,834	53	15.4%	0.2%
Infrastructure	146,061	15,320	5,905	10.5%	4.0%
Urban Open	145,028	28,543	6,396	19.7%	4.4%
URBAN ONLY:					
Alameda	168,564	10,868	9,250	6.4%	5.5%
Contra Costa	192,006	12,820	4,100	6.7%	2.1%
Marin	52,784	6,457	2,893	12.2%	5.5%
Napa	34,826	3,631	475	10.4%	1.4%
San Francisco	29,187	0	0	0.0%	0.0%
San Mateo	103,990	4,816	4,043	4.6%	3.9%
Santa Clara	199,139	22,885	23,636	11.5%	11.9%
Solano	102,317	14,250	4,298	13.9%	4.2%
Sonoma	199,470	20,340	4,011	10.2%	2.0%
	Total Miles	Within 100-Year Flood Zone	Within 500-Year Flood Zone or Other Area of Concern	% of Miles Within 100-Year Flood Zone	% of Miles Within 500-Year Flood Zone or Other Area of Concern
INFRASTRUCTURE:					
Roads	33,995	2,487	1,561	7.3%	4.6%
Transit	173	11	4	6.4%	2.3%
Rail	951	187	56	19.7%	5.9%
Pipelines	32,022	2,288	1,440	7.1%	4.5%
	Total Number	Within 100-Year Flood Zone	Within 500-Year Flood Zone or Other Area of Concern	% Within 100-Year Flood Zone	% Within 500-Year Flood Zone or Other Area of Concern
CRITICAL FACILITIES:					
Health Care	812	33	56	4.1%	6.9%
Schools	2,063	80	121	3.9%	5.9%
Bridges	4,159	697	318	16.8%	7.6%
Local Government	3,991	370	352	9.3%	8.8%

See <http://quake.abag.ca.gov/mitigation/pickdb2.html> and <http://quake.abag.ca.gov/mitigation/pickcrit.html> for more specific information.

Threat Assessment 4 - Landslide/Mudflow

General Situation

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. “Mudslide” (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained. An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

Specific Situation

These same storms also impact our hillsides by triggering debris flows and more slow-moving traditional landslides. The U.S. Geological Survey has developed maps depicting both debris flow source areas and existing landslides. The map of existing landslides covers areas of severe coastal erosion. No formal estimates of probability are associated with these maps and there is no way to estimate these probabilities within the scope of this initial Local Hazard Mitigation Plan. There is also no way to estimate the scale of individual landslides in terms of size or extent based on these maps.

The list of mitigation strategies includes several relating to ways in which local governments can increase the speed of completion of hazard maps, particularly GOVT-c-10, LAND-a-2, LAND-a-4, and LAND-a-5.

Emergency Response Actions

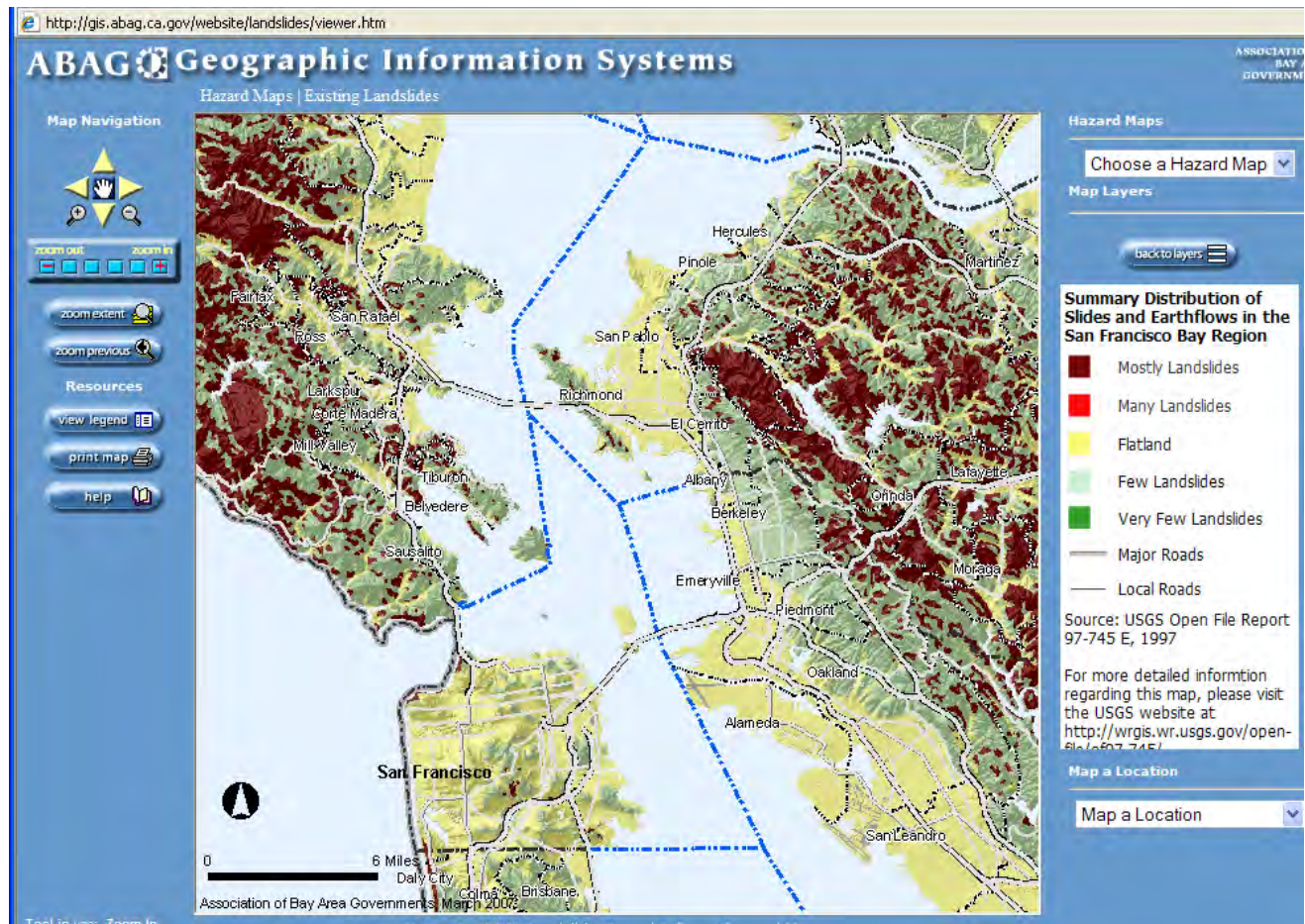
Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

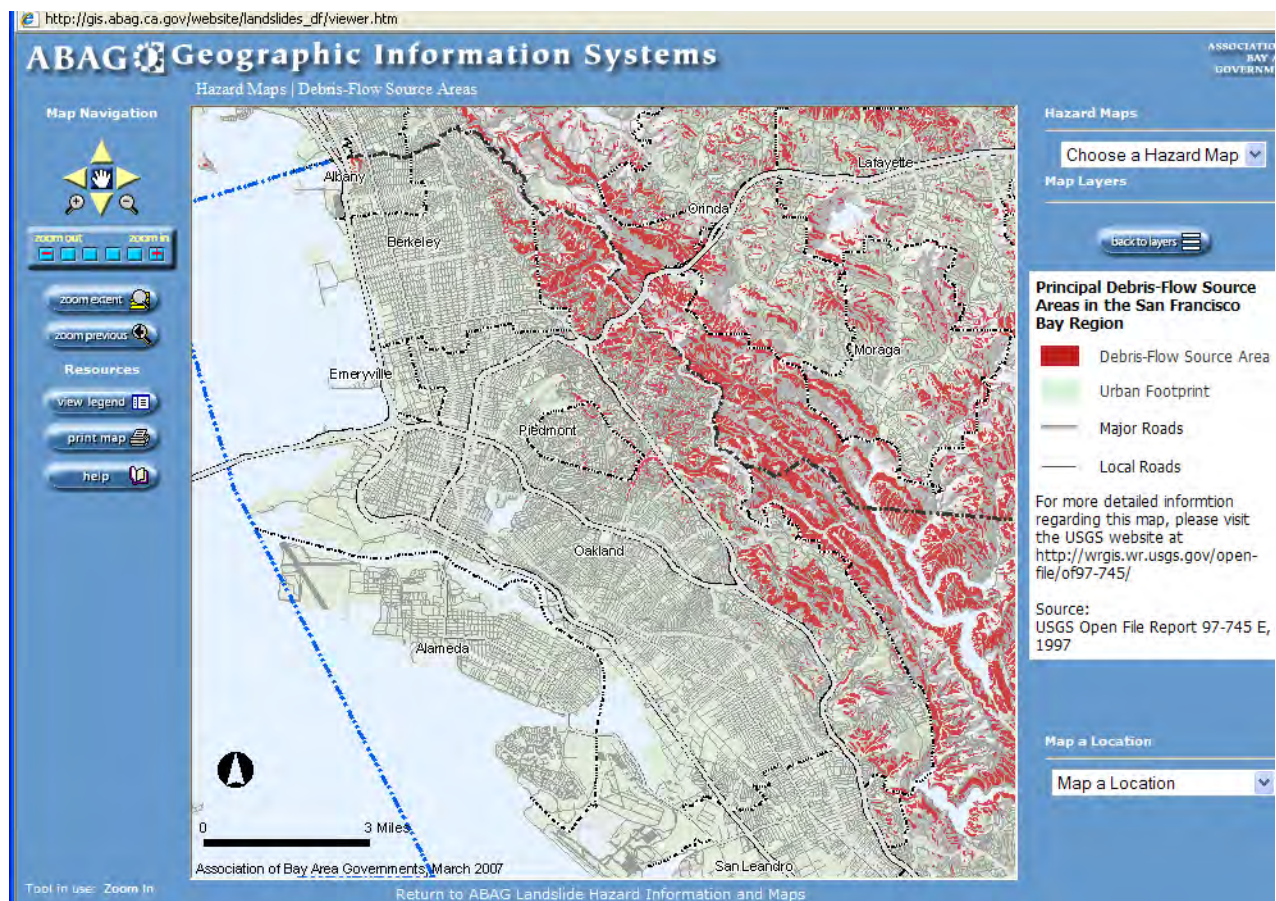
Note: For more detailed information and maps, refer to ABAG's Local Hazard Mitigation Plan.

Attachment 1 – Landslide Map

Attachment 1, Threat Summary 4

Landslide - Slope Instability Map





Threat Assessment 5 - Wildland Fire/Urban Interface

General Situation

Due to its weather, topography, and native vegetation, the entire northern California area is at risk from wildland fires. The extended droughts characteristic of California's Mediterranean climate result in large areas of dry vegetation that provide fuel for wildland fires. Furthermore, the native vegetation typically has a high oil content that makes it highly flammable. The area is also intermittently impacted by sundowner or high winds that can reach up to 100 miles per hour.

A wildfire that consumes thousands of acres of vegetated property can overwhelm local emergency response resources. Often, when a wildland fire encroaches onto the built environment, multiple ignitions develop as a result of "branding", the term for wind transport of burning cinders over a distance of a mile or more. If ignited structures sustain and transmit the fire from one building to the next, a catastrophic fire can ensue. Insurance carriers consider fire a catastrophe if it triggers at least \$25 million in claims or more than 1,000 individual claims. The Oakland Hills firestorm of October 1991 and the California wildfires of 2003 and 2005 were such events. Firestorms, especially in areas of wildland-urban interfaces can be particularly dangerous and complex, posing a severe threat to public and firefighter safety, and causing devastating losses of both life and property. Continuous planning, preparedness, and education are required to reduce the fire hazard potential, and to limit the destruction caused by fires.

Specific Situation

Wildfire hazard areas are commonly identified in regions of the wildland/urban interface. Ranges of the wildfire hazard are further determined by the ease of fire ignition due to natural or human conditions and the difficulty of fire suppression. The wildfire hazard is also magnified by several factors related to fire suppression/control such as the surrounding fuel load, weather, topography and property characteristics. Generally, hazard identification rating systems are based on weighted factors of fuels, weather and topography. Merritt College is vulnerable to (very high, high, moderate, low) fire hazard areas.

The California Department of Forestry has developed state-of-the-art maps depicting wildfire hazard areas. The two most useful maps are those depicting Wildland Urban Interface (WUI) wildfire threat and wildfire threat from wildland fuels in State Responsibility Area. Using a combination of the map of past wildfires (Plate 49) in combination with the fire threat maps (Plates 47 and 48), a table of the probability of an area burning in the next 50 years can be calculated. Based on an analysis of data on wildfires during the past 50 years, 27% of the areas mapped as an extreme wildfire threat have burned, 23% of those mapped as very high, and

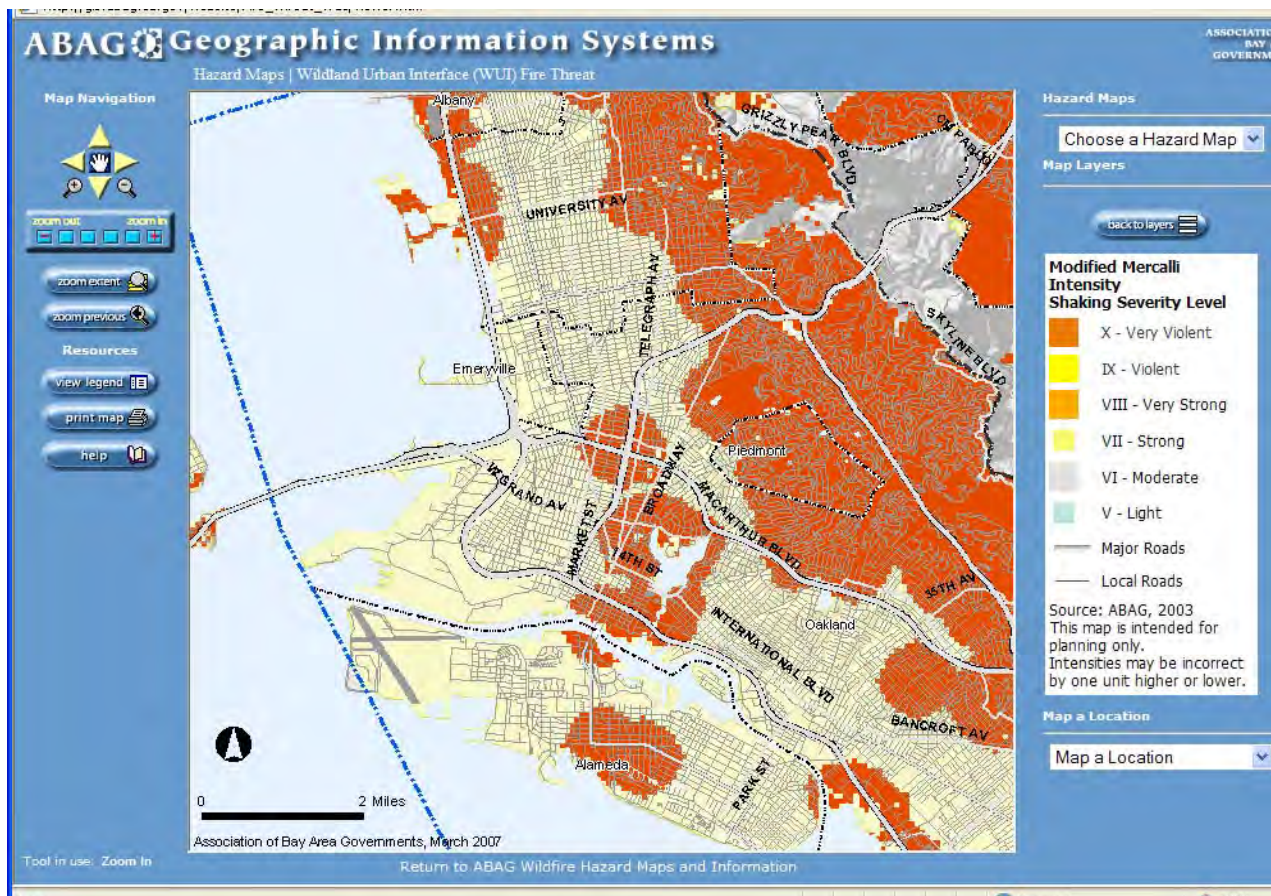
14% of those mapped as high. In addition, 4.3% of the areas in wildland-urban-interface fire threat areas have burned. Thus, the probability of the areas mapped as very high hazard on the wildfire threat is much greater than those mapped on the wildland-urban-interface fire threat map. On the other hand, the wildland-urban-interface fire threat map shows more urban areas with a greater potential property value.

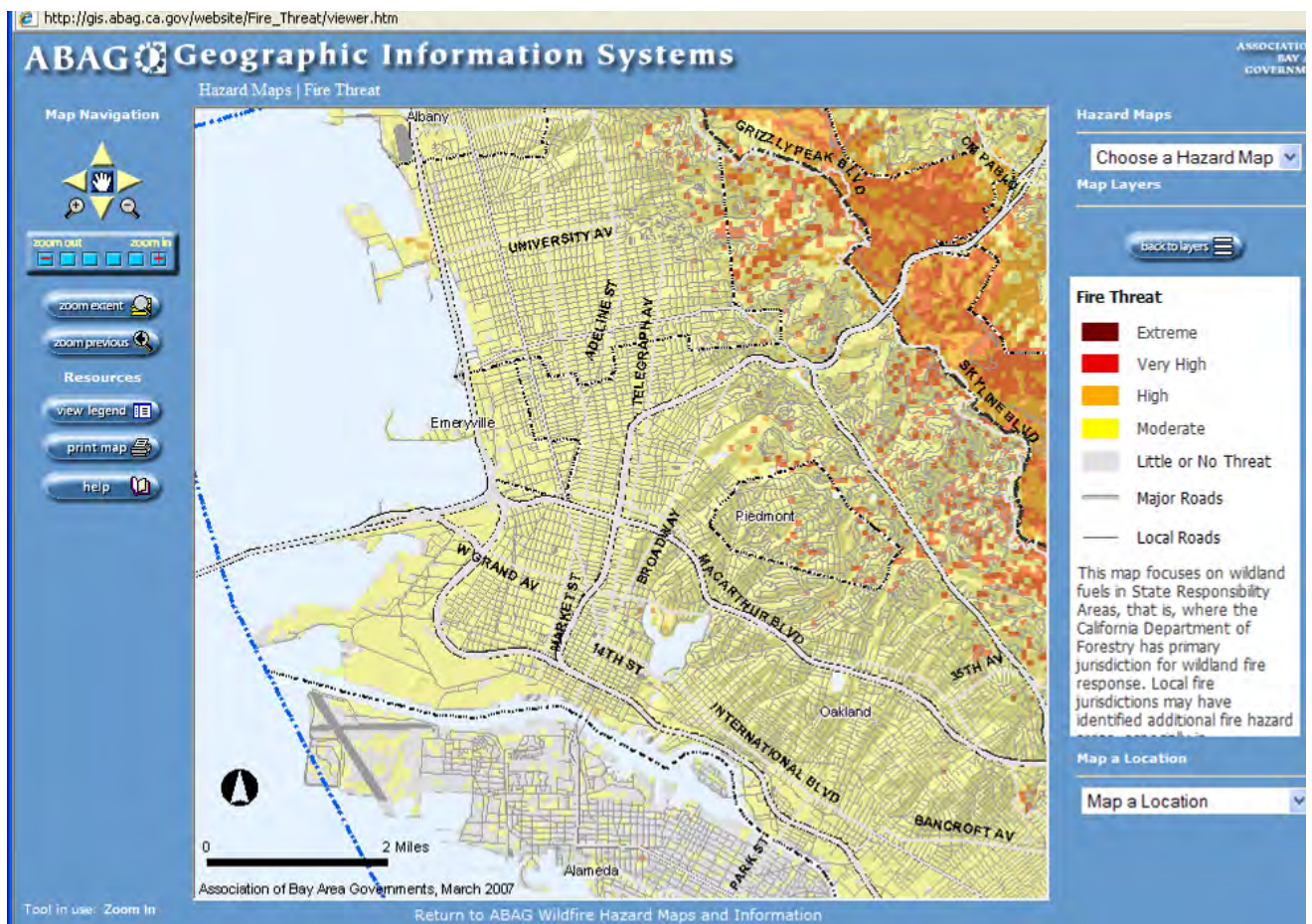
Note: For more detailed information and maps, refer to ABAG's Local Hazard Mitigation Plan.

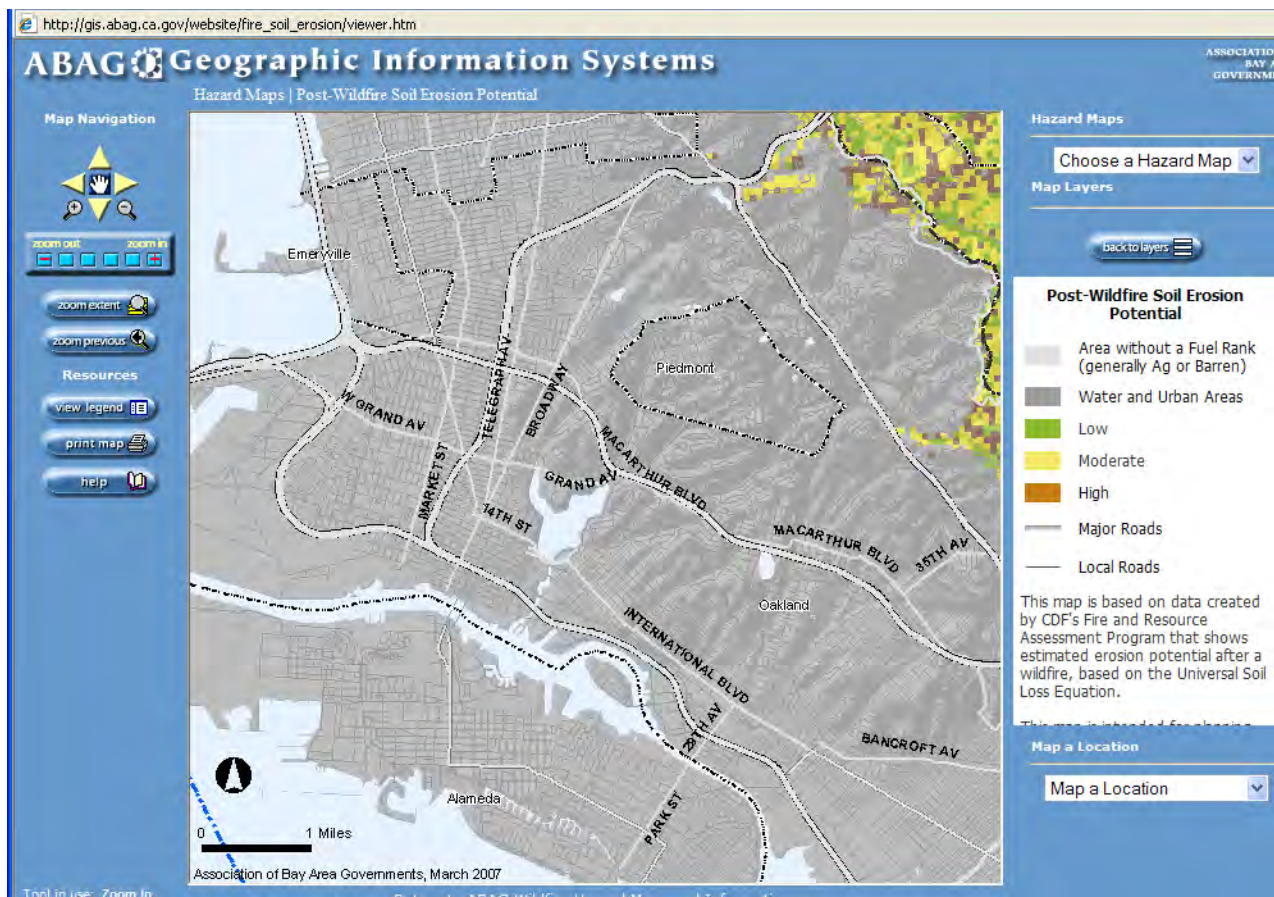
Attachment 1 – Bay Area Wildfire Maps

Attachment 1, Threat Summary 5

Fire Hazard Map







Attachment 2, Threat Summary 5

Wildfire Hazards and Existing (2000) Land Use

	Total Acres	Wildland Urban Interface Wildfire Threat	High, Very High, or Extreme Wildfire Threat Areas	% of Land in Wildland Urban Interface Wildfire Threat Area	% of Land in High, Very High, or Extreme Wildfire Threat Area
Total	4,395,975	810,757	2,603,695	18.4%	59.2%
Urban	1,082,285	524,913	230,657	48.5%	21.3%
Non-Urban	3,313,690	285,844	2,373,039	8.6%	71.6%
URBAN ONLY:					
Residential	578,048	325,665	132,685	56.3%	23.0%
Mixed R+C	2,345	1,220	83	52.0%	3.5%
Commercial/					
Services	100,396	38,810	9,207	38.7%	9.2%
Mixed C+I	12,137	3,437	232	28.3%	1.9%
Industrial	66,861	18,874	6,903	28.2%	10.3%
Military	31,409	8,088	11,023	25.8%	35.1%
Infrastructure	146,061	62,431	23,272	42.7%	15.9%
Urban Open	145,028	66,388	47,251	45.8%	32.6%
URBAN ONLY:					
Alameda	168,564	71,790	22,361	42.6%	13.3%
Contra Costa	192,006	120,901	43,805	63.0%	22.8%
Marin	52,784	38,428	16,835	72.8%	31.9%
Napa	34,826	15,107	12,322	43.4%	35.4%
San Francisco	29,187	13,880	668	47.6%	2.3%
San Mateo	103,990	54,618	16,478	52.5%	15.8%
Santa Clara	199,139	78,879	17,933	39.6%	9.0%
Solano	102,317	32,404	19,355	31.7%	18.9%
Sonoma	199,470	98,906	80,900	49.6%	40.6%
	Total Miles	Wildland Urban Interface Wildfire Threat	High, Very High, or Extreme Wildfire Threat Areas	% of Miles in Wildland Urban Interface Wildfire Threat Area	% of Miles in High, Very High, or Extreme Wildfire Threat Area
INFRASTRUCTURE:					
Roads	33,995	13,829	9,032	40.7%	26.6%
Transit	173	63	10	36.4%	5.8%
Rail	951	264	95	27.8%	10.0%
Pipelines	32,022	13,084	8,850	40.9%	27.6%
	Total Number	Wildland Urban Interface Wildfire Threat	High, Very High, or Extreme Wildfire Threat Areas	% in Wildland Urban Interface Wildfire Threat Area	% in High, Very High, or Extreme Wildfire Threat Area
CRITICAL FACILITIES:					
Health Care	812	320	5	39.4%	0.6%
Schools	2,063	1,002	46	48.6%	2.2%
Bridges	4,159	1,607	548	38.6%	13.2%
Local Government	3,991	1,763	203	44.2%	5.1%

See <http://quake.abag.ca.gov/mitigation/pickdbh2.html> and <http://quake.abag.ca.gov/mitigation/pickdbh2.html> for more specific information.

Attachment 3, Threat Summary 5

Probability of Fire Based on Data from Past 50 Years

Threat Category	Acres Burned in Past 50 Years	Total Number of Acres Within Threat Classification	Percent of Acres That Burned in Past 50-Year Period
On Wildfire Threat Map			
Little or no threat	16,109	600,703	2.68%
Moderate	23,333	1,168,996	2.00%
High	159,681	1,152,490	13.86%
Very High	312,034	1,366,544	22.83%
Extreme	23,012	84,661	27.18%
On Wildland Urban Interface Fire Threat Map			
WUI Acres	34,652	810,757	4.27%

Threat Assessment 6 - Drought/Dam Failure (CW-#47)

General Situation

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper sitting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

Specific Situation

While the Bay Area's annual six-month dry season is associated with an annual wildfire "season" in the fall, what would be a drought in other areas of the country is controlled in this region through the importation of water and the storage of water in reservoirs. Occasionally, the impacts of prolonged periods of drought cause additional drought-related problems, including crop losses and shortages of water for landscaping.

Drought can impact the entire Bay Area, not just one particular county or a few cities. In addition, shortages in precipitation in the Sierra Nevada can have a more pronounced impact on water supply in the region than a drought in the Bay Area itself. Thus, drought is not a hazard that can be depicted in map form. There is also no current data on the probability of drought that would be comparable to the USGS effort on earthquakes in the region, or the way 100-year flood maps are created.

The list of mitigation strategies includes several relating to ways in which local governments can help efforts to increase the knowledge of this hazard and/or plan for its impacts, particularly GOVT-c-10, ENVI-a-3, ENVI-a-4, ENVI-a-6, ENVI-a-7, and ENVI-b-1.

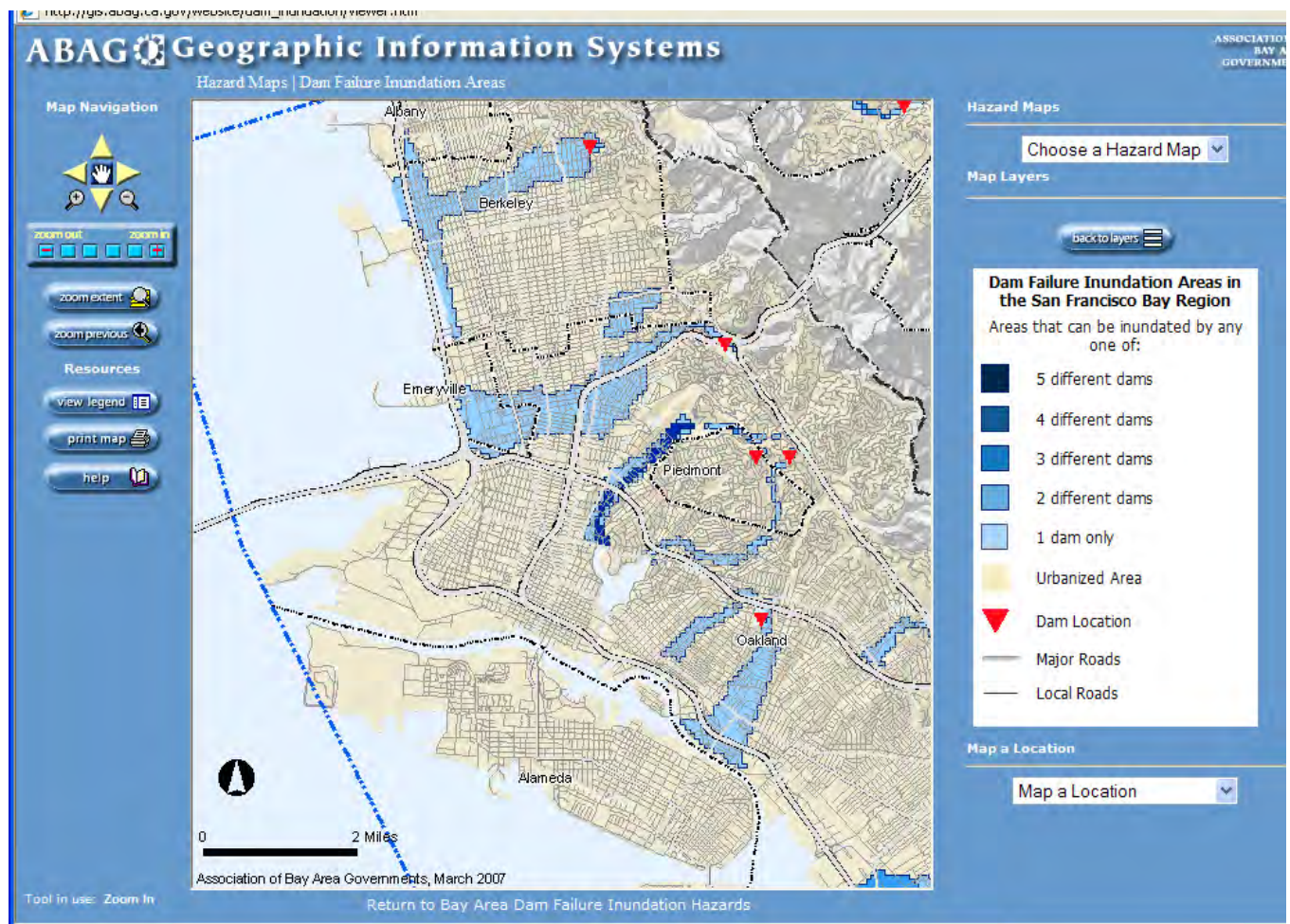
On the other hand, the dams built to hold the water in reservoirs can be damaged, due to a huge storm and associated runoff, an earthquake, or a terrorism event. Maps depicting the areas that might be inundated were prepared by the dam owners. No probability information is available for the Bay Area dam failure hazard.

Note: For more detailed information and maps, refer to ABAG's Local Hazard Mitigation Plan.

Attachment 1 – Dam Failure Inundation

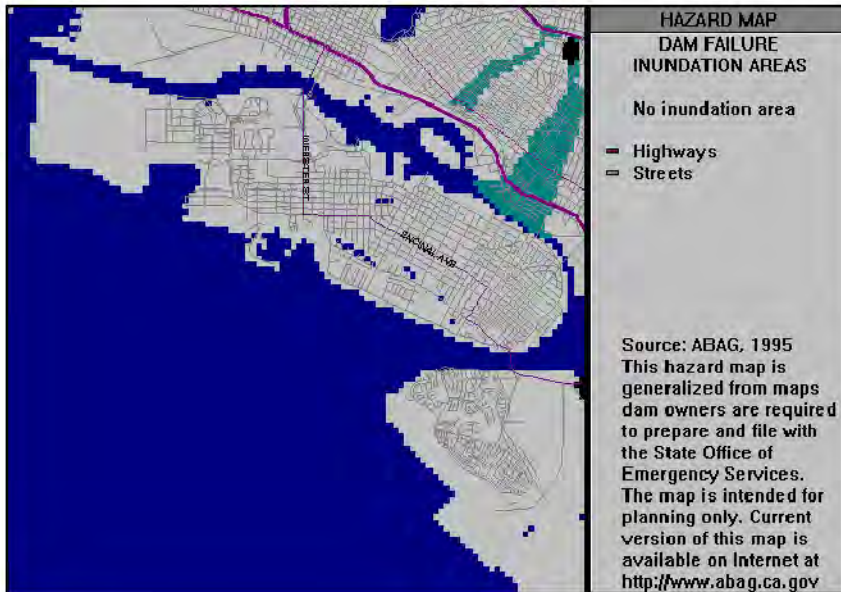
Attachment 1, Threat Summary 6

Location of Dams and Reservoir Inundation Routes



Dam Failure Inundation Hazard Map for Alameda

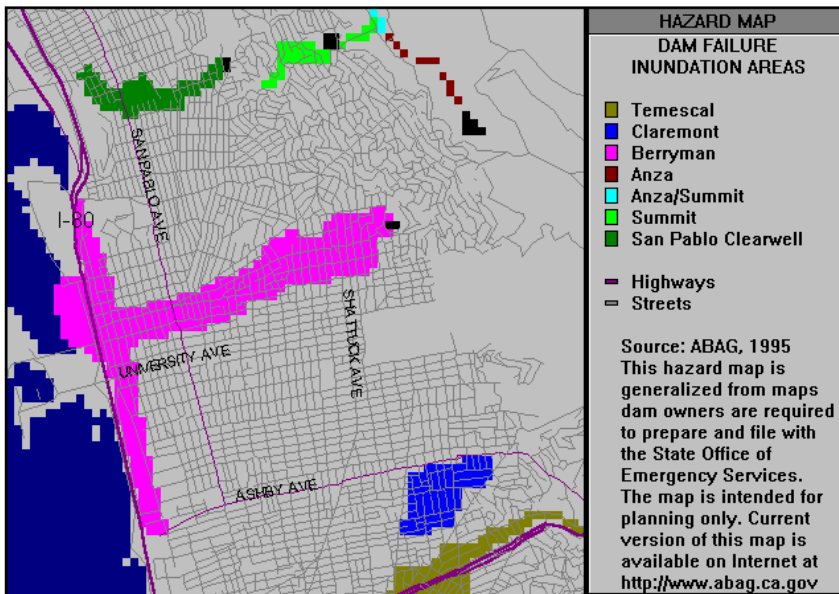
NOTE: If multiple reservoirs are listed in the legend under one color, this indicates that the area shown with that color will be inundated if ANY of those reservoirs fail. It does NOT indicate that all of the reservoirs must fail at the same time in order to inundate the area.



[Select another city.](#)

Dam Failure Inundation Hazard Map for Berkeley/Albany

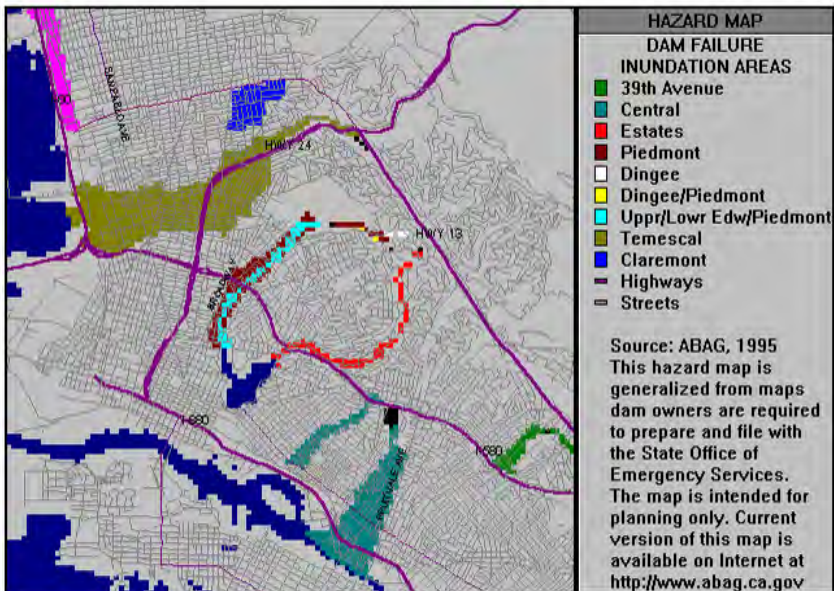
NOTE: If multiple reservoirs are listed in the legend under one color, this indicates that the area shown with that color will be inundated if ANY of those reservoirs fail. It does NOT indicate that all of the reservoirs must fail at the same time in order to inundate the area.



[Select another city.](#)

Dam Failure Inundation Hazard Map for North Oakland/Piedmont/Emeryville

NOTE: If multiple reservoirs are listed in the legend under one color, this indicates that the area shown with that color will be inundated if ANY of those reservoirs fail. It does NOT indicate that all of the reservoirs must fail at the same time in order to inundate the area.



Attachment 2, Threat Summary 6

Dam Failure Inundation Areas

	Total Acres	In Dam Inundation Area	% of Land in Dam Inundation Area
Total	4,395,975	457,925	10.4%
Urban	1,082,285	200,142	18.5%
Non-Urban	3,313,690	257,783	7.8%
URBAN ONLY:			
Residential	578,048	101,014	17.5%
Mixed R+C	2,345	613	26.1%
Commercial/ Services	100,396	23,842	23.7%
Mixed C+I	12,137	5,149	42.4%
Industrial	66,861	21,328	31.9%
Military	31,409	1,248	4.0%
Infrastructure	146,061	22,353	15.3%
Urban Open	145,028	24,596	17.0%
URBAN ONLY:			
Alameda	168,564	53,705	31.9%
Contra Costa	192,006	18,232	9.5%
Marin	52,784	2,511	4.8%
Napa	34,826	5,570	16.0%
San Francisco	29,187	1,784	6.1%
San Mateo	103,990	9,486	9.1%
Santa Clara	199,139	63,830	32.1%
Solano	102,317	16,766	16.4%
Sonoma	199,470	28,259	14.2%
	Total Miles	In Dam Inundation Area	% of Miles in Dam Inundation Area
INFRASTRUCTURE:			
Roads	33,995	5,964	17.6%
Transit	173	42	24.3%
Rail	951	309	32.5%
Pipelines	32,022	5,482	17.1%
	Total Number	In Dam Inundation Area	% in Dam Inundation Area
CRITICAL FACILITIES:			
Health Care	812	207	25.5%
Schools	2,063	411	19.9%
Bridges	4,159	1,256	30.2%
Local Government	3,991	1,031	25.8%

See <http://quake.abag.ca.gov/mitigation/pickdbh2.html>
and <http://quake.abag.ca.gov/mitigation/pickcrit.html>
for more specific information.

Threat Assessment 7-A - Transportation: Major Air Crash

General Situation

A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound affect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Alameda County Coroners Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Northern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

Specific Situation

The skies above Merritt College are occupied by aircraft originating and departing from a number of airports located in Northern California. The airports nearest to Merritt College which handle the greatest amount of air traffic are as follows:

- Oakland International Airport
- San Francisco International Airport

Aircraft flying over Merritt College are located in the Oakland Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than OAK or SFO, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate geographical landmarks of the Bay Area basin, he/she may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

Attachment 1 – Map of Airport Locations

Attachment 1, Threat Assessment 7-A

Map of Local Airports



Threat Assessment 7-B - Transportation: Train Incident/Derailment

General Situation

Light Rail

The Bay Area Rapid Transit (BART) connects the San Francisco Peninsula with Oakland, Berkeley, Fremont, Walnut Creek, Dublin/Pleasanton and other cities in the East Bay. The BART system consists of a rapid transit serving the Bay Area. BART operates five lines on 104 miles (167 km) of track with 43 stations in four counties. With average weekday ridership of 374,949 passengers, many of those students or employees of Merritt College, BART is the fifth busiest heavy rail rapid transit system in the United States.

BART routes:

All routes pass through the city of Oakland and all but Richmond - Fremont pass through the Transbay Tube into San Francisco and beyond to Daly City. Most segments of system carry trains of more than one route. Trains regularly operate on the following routes:

- Fremont – Daly City, following an ex-WP right-of-way from Fremont to Oakland, operates Mondays through Saturdays.
- Dublin/Pleasanton - Millbrae, following I-580 via Castro Valley to San Leandro, where it meets the Fremont-Richmond line, and extending beyond Daly City to Millbrae on weeknights and weekends.
- Pittsburg/Bay Point – SFO, following SR-4, an ex-SN right-of way, and SR 24 from Bay Point to Oakland, and extending beyond Daly City to SFO (on a branch from the line to Millbrae) at all times
- Richmond – Millbrae, following an ex-ATSF right-of-way from Richmond to Berkeley, and extending beyond Daly City to Millbrae on weekdays daytime to early evening. On Saturdays it operates to Daly City only.
- Richmond – Fremont, coinciding with the Richmond – Millbrae and Fremont – Daly City routes between their termini and Oakland, and operates daily.
- The line from San Francisco through Daly City to Millbrae follows an ex-SP right-of-way, presently served by Caltrain beyond San Bruno.

BART connections:

BART has direct connections to two regional rail services – Caltrain, which provides service between San Francisco, San Jose and Gilroy, at the Millbrae Station, and Amtrak's Capitol Corridor, which runs from Sacramento to San Jose, at the Richmond and Coliseum/Oakland Airport stations. A third Capitol Corridor connection at the Union City station is planned as part

of a larger Dumbarton Rail Corridor Project to connect Union City, Fremont, and Newark to various peninsula destinations via the Dumbarton rail bridge. BART is the managing agency for the Capitol Corridor until 2010.

Alameda County Transit

The Alameda-Contra Costa Transit District is the third-largest public bus system in California, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. AC Transit has been serving the East Bay since 1960, taking over from the Key System and its predecessors

Amtrak

Amtrak operates a nationwide rail network, including intercity trains and commuter trains in California. The Capitol Corridor service began in December 1991 with six daily trains between San Jose and Sacramento. Since then, it has grown into the third busiest intercity passenger rail service in the nation. In August 2006, service expanded to 32 weekday trains between Sacramento and Oakland, and 14 daily trains between Oakland and San Jose, using the same train fleet as the 24-train service plan.

Freight Train

Both the Union Pacific (UP) and Burlington Northern Santa Fe (BNSF) railroads have extensive operations in the Bay Area. Dozens of trains per day travel along their most heavily used line segments. In addition to on-dock rail terminals at the ports, there are six major rail/truck intermodal transshipment yards in the region.

Three inland rail yards serve primarily the Port of Oakland. The Intermodal Container Transfer Facility (UP) five miles inland from the Port of Oakland.

Specific Situation

Safety issues include: derailments, hazardous materials releases, sabotage, station accidents, boarding and disembarking accidents, and right-of-way accidents.

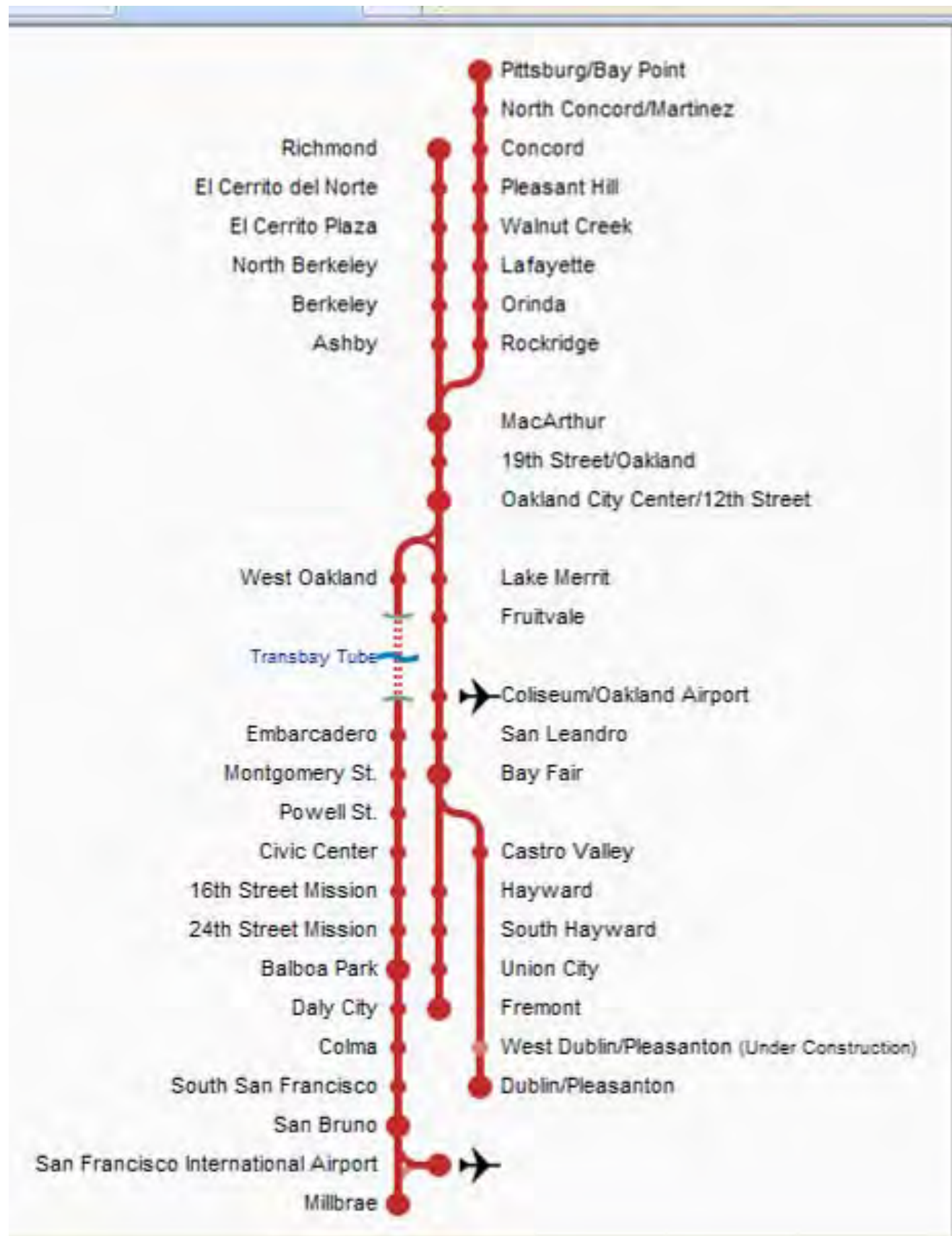
Attachment 1 – BART Map

Attachment 2 – Alameda County Transit Map

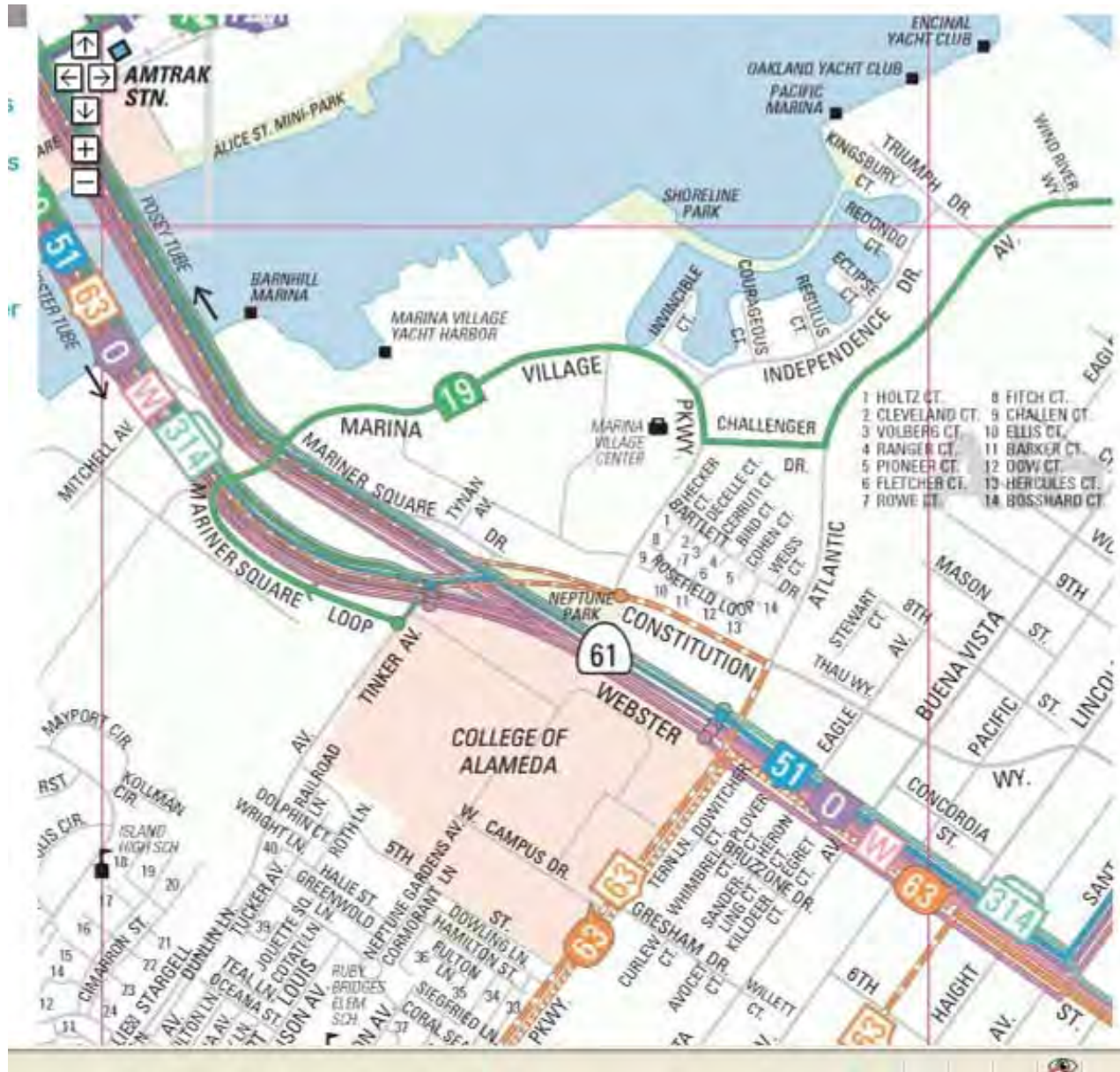
Attachment 3 - Amtrak's Capitol Corridor Map

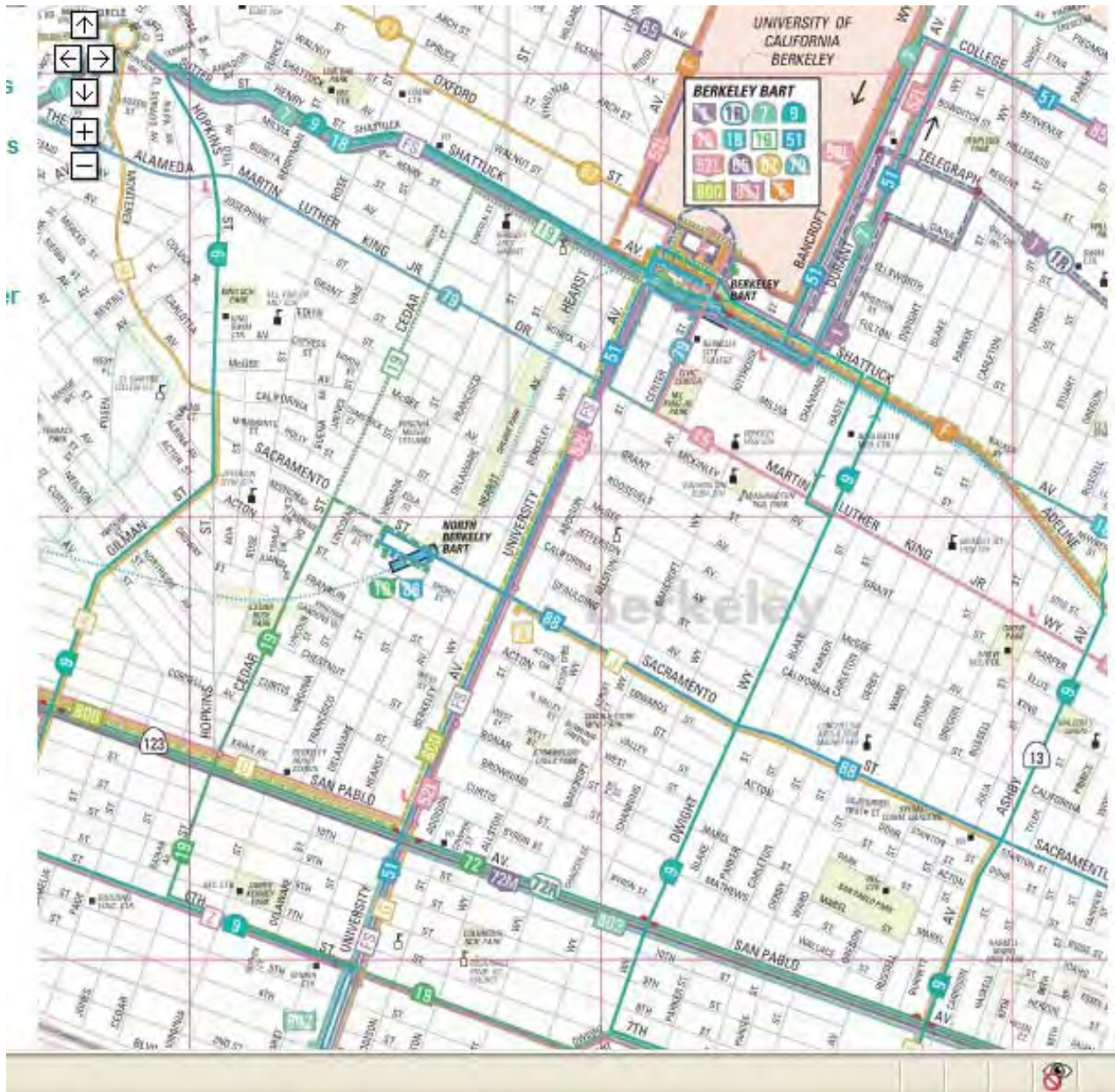
Attachment 1, Threat Assessment 7-B, BART Map





AC Transit Map









Attachment 3, Threat Assessment 7-B, Amtrak Map



Threat Assessment 7-C - Transportation: Hazardous Materials Incident

General Situation

Because of Merritt College's close proximity to freeways, major highways and rail lines, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passerby. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

Specific Situation

Many forms of hazardous materials are present near Merritt College in permanent storage locations, roadway transport and at various industrial and commercial sites. With its proximity to major highway transportation routes and various light industries, the area surrounding Merritt College has a growing potential for serious hazardous materials incidents. The 880, 580 and 80 freeways and the 24 and 123 highways are heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release near Merritt College would most likely involve either transportation of chemicals by truck or rail, use of chemicals at a business or illegal dumping of chemical waste.

Transportation Accidents

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout area

surrounding Merritt College, especially on the freeways and major highways. Some of the most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the Merritt College.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

Fixed Facility

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to Merritt College boundaries.

Although there are numerous facilities involved with hazardous materials throughout the area surrounding Merritt College, they are less of a threat due to required plant contingency and evacuation plans

Clandestine Dumping

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately.

Threat Assessment 8 - Civil Unrest

General Situation

The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

Specific Situation

Situations of civil unrest may include, but not be limited to:

- Neighborhood problems.
- Mistrust of local authorities.
- Gang related activity.
- Urban environmental societal or political problems.
- Problems in the educational system, on and off campus.

Threat Assessment 9 - Terrorism

General Situation

The Alameda County has a diverse population of approximately ten million persons. The County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Specific Situation

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple letter bombings, assassinations with small arms, major car bombings, etc.

Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Locations likely to be targets include airports, mass transit targets and government facilities. Entertainment and cultural facilities may also be targeted.

The potential for nuclear, biological or chemical (NBC) terrorism is also a concern. NBC emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation (FBI) is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center (JRIC).

The Alameda County also participates in the JRIC, which assesses potential threats to determine if they are credible. The JRIC is a multi-agency, multi-jurisdictional group that works with key federal and state agencies and other counties.

A broad threat assessment of potential terrorist targets, threat elements and local response capabilities has been developed. This assessment is contained in restricted use-planning documents. The information contained in this document will be used as necessary during a threat situation or actual event. Following is a general overview of potential terrorist targets in Alameda County:

Facilities that store, manufacture or transport hazardous materials.

- US and State Highways.

- Telecommunications facilities.
- Federal, state, county, and city offices.
- Shopping malls.
- Medical centers.
- Community colleges, schools, churches and religious centers.
- Research facilities.
- Electrical facilities and power plants.
- Water and wastewater facilities, dams.
- Bridges and overpasses.

Attachment 1 – List of potential targets is in Appendix A of this plan (Restricted Use).

Threat Assessment 10 - Public Health Emergency/Pandemic Event

General Situation

Widespread public health emergencies, referred to as “pandemics”, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

Public Health Emergency – World Health Organization (WHO) Pandemic Phases

To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

Interpandemic Period	General Definition
Phase 1	• No new influenza virus subtypes detected in humans. • May or may not be present in animals. • If present in animals, the risk of human infection is considered to be low.
Phase 2	• No new influenza virus subtypes detected in humans. • A circulating animal virus subtype may be detected in animals. • There may be a substantial risk of human disease.
Pandemic Alert Period	General Definition
Phase 3	• Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.
Phase 4	•
Phase 5	•
Pandemic Period	
Phase 6	•
Post-Pandemic Period	
Phase 7	•

The Alameda County Department of Public Health (ACDPH) is the lead department for the county's response. ACDPH will work closely with local jurisdictions to ensure that:

- planning efforts are consistent throughout the county;
- official information will be provided to the jurisdictions in a timely manner;
- pharmaceutical distribution planning, training and exercising is conducted; and
- the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

Specific Situation

In highly urbanized and densely populated Alameda County, quarantine and isolation practices would not be enforceable or practical. Merritt College will work in conjunction with county, state and federal agencies to aggressively promote basic sanitation and hygiene public education programs. Merritt College will, at the direction of the Public Health Officer for Alameda County, implement the procedures and protocols as outlined in the **Public Health Emergency Annex to this plan.**

Emergency Response Actions

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

MERRITT COLLEGE

THREAT EVENT/ HAZARD	PROBABILITY	SEVERITY = MAGNITUDE of IMPACTS						SEVERITY IMPACTS	RELATIVE RISK
		HUMAN IMPACT		FACILITIES IMPACT		INSTITUTIONAL IMPACT			
	Relative likelihood this will occur	Potential deaths or injuries		Physical damage and costs		Interruption in research and teaching. Impact on reputation/image		Overall Impact (Average)	Probability x Impact Severity
Hazards Natural, Technological, Human, Terrorism	1 = Not occur 2 = Doubtful 3 = Possible 4 = Probable 5 = Inevitable	Question 1	Question 2	Question 1	Question 2	Question 1	Question 2	1 = Lowest 5 = Highest	1 = Lowest 25 = Highest
Natural									
Earthquake	5.00	2.00	3.00	3.00	3.00	3.00	1.00	2.50	12.50
Thunderstorm/Wind Storm/Tropical Storm	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00
Fire: Forest/Range/Wild/U rban Interface	2.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	2.33

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THREAT EVENT/ HAZARD	PROBABILITY	SEVERITY = MAGNITUDE of IMPACTS						SEVERITY IMPACTS	RELATIVE RISK
		HUMAN IMPACT		FACILITIES IMPACT		INSTITUTIONAL IMPACT			
	Relative likelihood this will occur	Potential deaths or injuries		Physical damage and costs		Interruption in research and teaching. Impact on reputation/image		Overall Impact (Average)	Probability x Impact Severity
Hazards Natural, Technological, Human, Terrorism	1 = Not occur 2 = Doubtful 3 = Possible 4 = Probable 5 = Inevitable	Question 1	Question 2	Question 1	Question 2	Question 1	Question 2	1 = Lowest 5 = Highest	1 = Lowest 25 = Highest
Heat Wave	2.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	2.33
Tsunamis/Tidal wave	2.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	2.33
Land/Earth Shift	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Lightning	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Avalanche	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Drought	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dust/Sand Storms	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Erosion	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Extreme Cold	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Flood/Flashflood	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Hurricane/Storm Surge	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sinkholes	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Snowstorm/Icestorm/Hailstorm/Hailstorm/Blizzard	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Tornado	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Volcanic Eruption	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technological									
Nuclear Hazard Release	3.00	1.00	4.00	4.00	3.00	4.00	4.00	3.33	10.00
Building Structure Collapse	2.00	1.00	4.00	4.00	3.00	4.00	1.00	2.83	5.67
Biological Hazard Release	3.00	1.00	3.00	1.00	1.00	2.00	3.00	1.83	5.50

MERRITT COLLEGE

THREAT EVENT/ HAZARD	PROBABILITY	SEVERITY = MAGNITUDE of IMPACTS						SEVERITY IMPACTS	RELATIVE RISK
		HUMAN IMPACT		FACILITIES IMPACT		INSTITUTIONAL IMPACT			
	Relative likelihood this will occur	Potential deaths or injuries		Physical damage and costs		Interruption in research and teaching. Impact on reputation/image		Overall Impact (Average)	Probability x Impact Severity
Hazards Natural, Technological, Human, Terrorism	1 = Not occur 2 = Doubtful 3 = Possible 4 = Probable 5 = Inevitable	Question 1	Question 2	Question 1	Question 2	Question 1	Question 2	1 = Lowest 5 = Highest	1 = Lowest 25 = Highest
Hazardous Materials Accident: Transportation or Storage	3.00	1.00	3.00	1.00	2.00	2.00	2.00	1.83	5.50
Transportation Accident: Motor Vehicle, Rail, Marine Vessel, Aircraft	3.00	1.00	3.00	1.00	1.00	1.00	1.00	1.33	4.00
Chemical Release	2.00	1.00	3.00	1.00	1.00	2.00	3.00	1.83	3.67
Radioactive Accident	2.00	1.00	4.00	1.00	1.00	2.00	2.00	1.83	3.67
Pipeline Break/Damage	3.00	1.00	1.00	2.00	1.00	1.00	1.00	1.17	3.50
Fire/Explosion	2.00	1.00	3.00	2.00	1.00	1.00	2.00	1.67	3.33
Power Outage	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00
Power/Utility Failure	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00
Gas Leak	2.00	1.00	2.00	1.00	1.00	1.00	2.00	1.33	2.67
Fuel Shortage	2.00	1.00	1.00	1.00	1.00	2.00	1.00	1.17	2.33
Extreme Air Pollution (Smog)	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Dam/Levee Failure	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human-induced Hazards									
Large-scale Strike	3.00	1.00	4.00	1.00	3.00	4.00	1.00	2.33	7.00
Enemy Attack	3.00	1.00	3.00	3.00	2.00	3.00	1.00	2.17	6.50
Nuclear Warfare	3.00	1.00	4.00	2.00	2.00	3.00	1.00	2.17	6.50
Biological Warfare	3.00	1.00	4.00	2.00	1.00	2.00	1.00	1.83	5.50
Pandemic Disease	3.00	1.00	4.00	1.00	1.00	3.00	1.00	1.83	5.50

MERRITT COLLEGE

Threat Event/ Hazard	Probability	Severity = Magnitude of Impacts						Severity Impacts	Relative Risk
		Human Impact		Facilities Impact		Institutional Impact			
	Relative likelihood this will occur	Potential deaths or injuries	Physical damage and costs		Interruption in research and teaching. Impact on reputation/image		Overall Impact (Average)	Probability x Impact Severity	
Hazards Natural, Technological, Human, Terrorism	1 = Not occur 2 = Doubtful 3 = Possible 4 = Probable 5 = Inevitable	Question 1	Question 2	Question 1	Question 2	Question 1	Question 2	1 = Lowest 5 = Highest	1 = Lowest 25 = Highest
Outbreak									
Bombing	3.00	1.00	3.00	2.00	1.00	2.00	1.00	1.67	5.00
Hostage Incident	3.00	1.00	3.00	1.00	1.00	2.00	2.00	1.67	5.00
Protest/Demonstration	4.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	4.67
Chemical Warfare	3.00	1.00	3.00	2.00	1.00	1.00	1.00	1.50	4.50
Active Shooter	3.00	1.00	3.00	1.00	1.00	1.00	1.00	1.33	4.00
Arson	3.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	3.50
Riot/Civil Disturbance	3.00	1.00	2.00	1.00	1.00	1.00	1.00	1.17	3.50
Economic Emergency	3.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00
Sabotage in Private Sector	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Special Events (such as Inaugurals, Parades, Football Games, Olympic Games, etc.)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Terrorism									
Explosion	3.00	1.00	4.00	3.00	3.00	4.00	2.00	2.83	8.50
Nuclear	3.00	1.00	5.00	3.00	3.00	4.00	1.00	2.83	8.50
Biological	3.00	1.00	4.00	1.00	1.00	3.00	1.00	1.83	5.50
Chemical	3.00	1.00	4.00	1.00	1.00	3.00	1.00	1.83	5.50
Terrorist Act	3.00	1.00	4.00	1.00	1.00	2.00	1.00	1.67	5.00
Explosion	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

MERRITT COLLEGE

THREAT EVENT/ HAZARD	PROBABILITY	SEVERITY = MAGNITUDE of IMPACTS						SEVERITY IMPACTS	RELATIVE RISK
		HUMAN IMPACT		FACILITIES IMPACT		INSTITUTIONAL IMPACT			
	Relative likelihood this will occur	Potential deaths or injuries		Physical damage and costs		Interruption in research and teaching. Impact on reputation/image		Overall Impact (Average)	Probability x Impact Severity
Hazards Natural, Technological, Human, Terrorism	1 = Not occur 2 = Doubtful 3 = Possible 4 = Probable 5 = Inevitable	Question 1	Question 2	Question 1	Question 2	Question 1	Question 2	1 = Lowest 5 = Highest	1 = Lowest 25 = Highest
AVERAGE SCORE	2.08	1.03	1.89	1.00	1.19	1.41	1.30	1.30	2.71

Threat Assessment 11 - National Security Emergency

General Situation

National security emergencies are typically war-related events or those events which threaten our national infrastructure, both physical and human, including those which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events which impact us not just on a local or regional level but threaten the well-being of the entire country.

2.1.16 Frequently Asked Questions – Placeholder

2.1.17 ALERTIFY – Placeholder

Part 3 Forms

3.1.1 Acronym Guide

AAR	After Action Report
CalEMA	California Emergency Management Agency
EOC	Campus Emergency Operation Center
CERT	California Emergency Response Team
COC	Campus Operations Center
CWIRS	County-wide Integrated Radio System
DEM	Division of Emergency Management
EOD	Campus Emergency Operations Director
EAS	Emergency Alert System
EMD	Emergency Medical Director
EMP	Emergency Management Program
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	emergency public information
FE	Functional Exercise
IAP	Incident Action Plan
IC	Incident Command
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
JIC	Joint Information Center
MSAs	Multipurpose Staging Areas
NIMS	National Incident Management System
OES	Office of Emergency Services

OA	Operational Area
PIO	Public Information Officer(s)
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
TTX	Tabletop Exercise
UC	Unified Command

3.1.2 List of Terms

Accident: "An unexpected or undesirable event, especially one causing injury to a small number of individuals and/or modest damage to physical structures. Examples would be automotive accidents or damage from lightning striking a house." (Drabek 1996, Session 2, p. 3)

Acts of God: A fatalistic "syndrome whereby individuals feel no personal responsibility for hazard response and wish to avoid expenditure on risk reduction." (Smith 1996, 70).

Alert: Advisory that hazard is approaching but is less imminent than implied by a warning message. See also "warning." (U.N. 1992, 3)

Assessment: Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for preparedness, mitigation, and relief action. (Reference Center 1998)

Calamity: "A massive or extreme catastrophic disaster that extends over time and space." Notes the Black Death of the 14th century as an example. (Drabek 1996, Session 2, p.4)

Catastrophe: "An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations. An example would be the 1985 Earthquakes in Mexico City and other Mexican cities. Thousands of people—estimates vary markedly—died and tens of thousands were injured. At least 100,000 building units were damaged; reconstruction costs exceeded five billion dollars (with some estimates running as high as \$10 billion). Over sixty donor nations contributed to the recovery through programs coordinated by the League of Red Cross and Red Crescent Societies." (Drabek 1996, Session 2, p. 4; citing Russell R. Dynes, E.L. Quarantelli, and Dennis Wenger. 1990. Individual and Organizational Response to the 1985 Earthquake in Mexico City, Mexico. Newark, Delaware: Disaster Research Center, University of Delaware)

Comprehensive Emergency Management (CEM): "CEM refers to a state's responsibility and unique capability to manage all types of disasters by coordinating wide-ranging actions of numerous agencies. The 'comprehensive' aspect of CEM includes all five phases of disaster activity: mitigation, preparedness, prevention, response and recovery for all risks — attack, man-made, and natural — in a Federal, State, and Local operating partnership." (NGA 1978, 203)

Comprehensive Environmental Response, Compensation and Liability Act (CERCLA): Public Law 96-510, as amended. More popularly known as "Superfund," CERCLA provides authority for Federal and State governments to respond directly to hazardous substances incidents. (FEMA 1992, Appendix C)

Consequence Management (COM): Involves measures to alleviate the damage, loss, hardship, or suffering caused by emergencies. It includes measures to restore essential government services, protect public health and safety, and provide emergency relief to affected governments, businesses, and individuals. (FEMA, Weapons of Mass Destruction-Nuclear Scenario)

Consequence Management: "Relative to terrorism incident operations, measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism." (FEMA Disaster Dictionary 2001, 22; cites Federal Response Plan, "Terrorism Incident Annex.")

Contingency Planning: "Asking about all the 'what if's' that might occur in the activities of an organization and the dangers faced in the external environment." (Lerbinger 1997, 267)

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision-makers.

Crisis: ". . . a decisive or critical moment or turning point when things can take a dramatic turn, normally for the worse. . ." (Allinson 1993, 93; based upon Webster's New International Dictionary, Unabridged, 2nd ed.)

Crisis Management: "Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism." (FEMA Disaster Dictionary, 2001, 26; citing FEMA FRP, "Terrorism Incident Annex")

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Damage Classification: Evaluation and recording of damage to structures, facilities, or objects according to three (or more) categories:

1. **Severe Damage** - which precludes further use of the structure, facility, or object for its intended purpose.
2. **Moderate Damage** - or the degree of damage to principal members, which precludes effective use of the structure, facility, or object for its intended purpose, unless major repairs are made short of complete reconstruction.
3. **Light Damage** - such as broken windows, slight damage to roofing and siding, interior partitions blown down, and cracked walls; the damage is not severe enough to preclude use of the installation for the purpose for which it was intended. (U.N. 1992, 19)

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Disaster Relief Act of 1974: A Federal statute designed to supplement the efforts of the affected States and local governments in expediting the rendering of assistance, emergency services, and the reconstruction and rehabilitation of devastated areas (PL 93-288), as amended. (FEMA Instruction 5000.2)

Disaster Response: A sum of decisions and actions taken during and after disaster, including immediate relief, rehabilitation, and reconstruction. (U.N. 1992, 3)

Disaster Risk Reduction: "The systematic development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) adverse impact of hazards, within the broad context of sustainable development." (U.N. ISDR 2002, 25)

Domestic Emergency: "Any natural disaster or other emergency that does not seriously endanger national security, but which is of such a catastrophic nature that it cannot be managed effectively without substantial Federal presence, or which arises within spheres of activity in which there is an established Federal role." (FEMA Disaster Dictionary 2001, 36; cites Domestic Emergencies Handbook, US Army Forces Command, March 15, 1999).

Emergency: "Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect the public health and safety, or lessen or avert the threat of a disaster." (Michigan EMD 1998, 6)

Emergency Assistance: Assistance which may be made available under an emergency declaration. In general, Federal support to State and local efforts to save lives, protect property and public health and safety, and lessen or avert the threat of a catastrophe. Federal emergency assistance may take the form of coordinating all disaster relief assistance (including voluntary assistance) provided by Federal agencies, private organizations, and State and local governments. Or, the Federal government may provide technical and advisory assistance to affected State and local governments for: the performance of essential community services; issuance of warnings of risks or hazards; public health and safety information, including dissemination of such information; provision of health and safety measures; management, control, and reduction of immediate threats to public health and safety; debris removal; temporary housing; and distribution of medicine, food, and other consumable supplies. (Stafford Act)

Emergency Management: "The process through which America prepares for emergencies and disasters, responds to them, recovers from them, rebuilds, and mitigates their future effects." (FEMA Disaster Dictionary 2001, 40, citing FEMA Strategic Plan)

Emergency Operations Plan (EOP): An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Emergency Preparedness: Activities and measures designed or undertaken to prepare for or minimize the effects of a hazard upon the civilian population, to deal with the immediate emergency conditions which would be created by the hazard, and to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by the hazard. (Stafford Act)

Emergency Public Information: Information which is disseminated primarily in anticipation of an emergency or at the actual time of an emergency and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. (Simeon Institute 1998)

Emergency Risk Management: "Emergency risk management is a 'systematic process that produces a range of measures that contribute to the well-being of communities and the environment'. It includes: context definition; risk identification; risk analysis; risk evaluation; risk treatment; monitoring and reviewing; and, communicating and consulting." (Emergency Management Australia 2000, 1)

Federal Response Plan (FRP): 1) The plan designed to address the consequences of any disaster or emergency situation in which there is a need for Federal assistance under the authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. 2)

The FRP is the Federal government's plan of action for assisting affected States and local jurisdictions in the event of a major disaster or emergency. As the implementing document for the Stafford Act, the FRP organizes the Federal response by grouping potential response requirements into 12 functional categories, called Emergency Support Functions. The FRP was completed in April 1992, and 29 Federal departments and agencies are signatories to the plan. (FRERP)

The Five Phases: Mitigation, Prevention, Preparedness, Response, and Recovery.

Hazard: A broad concept "that incorporates the probability of the event happening, but also includes the impact or magnitude of the event on society and the environment, as well as the sociopolitical contexts within which these take place. Hazards are the threats to people and the things they value, whereas risks are measures of the threat of the hazards. . ." (Cutter 1993, 2).

Hazard Assessment: (Sometimes Hazard Analysis/Evaluation) The process of estimating, for defined areas, the probabilities of the occurrence of potentially-damaging phenomenon of given magnitudes within a specified period of time. Hazard assessment involves analysis of formal and informal historical records, and skilled interpretation of existing topographical graphical, geological geomorphological, hydrological, and land-use maps. (Simeon Institute 1998)

Hazardous Material (HAZMAT): Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment. (Firescope 1994)

Human-Made Disasters: are disasters or emergency situations where the principal, direct cause(s) are identifiable human actions, deliberate or otherwise. Apart from "technological" and "ecological" disasters, this mainly involves situations in which civilian populations suffer casualties, losses of property, basic services and means of livelihood as a result of war or civil strife, for example: Human-made disasters/emergencies can be of the rapid or slow onset types, and in the case of internal conflict, can lead to "complex emergencies" as well. Human-made disaster acknowledges that all disasters are caused by humans because they have chosen, for whatever reason, to be where natural phenomena occurs that result in adverse impacts of people. This mainly involves situations in which civilian populations suffer casualties, losses of property, basic services and means of livelihood as a result of war, civil strife, or other conflict. (Simeon Institute)

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the

response to an incident. Intended to expand as the situation requires greater resources without requiring new, reorganized, command structures.

Individual Assistance: Supplementary Federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to individuals and families adversely affected. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Mitigate: To lessen in force or intensity. This definition does not preclude "Lessening to Zero" when mitigation or to mitigate are used in relation to hazards that could cause or contribute to a peacetime civil emergency. (FEMA 1990)

Mitigation: ". . . mitigation is the social attempt to reduce the occurrence of a disaster, to reduce the vulnerability of certain populations, and to more equitably distribute the costs within the society." (Dynes 1993, 179)

Modified Mercalli Intensity Scale: A measure of the effects of an earthquake in a specific location. (Deyle, French, Olshansky, and Paterson 1998, 124)

Modified Mercalli Intensity Scale: (Jaffe, Buffer, and Thurow 1981)

Intensity Detectability/Level Impact

- I Detected only by sensitive instruments
- II Felt by a few persons at rest, especially on upper floors
- III Felt noticeably indoors, but not always recognized as a quake
- IV Felt indoors by many, outdoors by a few
- V Felt by most people, damage to glass and plaster
- VI Felt by all, many frightened and run outdoors, damage small
- VII Everybody runs outdoors, damage to buildings varies
- VIII Panel walls thrown out of frames, fall of walls and chimneys
- IX Buildings shifted off foundations, cracked, thrown out of plumb
- X Most masonry and framed structures destroyed, ground cracked
- XI New structures still standing, bridges destroyed, ground fissures
- XII Damage total, waves seen on ground surface

Preliminary Damage Assessment (PDA): A process used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected as a result of the PDA process is used by the State as a basis for the Governor's request for Federal assistance under the Stafford Act, and by FEMA to document the recommendation made to the President in response to the Governor's request. (44 CFR 206.33)

Public Assistance (PA): Supplementary Federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to State and local governments or certain private, not-for-profit organizations other than assistance for the direct benefit of individuals and families. (FEMA/EMI 1996)

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities' cease. Recovery includes individual and public assistance programs, which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recover from the effects of a disaster. (FEMA FRP Appendix B)

(ed note to Maryrose: this next line is here by, not sure where it belongs. Missing some text?)

primary and secondary negative effects." (Peterson and Perry 1999, 242)

Richter Scale: Logarithmic magnitude scale of earthquake energy, illustrated by typical impacts. Energies of earthquakes (Richter-scale Magnitude):

Magnitude Energies (TNT)

1 = 1.7 Kg

2 = 5.9 Kg

3 = 180 Kg

4 = 6 tons

5 = 199 tons

6 = 6,270 tons

7 = 100,000 tons

8 = 6,270,000 tons

9 = 199,000,000 tons (Reference Center 1998)

Risk Analysis: Risk analysis is the most sophisticated level of hazard assessment. It involves making quantitative estimates of the damage, injuries, and costs likely to be experienced within a specified geographic area over a specific period of time. Risk, therefore, has two measurable components: 1) the magnitude of the harm that may result (defined through vulnerability assessment); and 2) the likelihood or probability of the harm occurring in any particular location within any specified period of time (risk = magnitude x probability). A comprehensive risk analysis includes a full probability assessment of various levels of the hazard as well as probability assessments of impacts on structures and populations. (Deyle, French, Olshansky, and Paterson 1998, 134.)

Risk Assessment: "Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards by assessing the vulnerability of people, buildings, and infrastructure to natural hazards.

Risk assessment answers the fundamental question that fuels the natural hazard mitigation process: 'What would happen if a natural hazard event occurred in your community.'"

A risk assessment tells you:

- The hazards to which your state or community is susceptible;
- What these hazards can do to physical, social, and economic assets;
- Which areas are most vulnerable to damage from these hazards; and
- The resulting cost of damages Or costs avoided through future mitigation projects." (FEMA 2001, iii)

Risk Factors: Frequency of Occurrence

Location

- Spatial Area (% of jurisdiction hazard likely to impact)
- Duration
- Secondary Effects
- Seasonality
- Speed of onset
- Warning availability

Risk Management: The process of intervening to reduce risk-the making of public and private decisions regarding protective policies and actions that reduce the threat to life, property, and the environment posed by hazards. Generally, the risk management process attempts to answer the following questions:

4. What can be done?
5. What options or alternatives are available and what are their associated tradeoffs in terms of costs, benefits, and other (current and future risks?
6. What are the effects of current decisions on future options? (Shaw, 1999.)

Stafford Act: 1) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. 2) The Stafford Act provides an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disaster. The President, in response to a State Governor's request, may declare an "emergency" or "major disaster" in order to provide Federal assistance under the Act. The President, in Executive Order 12148, delegated all functions, except those in Sections 301, 401, and 409, to the Director, of FEMA. The Act provides for the appointment of a Federal Coordinating Officer who will operate in the designated area with a State Coordinating Officer for the purpose of coordinating state and local disaster assistance efforts with those of the Federal Government. (44 CFR 206.2)

Superfund: The trust fund established initially under the Comprehensive Environmental Response, Compensation, and Liability Act and extended under the Superfund Amendments and Reauthorization Act to provide money that can be used during cleanups associated with inactive hazardous waste disposal sites. (FEMA 1992)

Unified Command: "Under the Incident Command System (ICS) concept of operations, Unified Command is a unified team effort which allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This Unified Command effort is accomplished without losing or abdicating agency authority, responsibility, or accountability." (FEMA Disaster Dictionary 2001, 124; citing ICS Glossary)

Warning: A warning is issued by the National Weather Service to let people know, that a severe weather event is already occurring or is imminent. People should take immediate safety action. (Simeon Institute 1992)

Watch: A watch is issued by the National Weather Service to let people know that conditions are right for a potential disaster to occur. It does not mean that an event will necessarily occur. People should listen to their radio or TV to keep informed about changing weather conditions. A watch is issued for specific geographic areas, such as counties, for phenomena such as hurricanes, tornadoes, floods, flash floods, severe thunderstorms, and winter storms. (Simeon Institute 1992)

Wetlands: Those areas which are inundated or saturated by surface or ground water with a frequency sufficient to support, or that under normal hydrologic conditions does or would support, a prevalence of vegetation or aquatic life typically adapted for life in saturated or seasonally saturated soil conditions. Examples of wetlands include, but are not limited to, swamps, fresh and salt water marshes, estuaries, bogs, beaches, wet meadows, sloughs, potholes, mud flats, river overflows, and other similar areas. This definition includes those

wetland areas separated from their natural supply of water as a result of activities such as the construction of structural flood protection methods or solid-fill road beds and activities such as mineral extraction and navigation improvement. This definition is intended to be consistent with the definition utilized by the U.S. Fish and Wildlife Service in the publication entitled, *Classification of Wetlands and Deep Water Habitats of the United States* (Cowardin et al., 1977). (FEMA 1992)

3.1.3 ICS Forms

ICS Form Description

ICS 201- Incident Briefing Form	The ICS 201 – Incident Briefing Form is most often used by the initial Incident Commander and is a four-sheet document that allows for the capture of vital incident command and control information prior to the implementation of the formal planning process. This form allows for a concise and complete transition of Command briefing to an incoming new Incident Commander. In addition, this form may serve as the full extent of incident command and control documentation if the situation is resolved by the initial response resources and organization. This form is designed to be transferred easily to the members of the Command and General Staff as they arrive and begin work. It is not included as a part of the formal written Incident Action Plan.
ICS 202 – Incident Objectives	The ICS 202 – Incident Objectives serves as the first page of a written IAP. It includes incident information, a listing of the Incident Commander’s Objectives for the Operational Period, pertinent weather information, a general safety message, and a table of contents for the plan. Signature Blocks are provided.
ICS 203 - Operational Assignment List	The ICS 203 – Organizational Assignment List is typically the second page of the IAP and provides a full accounting of incident management and supervisory staff for that Operational Period.

ICS 204 – Division/Group Assignment List	The ICS 204 – Division/Group Assignment List is included in multiples based on the organizational structure of the Operations Section for the Operational Period. Each Division or Group will have its own page. This page will list who is supervising the Division or group to include Branch Director if assigned. It will also list the specific assigned resources with leader name and number of personnel assigned to each resource. This document then describes in detail the specific actions that Division or Group will be taking in support of the overall incident objectives. Any special instruction will be included as well as the elements of the communication plan that applies to that Division or Group.
ICS 205 – Incident Communications Plan	ICS 205 – Incident Communications Plan depicts the entire communications plan for the incident.
ICS 211 – Check-In List	The ICS 211 – Check-In List is used to document the check-in process. Check-in recorders report check-in information to the Resources Unit.
ICS 215 - Operational Planning Worksheet	The ICS 215 – Operational Planning Worksheet communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS 204) and by the Logistics Section Leader for ordering recourses.
ICS 215a – Incident Action Plan Safety Analysis	The ICS 215a – Incident Action Plan Safety Analysis communicates to the Operations and planning Section Leaders safety and health issues identified by the Safety Officer. The Worksheet is used by the Resources Unit to complete ICS 204 Forms and Operations briefings.

INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time
	4. Map Sketch		
5. Current Organization			
Incident Commander Safety Officer: Liaison Officer or Agency Rep: Information Officer: Planning Operations Logistics Finance Div. _____ Div. _____ Div. _____ Div. _____ Air Air Operations _____ Air Support _____ Air Attack _____ Air Tanker Coord _____ Helicopter Coord _____			
Page 1 of	6. Prepared by (Name and Position)		

Forms

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
Organization List - ICS 203		Medical Plan - ICS 206	(Other)
Div. Assignment Lists - ICS 204		Incident Map	
Communications Plan - ICS 205		Traffic Plan	
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	

ORGANIZATION ASSIGNMENT LIST				a. Branch I – Division/Groups	
1. Incident Name		Branch Director			
		Deputy			
2. Date		3. Time		Division/Group	
				Division/Group	
4. Operational Period		Division/Group			
		Division/Group			
Position	Name		b. Branch II - Division/Groups		
5. Incident Commander and Staff			Branch Director		
Incident Commander			Deputy		
Deputy			Division/Group		
Safety Officer			Division/Group		
Information Officer			Division/Group		
Liaison Officer			Division/Group		
6. Agency Representative			Division/Group		
Agency	Name		c. Branch III - Division/Groups		
			Branch Director		
			Deputy		
			Division/Group		
			Division/Group		
			Division/Group		
			Division/Group		
7. Planning Section			Division/Group		
Chief			d. Air Operations Branch		
Deputy			Air Operations Branch Director		
Resources Unit			Air Attack Supervisor		
Situation Unit			Air Support Supervisor		
Documentation Unit			Helicopter Coordinator		
Demobilization Unit			Air Tanker Coordinator		
Technical Specialists			10. Finance Section		
Human Resources			Chief		
Training			Deputy		
			Time Unit		
			Procurement Unit		
			Compensation/Claims Unit		
			Cost Unit		
8. Logistics Section					
Chief			Prepared by (Resource Unit Leader)		
Deputy					
Supply Unit					
Facilities Unit					
Ground Support Unit					
Communications Unit					
Medical Unit					
Security Unit					
Food Unit					
9. Operations Section					
Chief					
Deputy					

DIVISION ASSIGNMENT LIST				1. Branch		2. Division/Group	
3. Incident Name				4. Operational Period Date: Time:			
5.		Operations Personnel					
Operations Chief				Division/Group Supervisor			
Branch Director				Air Attack Supervisor No.			
6.		Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

INCIDENT RADIO COMMUNICATIONS PLAN			1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
			4. Basic Radiotilization Channel U					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment		Remarks		
King								
NIFC								
King								
NIFC								
King								
NIFC								
King								
NIFC								
King								
NIFC								
King								
NIFC								
King								
NIFC								
5. Prepared by (Communications Unit) ICS 205 NFES 1330								

NFES 1509

OPERATIONAL PLANNING WORK SHEET			1. Incident Name				2. Date Prepared Time Prepared				3. Operational Period (Date/Time)											
4. Division/ Group or Other Location	5. Work	Resource by Type (Show Strike Team as ST)																6. Reporting Location	7. Requested Arrival Time			
		1	2	3	4	1	2	1	2	1	2	3	1	2	3	4	1	2	3	Other		
	Req																					
	Have																					
	Need																					
	Req																					
	Have																					
	Need																					
	Req																					
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	Have																					
	Need																					
	Req																					
	Have																					
	Need																					
9. Total Resources - Single	Req																					
	Have																					
	Need																					
Total Resources - Strike Teams	Req																				Prepared by (Name and Position)	
	Have																					
	Need																					

INCIDENT ACTION PLAN SAFETY ANALYSIS							1. Incident Name		2. Date		3. Time
Division or Group	Potential Hazards								Mitigations (e.g. PPE, buddy system, escape		
	Type of Hazard:	Type of Hazard:	Type of Hazard::	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Prepared by (Name and Position)											

NFES 1338

ATTACHMENTS (✓ if attached)		
☐ Current Situation Report	☐ Task Assignments	☐ Traffic/Staging Area Map
☐	☐	☐
☐	☐	☐
PREPARED BY (Planning Section Leader)		APPROVED BY (ECC IC):

Forms

EOC Command Staff Roster

EOC Incident Commander

EOC Director: _____ Contact Info: _____

Alternate 1: _____ Contact Info: _____

Alternate 2: _____ Contact Info: _____

Go-Kit Location: _____

Public Information Officer (PIO)

PIO: _____ Contact Info: _____

Alternate 1: _____ Contact Info: _____

Alternate 2: _____ Contact Info: _____

Go-Kit Location: _____

Safety Officer (SO)

Safety Officer: _____ Contact Info: _____

Alternate 1: _____ Contact Info: _____

Alternate 2: _____ Contact Info: _____

Go-Kit Location: _____

Liaison Officer (LO)

Liaison Officer: _____ Contact Info: _____

Alternate 1: _____ Contact Info: _____

Alternate 2: _____ Contact Info: _____

Go-Kit Location: _____

EOC Scheduled Briefings	Merritt College
--------------------------------	------------------------

SCHEDULED BRIEFINGS (EOC DIRECTOR/PLANNING LEADER/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
EOC Section Leaders	2/Daily			EOC Director Planning Leader
EOC Staff	2/Daily			Planning Leader
Media	2/Daily			PIO

SCHEDULED BRIEFINGS (EOC DIRECTOR/PLANNING LEADER/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
Planning Meeting	2/Daily			EOC Director Planning Leader

EOC Section Tasks	Merritt College	Part A
For Op Period from: Date Time to: Date Time		
EOC DIRECTOR	Assigned to:	
PUBLIC INFORMATION OFFICER	Assigned to:	
OPERATIONS SECTION	Assigned to:	

[illegible]

EOC Situation Report (Page 1 of 2)		Merritt College	
DATE	TIME	REPORT NO.	REPORT PERIOD
PREPARED BY		EVENT	
(Shift)			

EOC ACTIVATION/DECLARATIONS/ORDINANCES		
ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

ACTION PLAN OBJECTIVES FOR OPERATION PERIOD

EOC Situation Report

(Page 2 of 2)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER

DISTRIBUTION:

- All Section Leaders
- All Operations Branch Coordinators
- All Command Staff
- Documentation Unit
- _____
- _____
- _____
- _____

[illegible]

EOC Staffing List		Merritt College	
FOR OPERATIONAL PERIOD	From: Date	Time	TO: Date
COMMAND STAFF		OPERATIONS SECTION	
EOC Director:		Operations Section Leader:	
Public Information Officer:		Utilities and Damage Assessment:	
Safety Officer:		Medical Services:	
Liaison Officer		Search & Rescue:	
Recorder:		Law / Traffic:	
Other:		Evacuation:	
		Other:	
PLANNING SECTION		LOGISTICS SECTION	
Planning Section Leader:		Logistics Section Leader:	
Documentation:		Information Technology & Communications:	
Situation Analysis:		Care, Shelter, Food:	
Other:		Personnel Services:	
		Transportation:	
		Other:	

AGENCY REPRESENTATIVES	FINANCE SECTION
	Finance Section Leader:
	Time Keeping:
	Cost Accounting:
	Compensation & Claims:
	Purchasing:
	Cost Recovery:
Prepared by (Planning Section Leader): Date:	Approved by (Incident Commander): Date:
If additional space is needed, ✓ box and reference location of additional information	

3.1.5 Other Resources

Accident Action Plan

The **Incident Commander** is responsible for overall action in case of a serious accident.

Upon occurrence of an accident requiring evacuation or a fatality, the **on-duty Operations Leader** should respond directly to the scene, if possible, to take control of situation and direct necessary actions. If the **Operations Leader** is going to be delayed for any appreciable time in arriving at the accident scene, the **nearest Division/Group Supervisor** to the scene shall go immediately to the scene and take charge until the arrival of the Operations Leader. Immediate and clear communication must be established between Operations and Division/Group Supervisors to determine who can arrive at the scene quickest and gain control of the situation.

The **off-duty Operations Leader** should be notified of the situation and respond to the line to manage the operational activities of the incident.

The **Communications Unit** will take immediate action to clear all radio traffic on the incident by broadcasting **"Emergency Traffic"**, so that the only radio traffic is that regarding the accident.

Upon arrival at the accident scene, whoever has been designated to manage the situation (Operations or Division/Group) should take immediate actions to move all unnecessary personnel from the accident scene. In addition, (Operations or Division/Group) should assure that the EMT's involved know that they are working for him/her.

The **Safety Officer** will respond immediately to the scene of the accident to assist the Operations Leader or Division/Group Supervisor.

Immediately upon notification of an accident requiring emergency action, the **Incident Commander**, the **Plans Leader**, the **Logistics Leader**, the **Finance Leader** and the **Medical Unit Leader** shall all respond to incident communications. As a group they shall assist the Operations Leader or Division/Group Supervisor as necessary, paying particular attention to the needs of the personnel on the incident for a Critical Incident Stress Debriefing.

The **Logistics Leader** shall ensure that all external communications are shut down, phones and radio. All information release from the incident shall be through the incident Information Officer with the approval of the Incident Commander.

The **Plans Leader** will make contact with the Agency Administrator who will in turn contact appropriate officials of the agency. If the accident involves a fatality, the Agency Administrator will contact the Sheriff's Office, the Coroner's Office, and the employing agency of the victim. The Plans Leader will assure that an individual is assigned to document all communications regarding the accident.

At no time during the accident/fatality evacuation process will the name of the victim be used.

Approved by: _____

Incident Commander

Date

Delegation of Authority

_____ is assigned as Incident Commander on the _____ Incident. You have full authority and responsibility for managing the Incident activities within the framework of law, Agency policy, and direction provided in the Incident Management Team briefing and/or Escaped Fire Situation Analysis.

Your primary responsibility is to organize and direct your assigned and ordered resources for efficient and effective control of the Incident. You are accountable to _____ or his/her designated representative listed below. Financial limitations will be consistent with the best approach to the values at risk.

Specific direction for this incident covering management and other concerns are:

_____ will represent me on any occasion that I am not immediately available. This authority is effective: _____

Agency Administrator

Date and Time

Incident Commander

Emergency Equipment Issued to Staff in 'Go Bag'

- | | |
|--------------------------------------|--|
| 1. Rubber Boots (1 Pair) | 9. Latex-free or Nitrile Gloves (1 Pair) |
| 2. N 95 Respirators (1 Box, 10/ box) | 10. Duct Tape (1 Roll) |
| 3. 1 First aid Kit | 11. Paper Towels (1 Roll) |
| 4. Safety Gloves (2 Pair) | 12. Plastic Garbage Bags (1 bx/30-gal) |
| 5. Shoe Covers (2 Pair) | 13. 1 Flashlight |
| 6. Ear Plugs (2 Pair) | 14. Metro Area Maps |
| 7. Safety Glasses (1 Pair) | 15. 1 Utility Knife |
| 8. 2 Tyvek Suits | 16. CA Disaster Field Manual |

Emergency kits shall be stored in a place where it is easily accessible and near exits. All employees are to know where these kits are located. Food and water supplies should be changed every six months.

Please refer to the recommended quantity for single person for three days to fill out quantity needed for the General Office Support section in the table. An emergency kit for single person for three days is indicated in the following under single person column.

General Office Support			For the Field, Single person		
Item	Quantity	√	Item	Quantity	√
Duffle Bag			Duffle Bag	1	
Food Bars			Food Bar	1	
Water			Water	1-1 ½ gallons per day	
Emergency blanket			Emergency blanket	1	
<u>First Aid supplies:</u> * Sterile adhesive bandages in assorted sizes * 2"-4" sterile gauze pads * Hypoallergenic adhesive tape * 2"-3" sterile roller bandages * Scissors * Tweezers * Aspirin or non-aspirin pain relievers * Antiseptic towelettes * Tongue depressors * Latex-free or Nitrile Gloves * Alcohol wipes * Instant cold pack			<u>First Aid supplies:</u> * Sterile adhesive bandages in assorted sizes * 2"-4" sterile gauze pads * Hypoallergenic adhesive tape * 2"-3" sterile roller bandages * Scissors * Tweezers * Aspirin or non-aspirin pain relievers * Antiseptic towelettes * Tongue depressors * Latex-free or Nitrile Gloves * Alcohol wipes * Instant cold pack	8 4-6 1 roll 3 rolls 1 1 6 3 2 1 pair 3 1	

General Office Support			For the Field, Single person		
<u>Tools and amenities:</u> * Battery operated AM/FM Radio and extra Batteries * Flashlight and extra Batteries * Waterproof Matches * Paper * Post-it Notes * Number 2 Pencils * Pens * Calculator * Highlighters * Sharpies * Clipboard * Scissors * Stapler and Staples * Paperclips * Map of the Area (for locating shelters) * CA Disaster Field Manual * Toilet Paper * Tissue * Paper Towels			<u>Tools and amenities:</u> * Battery operated AM/FM Radio and extra Batteries * Flashlight and extra Batteries * Waterproof Matches * Paper * Post-it Notes * Number 2 Pencils * Pens * Calculator * Highlighters * Sharpies * Clipboard * Scissors * Stapler and Staples * Paperclips * Map of the Area (for locating shelters) * CA Disaster Field Manual * Toilet Paper * Tissue * Paper Towels		
				1	
				1	
				1	
				4	
				6	
				6	
				1	
				2	
				3	
				1	
				1	
				1	
				1 box	
				1	
				1	
				4 rolls	
				2 packs	
				2 rolls	
				1 roll	

General Office Support			For the Field, Single person		
* Duct Tape * Soap * Utility Knife * Work Gloves * Plastic Garbage Bags * Whistle			* Duct Tape * Soap * Utility Knife * Work Gloves * Plastic Garbage Bags * Whistle	1 1 3 1 1	
<u>Recommended Personal Items for Office:</u> * Complete Change of Clothing and Walking Shoes * Daily Prescription Drugs and Eyeglasses * Feminine Supplies * Eye Drops			<u>Recommended Personal Items:</u> * Complete Change of Clothing and Walking Shoes * Daily Prescription Drugs and Eyeglasses * Feminine Supplies * Eye Drops	1	

Please list equipment and quantity specific to your program that is necessary to remain operational and retain the means to provide services for three days in the case of a disaster. Note if any items are subject to expiration.

General Office Support				For the Field, single person			
Item	Purpose	Quantity	Replace by	Item	Purpose	Quantity	Replace by

Emergency Notification List

Name	Work Phone #	Personal Phone #	E-mail
Norma Ambriz-Galaviz			
Elmer Bugg			ebugg@peralta.edu
Dr. Bill Cordero			bcordero@peralta.edu
Dettie Del Rosario	510-434-3891		ddelrosario@peralta.edu
Lasana Hotep			
Maura (Molly) Sealund	510-436-2491	510-893-9995(Home) 510-459-0718(Cell)	msealund@peralta.edu
Debra Jacks	510-434-3896	510-247-9326(Home)	djacks@peralta.edu
Anita Black			
Ron Perez	510-436-2406		rperez@peralta.edu
Newt McDonald	510-436-2596	510-652-3712 510-601-9670	nmcdonald@peralta.edu

Name	Work Phone #	Personal Phone #	E-mail
Waaduda Karim	(510) 436-2422		wkarim@peralta.edu
Police Services			
Margaret Dixon	510-434-3859	209-234-1680	mdixon@peralta.edu
Clint Robbins			crobbs@peralta.edu
Kenneth Chin			vnnanna@peralta.edu
Felix Smith	(510) 436-2525		fsmith@peralta.edu
Brock Drazen	510-219-3207		bdrazen@peralta.edu
Dinke Augustina	(510) 436-2422		eaugustin@peralta.edu
Sadie Bradley	(510) 436-2693		sbradley@peralta.edu
Robert Smith	510-436-2526	510-633-0635(Home)	rsmith@peralta.edu
Walter Johnson	(510) 436-2551		wjohnson@peralta.edu

Name	Work Phone #	Personal Phone #	E-mail
Susanna Dellatorre	(510) 436-2598		sdelatorre@peralta.edu
Stephanie DeVito			sdevito@peralta.edu
Jennifer Yates	(510) 436-2427		jyates@peralta.edu
MaryLouise Zenicke	(510) 436-2521		mlzenicke@peralta.edu
Patricia Rom	(510) 436-2433 X M2433		prom@peralta.edu
Lisa Aaron	(510) 436-2477		laaron@peralta.edu
John Drinnon	434-3922		jdrinnon@peralta.edu
Judy Bryson	(510) 436-2416		jbryson@peralta.edu
Doris Hankins	(510) 436-2410		dhankins@peralta.edu
Dera Williams	(510) 436-2413		dwilliams@peralta.edu
Randy Dillard	(510) 436-2525 X M2525		rdillard@peralta.edu
Simon Chan			

Name	Work Phone #	Personal Phone #	E-mail
Judy Adams	(510) 436-2474		jadams@peralta.edu
Maurice Compton	(510) 436-2520 X M2520		mcompton@peralta.edu
Tae-Soon Park	(510) 436-2622 X M2622		tpark@peralta.edu
Margaret Howell	(510) 436-2409		mhowell@peralta.edu
David Morales	(510) 436-2450		dmorales@peralta.edu
Janet Zepel	(510) 436-2418		jzepel@peralta.edu
Nancy McPhee	436-2677		Nmcphee@peralta.edu
Jane Fong	(510) 436-2415		jfong@peralta.edu
Oakland Fire Department			
Alameda County Fire and Rescue			
District Engineers			

Name	Work Phone #	Personal Phone #	E-mail
Stephanie Harding			sharding@peralta.edu
Siri Brown	(510) 436-2430		sbrown@peralta.edu
Christen Olsen	510-496-2588	510-331-5524 (Cell)	colsen@peralta.edu
Dawn Williams	(510) 436-2423		dwilliams@peralta.edu
Nghiem Thai	436-2461		nthai@peralta.edu
Tony Hampton	(510) 434-3905		thampton@peralta.edu
Lorna Pasquel	510-436-2477	510-223-3863 510-334-8876	lpasquel@peralta.edu
Charlotte Victorian	436-2402		cvictorian@peralta.edu
Armando Cerroblanco	(510) 436-2458		acerroblanco@peralta.edu
Guy Forkner	(510) 436.2400		mforkner@peralta.edu
Tim Brice	(510) 436-2527		tbrice@peralta.edu

Name	Work Phone #	Personal Phone #	E-mail
Ron Nelson	(510) 436-2516		ronelson@peralta.edu
Tanya Ilarde	(510) 436-2559		tilarde@peralta.edu
Angela Khoo	(510)434-3961		akhoo@peralta.edu
Ray Chamberlain	(510) 436-2614		rchamberlain@peralta.edu
Mario Rivas			mrivas@peralta.edu
Hussein Lecky			hlecky@peralta.edu
Sylver Daniel			sdaniel@peralta.edu
Arja McCray			amccray@peralta.edu
Eva Ng-Chin	(510) 436-2462		engchin@peralta.edu
Carlos McLean	(510) 434-3893		cmclean@peralta.edu
Steve Panteil	(510) 436-2573		spantell@peralta.edu
Kinga Sidzinska	(510) 434-3969		ksidzinska@peralta.edu

Name	Work Phone #	Personal Phone #	E-mail
Vincent Ealy	(510) 436-2525		vealy@peralta.edu
Kevin McClintock			kmclintock@peralta.edu
Lynn Bratchett			Lbratchett@peralta.edu
Inga Marciulionis	(510) 434-3849 X M3849		imarciulionis@peralta.edu
Jennifer Yates	(510) 436-2427		jyates@peralta.edu
Marta Zielke	(510) 436-2529		mzielke@peralta.edu
Rose Allen			
Audrey Trotter	(510) 434-3820		atrotter@peralta.edu
Alejandra Tomas	(510) 434-3822		atomas@peralta.edu
Chris Grampp	(510) 436-2593		cgrampp@peralta.edu
Jennifer Shanoski	(510) 436-2620		jshanoski@peralta.edu

For EOC support, please contact the following staff:

EOC Adm. Support	Work Phone #	Personal Phone #	E-Mail
Stephanie Harding			sharding@peralta.edu
Lorna Pasquel	510-436-2477	510-223-3863 510-334-8876	lpasquel@peralta.edu
Patricia Rom, Tech Support	(510) 436-2433 X M2433		prom@peralta.edu
Tony Hampton, Tech Support	(510) 434-3905		thampton@peralta.edu
Clint Robbins, Engineering Support			crobbins@peralta.edu

EOC Tech. Support	Work Phone #	Personal Phone #	Pager #	E-Mail
Tony Hampton, Tech Support				

Merritt College

Emergency Operations Center

This Emergency Operations Center (EOC) Pocket Guide is intended to be a quick reference and refresher for response personnel supporting the Merritt College EOC. It should only be used by those individuals familiar with and trained on the complete Merritt College Emergency Operations Plan (EOP). It should never be used in lieu of the EOP. The EOP provides a complete and detailed overview of the District's emergency capabilities, organization, and response policies and procedures.

In this introductory portion, this EOC Pocket Guide provides a brief summary of sections of the EOP that may be most critical during an EOC activation. This introduction is followed by a set of position checklists organized by SEMS/NIMS/ICS functional areas that each:

- Identify the departments and/or individuals assigned primary and alternate responsibility for staffing the EOC positions;
- Describe the responsibilities of each individual/organizational element; and
- Contain a list of general actions the individual/organizational element should follow while supporting the EOC.

EOC Overview

The EOC serves as the centralized point to manage overall Merritt College responses.

EOC staff will:

- Coordinate efforts among multiple incidents
- Acquire needed resources (e.g., through mutual aid)
- Provide overall situational awareness
- Implement Merritt College-wide policy per Policy Group input
- Determine the mission priorities for response and recovery
- Engage in short term through long-range planning
- Coordinate with outside agencies
- Provide the authority to act
- Manage cost accountability up through the recovery effort

EOC Activation

EOC activation should be considered whenever one or more of the following apply to an incident:

- The response and support of a Campus or Center's EOC
- There is the possibility the incident will escalate
- There is a possibility that resources will be exhausted
- Mutual Aid from outside agencies will be required
- Duration of the incident is greater than 8 hours.
- Adjoining jurisdictions and/or Operational Area have activated

EOC Activation Procedure

1. At the campus level, a member of the Management Team, Law Enforcement, Public Safety or any staff member notifies the most senior person within their department of the incident and the need to activate the EOC. The Command Post is activated and an Incident Commander is assigned. Merritt College's Emergency Management Coordinator is notified.
2. The Incident Commander or designee notifies the campus President, Vice President, Dean or lead management person of the possible need for EOC activation. Any pre-designated administrators for any notification system such as but not limited to AlertU shall create a notification message as needed.

3. The President, Vice President, Dean, Campus Emergency Management Coordinator or lead management person for the affected campus will review the situation and activate the EOC.
4. At the Merritt College level, a Supervisor, Manager, President, Vice President, District's EOC Director or District Emergency Management Coordinator is notified and they will monitor the situation.
5. If the incident exceeds the resources and abilities of the campus EOC, the campus EOC Director will request the District to activate their EOC for support.

The District's Chancellor, Vice Chancellors, President or their designee, District's EOC Director or District's Emergency Management Coordinator each have the authority to activate the District's EOC to support the campus EOC. In an emergency situation that is changing or escalating quickly, any one of aforementioned individuals can activate an EOC under their best judgment without following the steps identified above. The official activating the EOC (whether the decision is made unilaterally or jointly) will do the following:

- Identify themselves by name and title
- Briefly describe the situation requiring a EOC activation
- Request a Level I, Level II or Level III activation (see next section for details)
- Request notification of Level I, Level II or Level III staff

District EOC Activation Levels

LEVEL I

- EOC Director
- Public Information Officer
- Emergency Management Coordinator
- EOC Liaison Officer with technical specialist as needed
- Operations Section Leader
- Planning Section Leader
- Logistics Section Leader
- Use of mass Notification System

LEVEL II

All those identified under Level I, plus:

- Finance Section Leader
- Branch Directors/Unit Leaders

LEVEL III

- All EOC positions as determined by EOC Director and staff

Emergency Operations Center Levels

LEVEL I

- EOC Director
- Public Information Officer
- Campus Emergency Management Coordinator
- EOC Liaison Officer with technical specialists
- Operations Section Leader
- Planning Section Leader
- Logistics Section Leader

LEVEL II

All those identified under Level I, plus:

- Finance Section Leader
- Branch Directors/Unit Leaders

LEVEL III

- All EOC positions as determined by EOC Director and staff

EOC Locations

The Primary EOC is located at: Q Building, 2nd Floor Conference Room

In the event that the primary location has been damaged or is unsafe and/or inoperable, the alternate EOCs are as follows:

Secondary: F Building, 2nd Floor, Room 211

Tertiary: Care Center Conference Area/Open Space

Quaternary: If none of these spaces is available, the EOC will erect the emergency tent and activate emergency storage space.

Leadership Continuity

Merritt College's Norma Ambriz-Galaviz is designated as the Emergency Operations Director (EOD). Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the EOD. If no immediate named position or person with EOC expertise is available, the college's Emergency Management Coordinator will assume the director positions:

First Alternate: Elmer Bugg

Second Alternate: Bill Cordero

Third Alternate: Stacy Thompson

Emergency Proclamations

A Merritt College-wide Emergency may be proclaimed by the college's President, designee or the Board of Trustees. A Local Emergency can only be proclaimed by a Local Government (City or County) Official. The Merritt College-wide Emergency must be terminated by resolution. A College-wide Emergency proclamation provides Merritt College with the legal authority to:

- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request that the Operational Area and other jurisdictions provide mutual aid.

- Require Merritt College management or any employee to provide emergency services support.
- Requisition necessary personnel and materials from any of the campuses or local agencies.
- Request that adjoining City(s) or Operational Area proclaim a Local Emergency, if necessary.

EOC Incident Action Plans

Using EOC Incident Action Plans (IAPs) will provide specific direction to EOC personnel by providing them with knowledge of the objectives to be achieved and the steps required for achievement. Action plans are developed for a specified operational period (e.g., 12 – 24 hours). The planning process should provide the following:

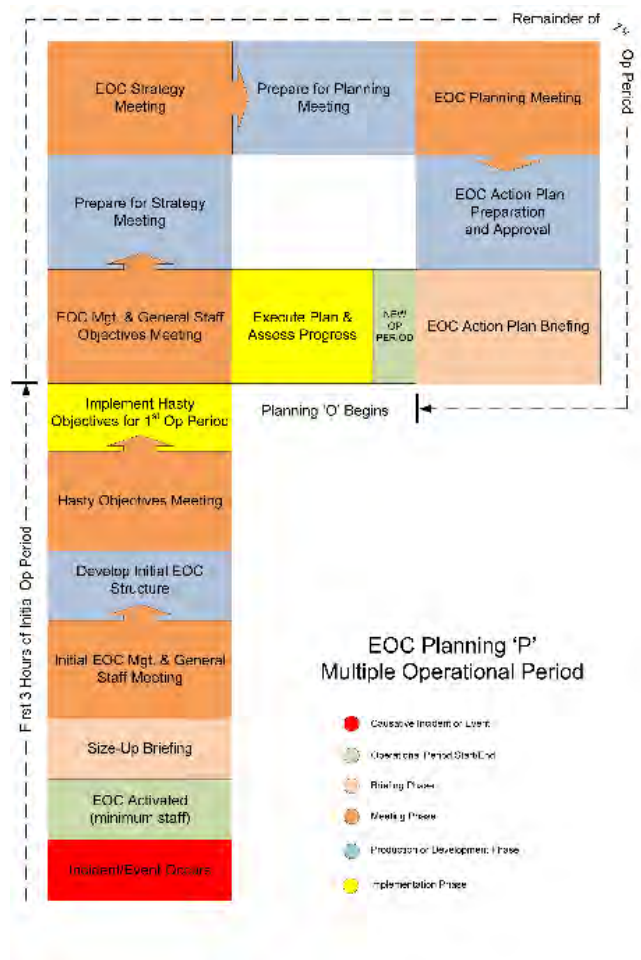
- Current information that accurately describes the incident situation and resource status
- Predictions of the probable course of events
- Alternative strategies to attain critical incident objectives
- An accurate, realistic EOC Incident Action Plan for the next operational period

The IAP may or may not be the overall action plan for the entire incident. For example, if another IAP is established on another campus for its local response, then the Merritt College EOC should develop its own IAP that must include the campus IAP. There may also be incidents when the on-scene ICP develops an IAP and the Merritt College EOC again develops one relevant to its mission and role in support of the ICP plan. In other cases, the EOC IAP may serve as the primary response guideline.

The Planning Section is responsible for development of the IAP and for facilitation of EOC action planning meetings. Merritt College follows the SEMS/NIMS incident planning process as illustrated below in the following figure. All IAPs should contain the following information:

- Listing of objectives to be accomplished (must be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives
- Assignments and actions necessary to implement the strategy
- Operational period designation (the time frame necessary to accomplish the actions)
- Organizational elements to be activated to support the assignments
- Logistical or other technical support required

EOC Planning “P” Guide



EOC Organization

This section provides the organizational charts for each of the five SEMS functional areas used in the Merritt College EOC. The organizational structure illustrated in this section and fully described in the EOP portrays Merritt College’s ultimate capability and full staffing of all potential EOC positions. Because of the flexible, modular nature of SEMS/NIMS it will be rare that every position and organizational element identified in this section will be active simultaneously. The incident will define which elements need to be staffed. In addition, it may be discovered that one element of the organization can manage the responsibilities of those elements under it. If the organization is not fully expanded, then supervisory positions are responsible for performing the functions of the un-staffed Units, Groups, Branches, and/or Sections (as applicable) they oversee. The checklists in this EOC Pocket Guide (following this introductory section) provide additional insight into the positions illustrated in the organizational charts. The checklists are grouped by SEMS functional area in the following way:

Management..... Yellow Pages

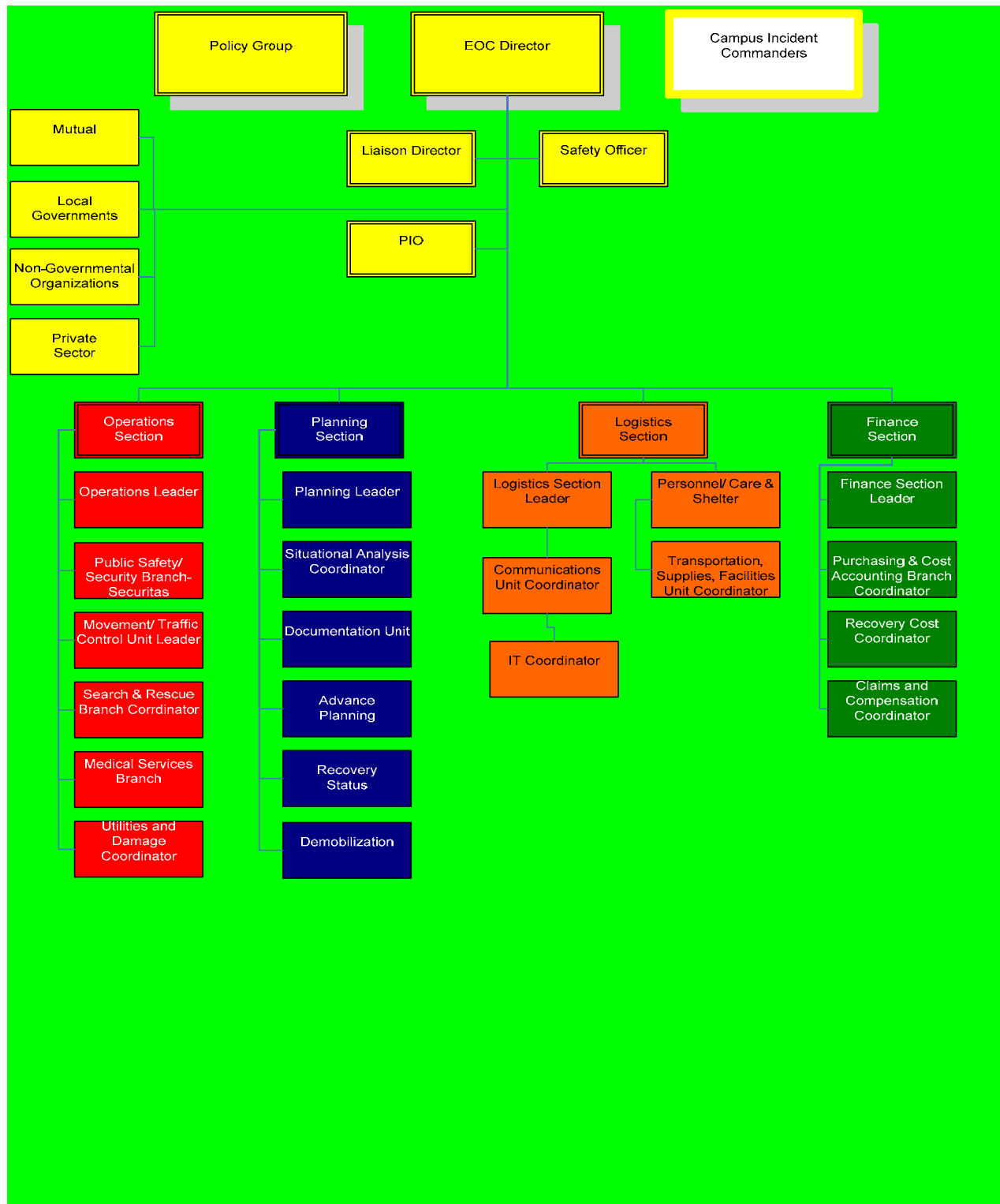
Planning..... Blue Pages

Operations..... Red (Pink) Pages

Logistics..... Orange Pages

Finance..... Green Pages

Note: Some EOC Pocket Guides are intended for specific functional areas/sections and only contain the checklists applicable to that functional area/section.



The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, emergency management, and public works. Six mutual aid regions numbered I-VI have been established within California. The Peralta Community College District is located in Region I. Region I is located in the Office of Emergency Services (OES) Southern Administrative Region. Mutual aid coordinators assigned at each level of government are responsible for supporting these systems. Mutual aid coordinators may function from an EOC or other locations depending on the circumstances. When the Peralta Community College District EOC is activated, discipline-specific mutual aid coordinators are encouraged to report to the EOC to coordinate and communicate with counterparts in their respective mutual aid systems.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the EOC only and are coordinated with the Operational Area.

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

- California Fire and Rescue Mutual Aid (coordinated by the Local or County Fire Department/Authority)
- California Law Enforcement Mutual Aid (coordinated by the Local City Police Department)
- California Master Mutual Aid Agreement (coordinated through the EOC)
- Emergency Management Assistance Compact (coordinated by the EOC through the Operational Area)
- Emergency Managers Mutual Aid (coordinated by the EOC)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (coordinated by the EOC through the Operational Area)

EOC Functionality

Shift Changes/Transition

The Planning Section in coordination with the Logistics Section/Personnel Unit is responsible for establishing formal shift and staffing schedules. Shifts should overlap by at least a half an hour to give the outgoing person an opportunity to debrief the incoming person and to allow some time for transition. To sustain continuity from shift to shift, this transition period is required. The incoming person is the one who releases the person they are replacing. The person going off shift cannot leave until the incoming person is ready to assume the role.

Sources of Additional Staff

During emergency situations and following a District-wide Emergency proclamation, all Merritt College employees are designated as Disaster Service Workers. This means that Merritt College employees can be temporarily reassigned from one department to another or from one type of work assignment to another. In the EOC, the Logistics Section/Personnel Unit is responsible for administering this program to support responding departments. If a department is unable to meet the staffing levels required to perform its emergency functions then it should notify the Logistics Section. Personnel from other departments with the skills needed to support the requesting department's emergency functions will be temporarily reassigned to support the requesting department.

Communications Equipment

The following communications systems are available to the EOC:

- Voice
 - Telephones
 - Cellular Phones
 - Radio
 - Radio Amateur Data Civil Emergency Services (RACES)
- Data
 - WebEOC®
 - E-mail

Note: To confirm that messages/requests are received by the Operational Area, they should be transmitted via WebEOC®, sent via fax machine and/or email, and verbally confirmed over the Operational Area radio (frequencies OA1 or OA2) or telephone.

Messaging Protocols

The Documentation Unit in the Planning Section is responsible for supporting EOC personnel in communicating, distributing, and tracking important messages and requests.

Face-to-face communications within the EOC are always the preferred method of relaying requests and messages. Other electronic means such as WebEOC®, email, and telephone may also be used, but confirming messages were received and understood is critical when using these systems. If a message should be communicated to all responders or a broad group of responders, then the issuer should provide it to the Documentation Unit so that it may be relayed to the Situation Status Unit and made available to others

Certain messages/requests are of such significance that they should be formally communicated to the recipient, with subsequent actions formally tracked. Using his or her best judgment, it is the responsibility of the issuer/requestor to determine whether a message/request is of such significance as to warrant communication through this formal process. The formal communication process is to be used as a back-up whenever face-to-face communication is not possible and electronic means have been compromised.

EOC Deactivation

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

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

- Close out logs when authorized by the EOD.
 - Complete all required forms, reports, and other documentation. Submit all forms and logs to the Planning Section/Documentation Unit, as appropriate, prior to departure.
 - Provide input to the after-action report as needed.
 - Clean up work areas.
 - Leave a forwarding phone number where they can be reached with the EOC Liaison as needed.
 - Notify other appropriate organizations of the deactivation.
 - Ensure that any open actions not yet completed will be handled after deactivation.
 - Proclaim termination of the position/organizational element (e.g., Branch, Section etc.) and resume normal agency operations.
- Check out of the EOC.

External Partner Contact List

Name of Agency	Vendor	Purpose	Work Telephone Number	After-hour Contact	After-hour Telephone

H1N1 Trigger Activation Guide

Pandemic Influenza

Trigger Guide



Campus/District Name

Version 9-8-2009

Influenza Trigger Activation Guide

Disaster Resistant California Community College Task Force

This guide is consistent with the DRCCC Pandemic Influenza Emergency Operation Plan and provides a list of suggested monitoring “triggers” which can be established prior to a Pandemic Influenza outbreak to facilitate a consistent and effective response within Merritt College. This Guide was developed based on the CDC recommendations, the Department of Homeland Security and the Center for Domestic Preparedness course titled the Pandemic Influenza Planning and Preparedness CDP 001-06.

The Merritt College Pandemic Influenza Task Force Committee is responsible for the oversight of the implementation of this plan. They represent and provide input to the following:

Campuses

- Deans and Administration
- Faculty
- President
- Vice President
- Director Human Resources
- Student Health Services
- Emergency Management Coordinator
- Environmental Health & Safety
- Merritt College Police
- Public Information Office

The Pandemic Influenza Task Force will develop and provide recommended policies and response procedures to the President/Chancellor's Office beginning with a Pre-Semester or Pre-Event Prevention Planning phase as defined in Trigger #1 below. This first step is a planning educational phase which should be initiated prior to the start of semester classes in anticipation that such an event could spread to the college at any time during the semester.

Trigger #1 - Pre-Semester Prevention/Planning phase

1. *Assess County Influenza impact status on H1N1 outbreak and develop a response plan to mitigate impact on Merritt College. The Pandemic Influenza Task Force will be responsible for implementing the response plan upon direction from the President's Office.*
2. *Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocols.*
 - a. Obtain poster information from CDC to print, distribute and post in high visibility areas.
 - b. Post available videos demonstrating proper coughing/sneezing techniques on website.
 - c. Provide disinfecting dispensers in high use areas.
 - d. Provide disinfecting wipe in offices and labs where equipment is shared.
 - e. Provide Custodial staff training on Influenza cleaning and disinfecting protocol.
 - f. Educate students on wiping keyboards and headsets with disinfecting wipes.
 - g. If possible, stock small disinfecting hand gels in student center, cafeteria, library, computer centers, etc.

3. *Create Absentee Surveillance Program know as the Influenza Tracking Program*

(See appendix A for an example)

- a. Establish person or department responsible for monitoring changes in absenteeism in selected classes, programs and departments.
- b. Assign Tracking contact person for each campus and site if needed.
 - i. Campus 1 – *name of Tracking Contact*
 - ii. Campus 2 – *name of Tracking Contact*
 - iii. Campus 3 – *name of Tracking Contact*
 - iv. Campus 4 – *name of Tracking Contact*
 - v. Off site facility 1 – *name of Tracking Contact*
 - vi. Off site facility 2 – *name of Tracking Contact*
- c. Establish tracking system to collect and report the weekly absentee status to Emergency Management Coordinator or designee.

4. *Address mitigation strategies*

- a. Create and establish Merritt College-wide Policies
 - i. Emergency Declaration
 - ii. Emergency Employment HR policies
 - 6. Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)
 - 7. Use of sick-time for primary illness
 - 8. Extended use of sick time for care of family member with ILI
 - 9. Employees sick with no sick/vacation time remaining
 - 10. At work social distancing for high risk employees i.e. pregnant, immune suppressed, etc.
 - iii. Implementation of Disaster Service Worker (DSW)
 - 1. Notifying all Merritt College employees of state requirement and providing information via website, flyers, and training on their role as a DSW.
 - 2. Incorporate Academic Senate, Faculty, and Classified, etc. unions to support and disseminate this information.
 - iv. Initiate Distance Learning awareness with faculty, staff and students.
 - 1. Explore alternate makeup approaches for ill students who may miss several days or more.
 - 2. Give clear direction on absentee policy for students.

Tracking program will begin after the second week of classes to allow for students to add and drop courses.

3. Identify back-up process for critical classes in the event of an Instructor becoming ill.
- v. Identify critical departments and their functions
 1. Have each department identify their critical functions and those that are consider non-essential.
 2. Critical departments such as Student Health Center, Maintenance & Operations, Student Services, Public Safety and Emergency Operations need to develop contingency plans for reduced workforces.
 3. Identify a back-up person for each of these functions should the primary employee become ill.
 4. Identify functions or roles that can, if needed, be done at a remote site or home – telecommuting for employees who must care for ill family member or recovering from illness but must still stay in isolation.
6. *Purchasing of Personal Protective Equipment (PPE)*
 - i. Standardization for N95 testing protocol
 - ii. Hand sanitizers
 - iii. Protective eye ware
 - iv. Gloves
 - v. Other PPE as determined by the Merritt College disinfecting policy

Trigger #2 - Start of Semester

1. Initiate Influenza Tracking Program

1. Absentee notification trigger
 - i. More than two (2) weeks of continued rise in absenteeism.
 - ii. Spikes of absenteeism over your usual anticipated levels of absences from one week to the next.
2. Student attendance
 - i. Predetermined classes or large forums will be notified if they will be sampled as part of the tracking program.
 - ii. Participating faculty and students would be briefed on the purpose.
 - iii. Attendance should be taken on the same day of each week to maintain continuity of reporting.
 - iv.

- iv. The goal is to identify possible outbreaks to then be able to provide specific direction and procedures to safeguard the health of both students and instructors.
 - v. A simple survey can be answered to allow Student Health Services and Merritt College's Emergency Management Coordinator to provide assistance where needed.
 - vi. Student Health Services will provide a weekly status report to Merritt College's Pandemic Influenza Task Force or its core Executive Committee.
- 3. Administration attendance
 - i. Multiple employees in a department or common area report ILI symptoms and/or home ill.
 - ii. Employee or family member (s) test positive for H1N1
- 4. Faculty attendance
 - i. If multiple faculty reports ILI symptoms or are home ill
 - ii. If faculty report ILI symptoms and have reported increase in student absenteeism or had a student test positive for H1N1
- 2. *Initiate Merritt College-wide media awareness program*
 - a. Hygiene campaign on proper coughing, sneezing and hand washing.
 - b. "Wipe Away" campaign to disinfect shared keyboards, telephones, and workspaces.
 - c. Social Isolation when ILI present – stay home when sick campaign
 - i. E-mail
 - ii. Website
 - iii. Campus newsletters
 - iv. Department meetings
 - v. Flyers and/or posters
- 3. *Initiate Pandemic Cleaning and Disinfection Protocol*
 - a. Student health
 - b. Maintenance and Operations
 - c. High use areas i.e. computer center, cafeteria, shared workstations

Trigger #3 Absenteeism over and above normal expected rates occur

- 1. *Educational and Work distancing begins*
 - a. Alternate learning options may be considered for impacted classes and programs
 - b. Telecommuting options may be considered if feasible

- c. Transfer of critical functions should be addressed
- 2. *Social Distancing should be implemented*
 - a. Minimize sport events
 - b. Cancel class field trips
- 3. *Continue with hygiene and sanitation educational presentations and announcements*
- 4. *Public Information Officer targets specific needs as defined by Pandemic Task Force*

Trigger #4 Absenteeism escalates to 33% of Students, Faculty, and Staff

- 1. *Task Force meets daily or as needed*
 - a. Alternate learning options should be considered for impacted classes and programs
 - b. Telecommuting options may be considered if feasible
 - c. Transfer of critical functions should be addressed
- 2. *Consider EOC activations on campus*
 - d. Alternate learning options should be considered for impacted classes and programs
 - e. Telecommuting options may be considered if feasible
- 3. *Social Distancing Continues*
 - f. Minimize sport events
 - g. Cancel class field trips
- 4. *Declare campus and/or Merritt College state of emergency*
- 5. *Continue absence tracking of staff, faculty and students*

Trigger #5 - No increase in Absenteeism for two (2) weeks

- 1. *Continue Absentee Surveillance Program until trend is confirmed*
- 2. *Continue hygiene campaign of hand washing and the proper way to sneeze/cough and the disinfecting protocol.*
- 3. *Anticipate return to normal campus functions.*

4. *Assess and debrief campus departments to determine effects of pandemic wave. Offer support supportive services to affected individuals as appropriate.*

- i. Student/staff hospitalizations
- ii. Deaths of student/staff or family members
- ii. International students leaving the country

1. *Areas that have been had a high exposure to H1N1 or have a high absenteeism due to Influenza like illness will immediately move to **Trigger #3***

- a. Departments or programs
- b. Team sports
- c. Allied health and nursing programs

It is highly unlikely that Merritt College will be requested to close campus by its County Department of Health but may instead need to activate contingent Trigger responses to isolated H1N1 outbreaks. This Trigger Activation Guide provides the mechanism to do so. In the situation where frequent outbreaks occur, consideration for social isolation may be recommended for special need or high risk populations individuals on campus.

2. Populations at high risk

- a. Those with suppressed immune systems
- b. Several handicapped using assisted breathing apparatus
- c. Pregnant women
- d. Those with pulmonary or cardiac disorders

APPENDIX A

SAMPLE ABSENTEEISM SURVEILLANCE PLAN

This plan is an example of how absenteeism can be monitored weekly in various high risk areas of campus without taking attendance on a daily basis in each class area.

- Person 1: responsible for health care classes
- Person 2: responsible for food services
- Person 3: responsible for maintenance & operations
- Person 4: responsible for PE and fall sports teams if applicable
- Person 5: responsible for 2 large forum classes
- Person 6: responsible for child care center if applicable

Ongoing Influenza

Action:	Action:	Action:	Action	Action:
Create a Merritt College Pandemic Influenza Task Force Write Pandemic Influenza Plan and Trigger Guide Create flu prevention & hygiene campaign Create Influenza Tracking Program Obtain Personal Protective Equipment (PPE)	Initiate Absentee Tracking program Initiate Merritt College-wide media awareness campaign Distribute Pandemic Cleaning and disinfection protocol Request ILI individuals to stay home until well	Task Force meets as needed EOC staff on alert Social Distancing for work, class, extracurricular & sporting events begins Continue absence tracking program Consider campus and/or Merritt College emergency declaration Coordinate with local public health agency	Task Force meets daily or as needed Consider EOC activations Social Distancing continues Declare campus and/or Merritt College emergency Continue absence tracking of staff, faculty & students	Continue Tracking program Continue prevention and hygiene campaign Anticipate return to normal campus life Deactivate EOCs Debriefing and After-Action Reports

College Student Health Center Emergency Preparedness Project

Emergency Operations Plan Template

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June, 2004

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PREFACE

This plan emphasizes coordination with government emergency management agencies. College Student Health Centers will need to coordinate their emergency preparedness, response and recovery activities with the Orange County's Medical Health Operational Area Coordinator (MHOAC). The MHOAC is responsible for the overall coordination of Operational Area's (OA) medical and health response and for coordinating the request for and application of medical and health resources from outside the local area. Coast Community College District Health Centers must develop plans and procedures for contacting and exchanging information with local officials and response plans that are consistent with the overall medical response system in which they operate.

California has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) that has helped to create consistency among government agencies in their approach to emergency management. This plan incorporates SEMS/NIMS concepts and has adopted the Incident Command System for emergency organization structure and management. Because of the unique reporting structure in an bio or health related disaster, Coast Community College District Health Centers will continue to work with their consortia and local government agencies to obtain guidance, assistance or referral to sources of information on emergency preparedness.

This plan takes an "all-hazards" approach and is organized according to the four phases of emergency management. The all-hazards approach ensures this plan's applicability to the development of plans for natural and man-made disasters, including technological, hazardous material, and terrorist events. This plan's organization around the four phases of emergency management – mitigation, preparedness, response, and recovery – provides a systematic approach to the development and implementation of the College Student Health Center's emergency management program.

Introduction

Purpose

The purpose of the <College Student Health Center> Activation Guide is to establish a basic emergency program to provide timely, integrated, and coordinated response to the wide range of natural and man made events that may disrupt normal operations and require preplanned response to internal and external disasters.

- The objectives of the emergency management program include:
- To provide maximum safety and protection from injury for patients, visitors, and staff.
- To attend promptly and efficiently to all individuals requiring medical attention in an emergency situation.
- To provide a logical and flexible chain of command to enable maximum use of resources.
- To maintain and restore essential services as quickly as possible following an emergency incident or disaster.
- To protect College Student Health Center property, facilities, and equipment.
- To satisfy all applicable regulatory and accreditation requirements.

Policy

<College Student Health Center> will be prepared to respond to a natural or man-made disaster, suspected case of bioterrorism or other emergency in a manner that protects the health and safety of its patients, visitors, and staff, and that is coordinated with a community-wide response to a large-scale disaster.

All employees will know and be prepared to fulfill their duties and responsibilities as part of a team effort to provide the best possible emergency care in any situation. The Health Center Director will ensure that employees are aware of their responsibilities.

The <College Student Health Center> will work in close coordination with the Orange County Medical Health Operational Area Coordinator (MHOAC) and other local emergency officials, agencies and health care providers to ensure a community-wide coordinated response to disasters.

Scope

Within the context of this plan, a disaster is any emergency event which overwhelms or threatens to overwhelm the routine capabilities of the College Student Health Center.

This all-hazards Activation Guide describes an emergency management program designed to respond to natural and man-made disasters, including technological, hazardous material, and terrorist events.

This plan describes the policies and procedures <College Student Health Center> will follow to mitigate, prepare for, respond to, and recover from the effects of emergencies.

CCR Title 22: This disaster plan complies with California Code of Regulations, Title 22, Division 5, Section 75057 Disaster Plan.

Key Terms

Refer to Appendix B - Emergency Management Acronyms and Appendix C - Emergency Management Glossary for a list of acronyms and more extensive glossary, respectively. The following terms are used frequently throughout this document.

Alternate Sites/Facilities

Locations other than the primary facility where College Student Health Center operations will continue during an emergency.

Continuity of Operations (COOP)

Plans and actions necessary to continue essential business functions and services and ensure continuation of decision making even though primary facilities are unavailable due to emergencies.

Campus Emergency Operations Center (COC)

The location at which management can coordinate the Student Health Center activities during an emergency. It is managed using the Incident Command System (ICS). The COC may be established in the primary the Student Health Center facility or at an alternate site.

Campus Emergency Response Team (cert)

The Campus Emergency Response Team (CERT) consists of the College Student Health Center and campus staff who will fill the emergency response positions throughout the campus and may respond to the College Student Health Center's emergency needs.

Essential Functions (EF)

Essential functions and services are those that implement the College Student Health Center's core mission and goals. The extended loss of these functions, following an emergency, would create a threat to life/safety, or irreversible damage to the College Student Health Center, its staff or its students.

Incident Command System (ICS)

A management system used to manage and coordinate campus activities and the Student Health Center activities during an emergency. ICS is designed facilitate decision-making in an emergency environment.

Medical Health Operational Area Coordinator (MHOAC)

The position in the Standardized Emergency Operations System (SEMS) responsible for all disaster medical and health operations in an operational area. The MHOAC is stationed in the County COC and is frequently, but not always, the County Health Officer or designee. During the response to disasters, the MHOAC is the Operational Area contact point for requests for medical and health resources including personnel, supplies and equipment, pharmaceuticals, and medical transport.

Multi-hazard Approach

A multi-hazard approach to disaster planning evaluates all threats including the impacts from all natural and man-made disasters, including technological threats, terrorism, and a state of war.

Operational Area (OA)

An intermediate level of the State emergency organization, consisting of a county and all political subdivisions within the county area. College Student Health Centers and other health facilities will coordinate their disaster response with the Medical Health Operational Area Coordinator (MHOAC).

Phases of Emergency Management

Mitigation - Pre-event planning and actions which aim to lessen the effects of potential disaster.

Preparedness – Actions taken in advance of an emergency to prepare the organization for response.

Response - Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs.

Recovery - Activities that occur following a response to a disaster that are designed to help an organization and community return to a pre-disaster level of function.

Standard Operating Procedures (SOP)

Pre-established procedures that guide how an organization and its staff perform certain tasks. SOPs are used routinely for day to day operations and response to emergency situations. SOPs are often presented in the form of checklists or job action sheets.

Standardized Emergency Management System (SEMS)

SEMS is the mandatory system established by California Government Code Section 8607(a) for managing the response of government agencies to multi-agency and multi-jurisdiction emergencies in California. SEMS incorporates the use of the Incident Command System.

College Student Health Center Emergency Response Roles

<College Student Health Center> may play a variety of roles in responding to disasters including providing first-aid and triage and services to meet increased campus community needs. *The Student Health Center* may also provide limited mental health services to disaster victims and serve as a conduit for information dissemination to family members of students affected by an emergency. However, the Coast Community College District Student Health Centers are not equipped to respond definitively to all disasters. College Student Health Center roles may be constrained by limited resources and technical capability and by the impact of the disaster on the College Campus. Refer to Appendix E – College Student Health Center Response Roles and Requirements for a list of potential roles and the planning and preparedness requirements for meeting those roles.

As a part of its mitigation program, <College Student Health Center> will identify the response roles it will prepare to perform following a disaster. This decision will involve input from the Student Health Center Director and staff, the College executive administration, the campus student community and government emergency officials. Based on the findings of the risk assessment, <College Student Health Center> will take the following steps to define the disaster response roles for which it should prepare:

Assess the pre-disaster medical care environment and the role the Student Health Center performs in providing health services.

Assess College Student Health Center resources including availability of staff to respond and ability of the Student Health Center to survive intact.

Discuss potential response roles and findings of risk assessment with the Districts' Crisis Response & Safety Health Committee (CRASH), the jkj's Emergency Management Coordinator, and the campus management.

Obtain campus community input.

Obtain input from College Student Health Center staff.

Present recommendations to the Campus Administration. And the Student Health Advisor Committee

Preparedness

Introduction

Preparedness activities build organization capacity to manage the effects of emergencies should one occur. During this phase, the <College Student Health Center> Director, and staff will develop plans and operational capabilities to improve the effectiveness of the College Student Health Center's response to emergencies. Specifically, the College Student Health Center will:

Develop / update emergency plans and procedures, including the Emergency Operations Plan.

Develop and update agreements with the City of Huntington Beach, Orange County Health Care Agency, and with civil authorities.

Train emergency response personnel.

Conduct drills and exercises.

Emergency Operations Plan

The <College Student Health Center> Emergency Operations Plan is an "all-hazards" plan that will guide the Student Health Center response to any type of a disaster or emergency.

Standardized Emergency Management System (SEMS) & the National Incident Management System (NIMS)

<College Student Health Center> has incorporated the principles of SEMS/NIMS into its Emergency Operations Plan to ensure maximum compatibility with local government response plans and procedures.

According to California Government Code Section 8607 SEMS shall be used by all State Agencies responding to any of the following emergency operations:

Single jurisdictional/agency involvement

Single jurisdictional responsibility with multiple agency involvement

Multiple jurisdictional responsibilities with multiple agency involvement

SEMS/NIMS incorporate the Incident Command System (ICS) which provides an efficient tool for the management of emergency operations. SEMS/NIMS & ICS is designed to be adaptable to any emergency or incident. The system expands in a rapid and logical manner from an initial response to a major incident call-out. When organizational needs dictate, the system also contracts just as rapidly.

These components of SEMS /NIMS & ICS are incorporated or referenced in this Activation Guide

Common terminology

Modular organization

Unified Command

Action Planning

Manageable Span-of-Control

Multi-Agency and Inter-Agency Coordination

SEMS operates at the following levels of government:

State - Statewide resource coordination integrated with federal agencies.

Regional - Manages and coordinates information and resources among operational areas.

Operational Area – Manages and coordinates all local governments within the geographic boundary of a county.

Local - County, city or special district.

Field - On-scene responders.

College Student Health Center Relationship to SEMS/NIMS

<College Student Health Center> interfaces with SEMS through the Medical Health Operational Area Coordinator (MHOAC) who is usually the county health officer.

Integration with Community-wide Response

<College Student Health Center> will notify the MHOAC of any emergency impacting College Student Health Center operations and will coordinate its response to community-wide disasters with the overall medical and health response of the Operational Area. See Appendix J.3 – Disaster Contacts for list of agencies and individuals, including the MHOAC, who should be contacted in emergencies.

Coordination with Government Response Agencies

To the extent possible, the <College Student Health Center> will ensure that its response is coordinated with the decisions and actions of the MHOAC and other health care agencies involved in the response. To ensure coordination, College Student Health Center staff will:

In coordination with the College Student Health Center Consortium meet with the MHOAC to define the College Student Health Center's role in the emergency response system. Determine which response roles are expected by officials and which are beyond the system's response needs or the Student Health Center's response capabilities. See Appendix E – College Student Health Center Response Roles and Requirements for a list of potential the Student Health Center roles.

Participate in planning, training and exercises sponsored by medical and health agencies.

Develop reporting and communications procedures to ensure integration with Operational Area response.

Define procedures for requesting and obtaining medical resources and for evacuating / transporting patients.

During a response, report the status and resource needs of the Student Health Center and obtain or provide assistance in support of the community-wide response.

Note that in some areas, the Student Health Center will coordinate the completion of these tasks while in others, the Student Health Centers will be responsible for taking the initiative in completing these tasks.

Coordination with Emergency Responders

Emergency services availability

During an area-wide disaster, fire, EMS and law emergency services may not be able to respond to emergencies at the College Student Health Center.

Response authority

College Student Health Center personnel will cooperate fully with EMS and law enforcement personnel when they respond to emergencies at to College Campus. This may include providing information about the location of hazardous materials or following instructions to evacuate and close the College Student Campus.

Coordination with other Medical Facilities

<College Student Health Center> recognizes that it may need to rely on other health care facilities, especially those nearby, in responding to a disaster to augment its capacity to meet student care needs. <College Student Health Center> will review existing formal and informal arrangements with health facilities and/or the Orange County Health Care Department to explore expanding their provisions to cover disaster response conditions. The GWC Student

Health Center will coordinate emergency response efforts with the OCC Student Health Center as appropriate in order to continue providing care to students. <College Student Health Center> views these agreements as reciprocal and will also explore opportunities to provide support to these facilities if conditions allow.

As soon as practicable following a disaster, the Student Health Center Director will report the following to the campus operational See Appendix J.3 – Disaster Contacts for call list:

Nature of the emergency.

Impact of the emergency on College Student Health Center operations.

Current operational status of the College Student Health Center.

When the College Student Health Center expects to become fully operational.

College Student Health Center resource needs.

College Student Health Center reporting to the College Campus Emergency Operation Center does not take the place of reporting to the MHOAC, unless operational area plans call for College Student Health Center – MHOAC coordination to be mediated by the College Emergency Operation. Center.

Coordination with Campus EOC

The *College Student Health Center* Director will notify the Campus President/Vice President and Campus Public Safety that the Student Health Center in the event of any emergency which requires a College Student Health Center evacuation, 9-1-1 response of emergency medical or law enforcement personnel, or requesting the opening of the College Emergency Operation Center.

College Emergency Operation center, in coordination with the Student Health Center should determine the respective roles of the Campus and the Student Health Center in managing a Health /Bio related response, coordinating with the Operational Area and requesting response resources.

Acquiring Resources

College Student Health Center will develop procedures for augmenting supplies, equipment and personnel from a variety of sources. Assistance may be coordinated through the following channels:

Prior agreements with vendors for emergency re-supply.

Stockpiles of medical supplies and pharmaceuticals anticipated to be required in an emergency response.

Medical Health Operational Area Coordinator (MHOAC) assistance to College Student Health Centers.

From Orange Coast College Student Health Centers, or contract health care providers.

Roles / Responsibilities

The *College Student Health Center* Director is responsible, directly or through delegation, for the development of the activation guide and for directing the response to emergencies. Specific responsibilities include:

Execute (oversee) the development and implementation of the Health Center Activation Guide.

Assign staff emergency management duties and responsibilities.

Ensure staff is trained to perform emergency roles. See Appendix G - Training And Exercises.

Ensure that drills and exercises are conducted semi-annually and records are maintained. See Appendix G - Training and Exercises.

Evaluate the disaster program annually and update as needed including a description of how, when and who will perform the activity.

Activate the College Student Health Center's emergency response.

Direct the overall response to the health related disaster/emergency.

Develop the criteria for and direct the evacuation of staff, patients and visitors when indicated.

Ensure the College Student Health Center takes necessary steps to avoid interruption of essential functions and services or to restore them as rapidly as possible.

Ensure a hazard vulnerability assessment is performed periodically.

Student Health Director

The Health Center Director, directly or through delegation, will:

Identify alternates and successors if unavailable or if response requires 24 hour operation.

Contact local health department to determine local system for bioterrorism updates. Provide College Student Health Center Staff and campus employees with updates from the CDC and the

Orange County Health Care agency on standards for the detection, diagnosis, and treatment of chemical and bioterrorism agents.

Ensure the continuity of care and maintenance of medical management of all patients in the care of the Student Health Center during a disaster.

Assign College Student Health Center staff to medical response roles (triage, treatment, decontamination, etc.)

College Health Nurses

The College Health Nurses may fill the following roles:

Serve as a member of the CERT.

Provide College Student Health Staff & campus employees with updates from the CDC and NHD of standards or the detection, diagnosis, and treatment of chemical and bioterrorism agents.

Determine the disaster response for the Student Health Center staffing needs in cooperation with the Student Health Center Director.

Perform other duties delegated by the Student Health Center Health Director or Incident Commander consistent with training and scope of practice.

All College Student Health Center Staff

All Student Health Center staff have emergency and disaster response responsibilities. The duty statements of all Golden Student Health Center staff will include the following language:

“Participates in all safety programs which may include assignment to an emergency response team.”

Additional specific response duties may also be included for staff with appropriate skills and responsibilities.

In addition, all staff is required to:

Familiarize themselves with evacuation procedures and routes for their areas. See Appendix H.1 - Emergency Procedures (Flip Chart) and Appendix H.3 – College Student Health Center Floor Plan.

Become familiar with basic emergency response procedures for fire, HAZMAT and other emergencies. See Appendix H.1 and Section 3.14.

Understand their roles and responsibilities in *College Student Health Center Emergency* plans for response to and recovery from disasters.

Participate in College Student Health Center training and exercises. These exercises are intended to practice emergency response activities and improve readiness. See Appendix G - Training And Exercises.

All staff will also be encouraged to:

Make suggestions to their supervisor or the Emergency Preparedness Committee on how to improve College Student Health Center preparedness.

Prepare family and home for consequences of disasters

Initial Communications and Notifications

<College Student Health Center> Staff Call List

The College Student Health Center will compile and maintain an internal contact list that will include the following information for all staff: name, position title, home phone, cell phone, pager numbers, and preferred method of contact during off hours. See Appendix J.1 – Staff Call Back List.

The Staff Call List contains sensitive contact information and will be treated confidentially.

The list of staff phone numbers will be kept offsite as well as onsite by key employees and at key locations. The phone list should be provided to the College Student Health Center's answering service.

<College Student Health Center> will also develop an email group and an e-mail group for employees to facilitate rapid staff contact.

External Notification

The College Student Health Center will compile and maintain an external contact list of phone numbers of emergency response agencies, key vendors, and resources.

Appendix J.2 – Basic College Student Health Center Support lists rand emergency contact numbers for basic support services (e.g., utilities, repair services, etc.)

Appendix J.3 – Disaster Contacts lists contact information for use in response to disasters (e.g., government response entities, nearby hospitals and College Student Health Centers, media, etc.)

Primary Communications Methods

The primary means of emergency communication is the local telephone system. If telephones fail, the Student Health Center staff will notify the telephone provider by any means available including: telephones in another area of the Student Health Center, cell phones, messenger, e-mail, or pay phones.

The College Student Health Center shall keep change for pay phones in its disaster supplies.

Alternate Communications Methods

In addition to its telephone system, the College Student Health Center maintains the following radio communications equipment:

The OA 1 radio system will be used for communications with the Operational Area medical/health response. Refer to Appendix K.2 – Orange County OA 1 radio system Communications Procedures for procedures for operating the *<county specific radio / communications system>* The OA 1 radio system. The radio is located in *the Public Safety Office* and is to be used only by trained staff.

An Amateur Radio System or alternate communication system will be operated by trained campus personnel and will respond to the College Student Health Center when requested.

Other alternate communications tools include:

FAX, Cell Phone, Internet/Email, Public Pay Phones, and Voice Messaging. See Appendix K.1 – Communications Equipment Inventory for Communication Resource List.

Handheld Radios (Walkie-Talkies) – The College Student Health Center uses handheld radios for internal communications in both routine and emergency situations.

If telephone and radio communications are unavailable, runners will be employed to take messages to and from the College Student Health Center.

Communications Equipment Testing and Maintenance

The Golen West Emergency Operations communications coordinator to maintain and test communications equipment.

All communications equipment will be tested twice per year. Defective equipment will be repaired or replaced. Batteries will be replaced per manufacturer's recommendation or as required. Spare batteries will be stored with equipment.

The communications coordinator will ensure copies of operating instructions, warranties and service agreements for communications equipment are retained both at the College Student Health Center and at an offsite location.

The communications coordinator will review communications requirements and equipment annually as a part of the review of this overall plan and will make recommendations for equipment upgrades or replacement.

Continuity of Operations

Policy

It is the policy of <College Student Health Center> to maintain service delivery or restore services as rapidly as possible following an emergency that disrupts those services. As soon as the safety of patients, visitors, and staff has been assured, the College Student Health Center will give priority to providing or ensuring patient access to health care.

Continuity of Operations Goals and Planning Elements

The College Student Health Center will take the following actions to increase its ability to maintain or rapidly restore essential services following a disaster to ensure:

Patient, visitor and personnel safety

Develop, train on and practice a plan for responding to internal emergencies and evacuating College Student Health Center staff, patients and visitors when the facility is threatened. See Appendices H.1 – Emergency Procedures (Flip Chart) and H.5 – College Student Health Center Evacuation Template.

Continuous performance or rapid restoration of the College Student Health Center’s essential services during an emergency

Develop plans to obtain needed medical supplies, equipment and personnel. See Appendix J.3 – Disaster Contacts. Identify a backup site or make provisions to transfer services to a nearby provider. See Appendix L.1 – Health Care Alternate and Referral Facilities.

Protection of medical records.

To the extent possible, protect medical records from fire, damage, theft and public exposure. If the College Student Health Center is evacuated, provide security to ensure privacy and safety of medical records.

Protection of vital records, data and sensitive information

Ensure offsite back-up of financial and other data.

Store copies of critical legal and financial documents in an offsite location.

Maintain a contact list of vendors who can supply replacement equipment. See Appendix J.2 – Basic College Student Health Center Support.

Protect medical and business equipment

Use surge protectors to protect equipment against electrical spikes.

Secure equipment to floors and walls to prevent movement during earthquakes.

Place fire extinguishers near critical equipment, train staff in their use, and inspect according to manufacturer's recommendations.

Relocation of services

<College Student Health Center> will take the following steps, as feasible and appropriate, to prepare for an event that makes the primary College Student Health Center facility unusable.

<College Student Health Center> will:

Identify a back-up facility, or use of another Student Health Center in Coast Community College District for continuation of College Student Health Center services, if possible. See Appendix L.1 – Health Care Alternate and Referral Facility Locations for location of back-up facility.

Establish agreements with nearby Urgent Care facilities to accept referrals of College student patients.

<College Student Health Center> will: refer to Memorial Prompt Care, 15464 College Street, Westminster, CA (714) 891-9008 for students requiring urgent medical care, or if the GWC Student Health Center is inoperable.

<College Student Health Center> will obtain and install an emergency generator to ensure its ability to continue operations in the event of an emergency that creates power outages.

<College Student Health Center> will obtain assistance from local utilities or vendors.

Specific steps include:

Determine the maximum length of time the College Student Health Center will operate on emergency power (i.e., is emergency power primarily for short term outages or for extended operations)

Perform recommended periodic maintenance.

Run monthly generator start-up tests.

The <College Student Health Center> Health Center Director, Nurses, and other staff with responsibility for emergency preparedness will review provisions of Operational Area emergency plans that describe:

Patient transportation policies and procedures for bioterrorism and other major disasters.

Procedures for augmenting medical care resources at sites of medical care including Operational Area plans for accessing and distributing the contents of the National Pharmaceutical Stockpile.

The Health Center Director and staff members will develop a surveillance process to provide early indications of potential for patient surge that may result from an infectious disease outbreak, bioterrorist attack, or release of a hazardous material. <College Student Health Center> staff will monitor:

Appointment patterns.

Walk-in utilization patterns.

News reports about flu and other pandemics.

Signs of bioterrorism attacks. See Section 3.15.4.1.

College Student Health Center staff will also review past utilization experience to identify cyclical variations in College Student Health Center utilization.

Patient flow and site planning

<College Student Health Center> Student Health Center staff will:

Identify areas on College Student Health Center grounds that can be converted to triage sites and patient isolation areas.

Evaluate the appropriateness of the use of Student Center, gymnasium and other spaces for patient holding, decontamination or treatment areas.

Designate sites available for isolating victims of a chemical or bioterrorist attack. Sites should be selected in coordination with the Maintenance & Operations manager based on patterns of airflow and ventilation, availability of adequate plumbing and waste disposal, and patient holding capacity.

Ensure triage and isolation areas are accessible to emergency vehicles and to patients.

Triage, decontamination and isolation sites should have controlled access.

<College Student Health Center> will also take the following actions to increase surge capacity:

Store cots, blankets and other items required for holding and sheltering patients while they await transfer.

Survey staff to develop estimates of the likely number of College Student Health Center staff able to respond during operating hours and off hours for each day of the week. The estimates will take into account distance, potential barriers and competing responsibilities.

Disaster Medical Resources

Personnel

<College Student Health Center> will rely primarily on its existing staff for response to emergencies and will, therefore, take the following measures to estimate staff availability for emergency response:

Identify College Student Health Center staff with conflicting commitments.

Identify staff with distance and other barriers that limit their ability to report to the College Student Health Center.

Identify staff who are likely to be able to respond rapidly to the College Student Health Center.

<College Student Health Center> will also develop a roster of bi-lingual Health Center and Campus staff by language.

<College Student Health Center> will take the following steps to facilitate response to the Student Health Center emergencies by its staff when their homes and families may be impacted:

Promote staff home emergency preparedness. See Appendix I.

Pharmaceuticals / Medical Supplies / Medical Equipment

<College Student Health Center> will work to determine the level of medical supplies and pharmaceuticals it is prudent and possible to stockpile. Given limited resources, the Student Health Center will stockpile only those items it is highly likely to need immediately in a response or in its day-to-day operations. All stored items will be rotated to the extent possible.

The <College Student Health Center> will identify primary and secondary sources of essential medical supplies and pharmaceuticals and develop estimates of the expected time required for resupply in a disaster environment.

National Pharmaceutical Stockpile

In a bioterrorist event, if mass quantities of pharmaceuticals are needed then the county will request mobilization and delivery of the National Pharmaceutical Stockpile through the State of California. The CDC has established the National Pharmaceutical Stockpile (NPS) program as a repository of antibiotics, chemical antidotes, life support medications, IV administration sets, airway maintenance supplies including ventilators, and other medical/surgical supplies. The California Department of Health Services and the Governor's Office of Emergency Services are the lead state agencies for obtaining access to the NPS. *(In Los Angeles, county agencies have lead responsibility for access to the NPS).* The NPS is designed to supplement and re-supply state and local public health and medical response teams in the event of a biological and/or chemical terrorism incident anywhere in the U.S.

It is not anticipated that healthcare facilities will be directly involved with the distribution of NPS assets. However, the College Student Health Center participated in a "Point of Distribution" (POD) drill sponsored by OCHCA on 11-3-06, and has a plan prepared in case a public health emergency arises requiring distribution of supplies to the community.

Personal Protective Equipment (PPE):

<College Student Health Center> will take measures to protect its staff from exposure to infectious agents and hazardous materials. The Student Health Center health staff will have access to and be trained on the use of personal protective equipment. <College Student Health Center> will obtain and maintain a minimum of *latex gloves, surgical masks, and isolation gowns* for PPE purpose.

The Health Center Director and designee will receive training to provide just-in-time training in the event use of PPE is required. Training Records will reflect the nature of training each employee receives in the proper use of PPE.

The Student Health Director will designate Health Center staff who are to receive PPE when a patient with a suspected infectious agent is present. Licensed medical personnel and support personnel assigned to respond to care for victims of weapons of mass destruction will be assigned PPE.

Protective equipment is located in *<location in College Student Health Center>*, and will be accessed by *<position of person>* or *<position of person>* when a patient with a suspected infectious disease presents.

Disaster Mental Health

Following a bioterrorism event, or other major disaster, anxiety and alarm can be expected from infected patients, their families, healthcare workers, and the worried well. Psychological responses may include anger, fear, panic, unrealistic concerns about infection, fear of contagion, paranoia, and social isolation. When available, mental health workers (psychiatrists, psychologists, social workers, and clergy) can be deployed to help manage the mental health needs of patients and families.

Responsibilities

The *<College Student Health Center>* Director will establish a disaster mental health program and appoint a Disaster Mental Health Coordinator who will be a licensed mental health professional. *(If the Student Health Center has no behavioral health professionals available, the Health Director may choose a staff person to identify and coordinate with external mental health resources.)* See Appendix M – Mental Health Coordinator Checklist for a list of actions for the Mental Health Coordinator.

The scope of mental health services *<College Student Health Center>* can perform depends in large part on the availability of licensed mental health providers at the Student Health Center during the response to disasters.

Mental Health Preparedness

The Student Health Center Student Health Director, and his/her staff, in coordination with Emergency Preparedness Committee, will develop and exercise plans and procedures for implementing the disaster mental health program during an emergency. Specific preparedness tasks for the Mental Health Coordinator or designee may include:

Develop an internal Student Health Center mental health disaster response plan.

Serve as a member of the Emergency Preparedness Committee and the Emergency Response Team.

Promote Student Health Center mental health preparedness through the Student Health Center and staff training and exercises to test mental health response. Promote training of Student Health staff in the basics of disaster mental health intervention, especially if the Student Health Center employs are not licensed mental health professionals.

Establish a mental health response team. Develop mental health team member callback lists and all CERT and notification procedures for off-hour activation.

Coordinate with local jurisdiction and Operational Area (county) to identify community resources and define procedures for accessing those resources in an emergency.

Develop and maintain a resource list of community mental health resources (County Mental Health Agency, American Red Cross, clergy, community mental health providers, etc.) that could augment the response of the Student Health Center's mental team. Establish MOUs when possible.

Identify mental health disaster communications needs.

Work with the Campus Public Information Officer to develop information (brochures, PSAs, etc.) that could be used in a response.

Acquire and maintain the following resources that will be stored with other disaster supplies in a container labeled "Mental Health Supplies":

Contact information for Student Health Center disaster mental health team and other mental health resources updated annually.

A master copy of one or more brochures providing information about typical survivor responses to a disaster or critical incident with College Student Health Center or mental health agency contact phone numbers.

A supply of brochure copies available for immediate use.

Culturally appropriate brochures in the languages of the College Student Health Center's service populations. These languages are <English>, <Vietnamese>, and <Spanish>.

A basic office supply "go-box" with pens, paper clips, tape, note pads, etc. available to go with staff to work sites.

Disaster forms to document contacts.

Copies of a local resource directory and an agency directory to facilitate referrals.

Public Information / Risk Communications

The Campus Information Officer (PIO) to coordinate the release of Student Health Center information internally and externally to media and community. The PIO will develop a Disaster Public Information Plan to guide Student Health Center information dissemination and response to media and community inquiries following the disaster.

This plan will include provisions for coordination with the Operational Area Public Information Officer during an emergency to ensure availability of up-to-date information and consistency of released information. It will address the information needs of the College Student Health Center's various "publics" that need to be considered when providing information. These stakeholders include community, patients, students, staff, parents and other interested parties.

The plan will define how the following information is gathered, verified, coordinated with the OA PIO, and communicated to communities served by the Student Health Center and other stakeholders:

The nature and status of the emergency.

Appropriate actions for protection, seeking health care services, and obtaining needed information.

The status of the Student Health Center and its ability to deliver services.

Refer to Appendix P.5 – Information and Intelligence for guidance.

It will also include provisions for employee meetings, internal informational publications, press releases and other programs intended to disseminate accurate information regarding the event and its impact as well as deal with misinformation.

<College Student Health Center> will incorporate disaster preparedness information into its normal communications and education programs for staff and patients including:

Home and family preparedness. See Appendix I for guidelines.

Information on College Student Health Center emergency preparedness activities.

Information dissemination channels for these activities include student newsletters, pamphlets, health education and in-service education classes, and internet postings.

Training, Exercises and Plan Maintenance

Training (See Appendix G - Training and Exercises for general guidelines.)

Employee Orientation

All employees will learn the following information from their new employee orientation or subsequent safety training. This checklist will also be used to design facility-wide drills to test Student Health Center emergency response capabilities. Employee essential knowledge and skills include:

The location and operation of fire extinguishers.

The location of fire alarm stations and how to shut off fire alarms.

How to dial 911 in the event of a fire.

How to assist patients and staff in the evacuation of the premises.

Location and use of oxygen (licensed staff).

Location and use of medical emergency equipment (medical staff and staff trained on AED).

Actions to be taken during fire and other emergency drills.

All employees must attend annual training and updates on emergency preparedness, including elements of this plan.

College Student Health Center Bioterrorism Training

All physician and nursing staff will receive documented training on procedures to treat and respond to patients affected by a bioterrorism agent. Training will include:

Recognition of potential epidemic/pandemic or bioterrorism events.

Information about most likely agents, including possible behavioral responses of patients.

Infection control practices.

Use of Personal Protective Equipment.

Reporting requirements.

Patient management.

Behavioral responses of patients to biological and chemical agents.

General staff training will include:

Roles and responsibilities in an epidemic/pandemic bioterrorism event.

Information and skills required to perform their assigned duties during the event.

Awareness of the backup communications systems.

The location of and how to obtain supplies, including Personal Protective Equipment (PPE) during an epidemic/pandemic and bioterrorism event.

College Student Health staff will receive periodic updates as new information becomes available.

Drills and Exercises

<College Student Health Center> will rehearse this disaster plan annually. All drills shall include an after-action debriefing and report evaluating the drill or exercise.

Exercises should include one or more of the following response issues in their scenarios:

College Student Health Center evacuation

Epidemic/Pandemic/Bioterrorism

Mental Health response

Coordination with government emergency responders

Continuity of operations

See Appendix G - Training and Exercises for a variety of scenarios to test internal and external disasters and disasters that require extensive community cooperation.

<College Student Health Center> will participate in community drills that assess communication, coordination, and the effectiveness of the Student Health Center's and the county's command structures.

Evaluation

The effectiveness of the administration of this plan will be evaluated following plan activation during actual emergencies or exercises.

Based on the after-action evaluation, the College Student Health Center staff will develop a Corrective Action Plan that includes recommendations for:

Additional training and exercises.

Changes in disaster policies and procedures.

Plan updates and revisions.

Acquisition of additional resources.

Enhanced coordination with response agencies.

Plan Development and Maintenance

The District's Emergency Management Coordinator (EMC) and the Student Health Center Director are responsible for coordinating the development and implementation of a comprehensive emergency preparedness program and this plan.

The EMC and the Student Health Center Director will review and update this plan at least annually. The plan will also be reviewed following its activation in response to any emergency, following exercises and other tests, as new threats arise, or as changes in College Student Health Center and government policies and procedures require.

The <College Student Health Center> environment undergoes constant change including remodeling, construction, installation of new equipment, and changes in key personnel. When these events occur, the Emergency Management Coordinator and Student Health Center Director will review and update the <College Student Health Center> activation guide to ensure:

Evacuation routes are reviewed and updated. See Appendix H.1 – Emergency Procedures (Flip Chart).

Emergency response duties are assigned to new personnel, if needed.

The locations of key supplies, hazardous materials, etc. are updated. See Appendix H.2 – Emergency Codes.

Vendors, repair services and other key information for newly installed equipment are incorporated into the plan. See Appendix J.2 – Basic College Student Health Center Support Call List.

Response

Introduction

During this phase, <College Student Health Center> will mobilize the resources and take actions required to manage its response to disasters.

Response Priorities

<College Student Health Center> has established the following disaster response priorities:

Ensure life safety – protect of life and provide care for injured patients, staff, and visitors.

Contain hazards to facilitate the protection of life.

Protect critical infrastructure, facilities, vital records and other data.

Resume the delivery of patient care.

Support the overall campus/community response.

Restore essential services/utilities.

Provide crisis information.

Alert, Warning and Notification

Upon receipt of an alert from the MHOAC or other credible sources the <College Student Health Center> Director will notify key managers, order the updating of phone lists, and the inspection of protective equipment and supply and pharmaceutical caches. See Section 3.14.5.2 for procedures for determining if the College Student Health Center remains open, closes, or re-opens.

Response Activation and Initial Actions

This plan may be activated in response to events occurring within the College Student Health Center or external to it. Any employee or staff member who observes an incident or condition which could result in an emergency condition should report it immediately to the Public Safety Office, the Student Health Center Director. Fires, serious injuries, threats of violence and other serious emergencies should be reported to fire or police by calling 9-1-1. All staff should initiate emergency response actions consistent with the emergency response procedures outlined in Appendix H.1 - Emergency Procedures (Flip Chart): Emergency Response Procedures

If the emergency significantly impacts College Student Health Center patient care capacity or the community served by the Student Health Center, the Student Health Center Director or Incident Manager will notify the District EOC and the MHOAC in case of epidemic/pandemic/bioterrorism.

Emergency Management Organization

Refer to the College Emergency Operation Plan

Medical Care

It is the policy of <College Student Health Center> that:

The confidentiality of patient information remains important even during emergency conditions. The Student Health Center staff will take feasible and appropriate steps to ensure confidential information is protected.

Due to legal liabilities, staff will never transport patients in private vehicles under any circumstance. In a widespread emergency, the Operational Area will determine how and where to transport victims through already established channels selected by the county.

Patients will be permitted to leave with family or friends ONLY after they have signed a release form with the Student Health Director or designated College Student Health Center staff.

Children will be allowed to leave only with parents, family members or other adults who accompanied them to the College Student Health Center and who provide confirming identification (e.g., driver's license or other government identification). If no appropriate adult is available, College Student Health Center staff will:

Provide a safe supervised site for children away from adults.

Attempt to contact each child's family.

If contact is not possible, the Boy's & Girl's Club managing the campus Children's Center will take responsibility for the child until a parent or family member is located.

OCC different response: contact Child Protective Services to provide temporary custodial supervision.

Medical Management

To the extent possible, patients injured during an internal disaster will be given first aid by the Student Health Center staff. If the circumstances do not permit treating patients at the Student

Health Center, they will be referred to the local emergency room unless their injuries require immediate attention

If immediate medical attention is required and it is not safe or appropriate to refer the patient to the emergency room, 911 will be called and the patient will be sent by ambulance to the nearest emergency room. If 911 services are not available, a request for medical transport will be conveyed to Medical Health Operational Area Coordinator (MHOAC).

Visitors or volunteers who require medical evaluation or minor treatment will be treated and referred to their physician or sent to the hospital. Employees who need medical evaluation or minor treatment will be treated and referred to their physician or sent to the hospital.

As directed by the Student Health Director or designee, the Student Health Center staff will take the following actions:

Triage/First Aid: The Student Health Center Director will establish a site for triage and first aid under the direction of the Incident Commander. Triage decisions will be based on the patient condition, the Student Health Center status, availability of staff and supplies and the availability of community resources. The most likely location may be either the patient or the staff parking lot. A staff nurse will be assigned to triage.

Assessing and administering medical attention: A staff nurse will assess victims for the need for medical treatment. The medical care team will provide medical services within the Student Health Center's capabilities and resources.

Triage procedures

The <College Student Health Center> will establish a triage area where the Incident Command Center designates is clearly delineated, secured and with controlled access and exit.

If bioterrorism is suspected, all staff in the triage area will wear Personal Protective Equipment (PPE).

All patients entering the triage area will be tagged and registered. See Appendix T.1.

Triage converging patients to immediate and delayed treatment categories.

In response to suspected or verified bioterrorist attack, isolate infected patients from other patients, especially if suspected agent is human-to-human contagious or is unknown. Use standard infection control standards at a minimum. Refer to <College Student Health Center> Policies and Procedures for more information.

Implement decontamination procedures as appropriate.

Arrange for transport of patients requiring higher levels of care as rapidly as possible through 9-1-1 or MHOAC. See Appendix T.2 – Patient Tracking Form.

Direct uninjured yet anxious patients to the area designated for counseling and information. Recognize that some chemical and biological agents create symptoms that manifest themselves behaviorally.

Provide written instructions for non-contagious patients seen and discharged.

Acquiring Response Resources

COC Request Process

In the response to a disaster, the Student Health Center staff may require additional personnel, supplies, or equipment or an executive decision concerning the acquisition or disposition of a resource, or the expenditure of funds. Requests for assistance will be transmitted from the various areas of the Student Health Center via existing lines of communications to the Campus Operation Center (COC) The COC will acknowledge the receipt of the request and, immediately address the need from current resources or incorporate the request into planning and priority setting processes.

The Logistics Section staff in the COC may turn to external vendors for the resources or the MHOAC/Operational Area.

The MHOAC will seek resources to fill the request from within the OA. If resources cannot be found and the request is high priority, it will be submitted to Regional, State, and Federal response levels until the requested resource can be obtained.

Communications

The Student Health Center Director will with the Communications Coordinator, who will work under the Logistics Section and will use the Campus Operation Center resources to communicate with:

The Medical Health Operational Area Coordinator (MHOAC).

Huntington Beach EOC

Emergency response agencies.

Outside relief agencies.

Coast Community College District Emergency Operation Center (EOC)

Orange Coast College Student Health Center.

Contact Lists:

Staff emergency contact telephone numbers are listed in Appendix J.1 – Staff Call Back.

Disaster response agency contact telephone numbers are listed in Appendix J.3 – Disaster Contacts.

Communication Procedures

See Appendix P.4 – Communications for communications procedures.

All external communications will be authorized by the COC Student Health Center Director, Incident Commander or designee unless emergency conditions require immediate communications.

All outgoing and incoming messages will be recorded on message forms shown in Appendix O.3 – Basic COC Forms or in notebooks.

All incoming messages will be shared with the COC Planning Section.

Security

The purpose of security will be to ensure unimpeded patient care, staff safety, and continued operations.

Security will be provided initially by existing security services or by personnel under the direction of the Public Safety Director. Existing security may be augmented by local Law enforcement or, if necessary, by Campus Emergency Response Team volunteers.

Checkpoints at building and parking lot entrances will be established as needed to control traffic flow and ensure unimpeded patient care, staff safety, and continued operations.

Student Health Center Director will ensure that all staff wears their ID badges during emergencies and disasters. Security will issue temporary badges if needed.

Public Safety/Security staff will use yellow tape and a bullhorn to assist in crowd control, if needed.

The Public Safety Officer will ensure that the Student Health Center site is and remains secured following an evacuation.

Mental Health Response

The Student Health Center Director, or designee, will report to the the Health Branch of the Campus Operations Center. When directed by the Health Branch Coordinator to activate the College Student Health Center mental health response, the Mental Health Coordinator will:

Assess the immediate and potential mental health needs of College Student Health Center patients and staff, considering:

The presence of casualties.

Magnitude and type of disaster.

Use or threat of weapons of mass destruction.

Level of uncertainty and rumors.

Employee anxiety levels.

Level of effectiveness of COC operations.

Convergence of community members.

Patient levels of stress and anxiety.

Presence of children.

Cultural manifestations.

Request the COC to notify the Operational Area of the mental health response.

Communicate community mental health assessments to Operational Area (county) and local jurisdiction contacts.

Determine need to: recall mental health teams from the District-wide pool, or request mental health assistance from the MHOAC. Teams for additional support.

Establish site for mental health team operations.

Conduct ongoing monitoring of the mental health status of employees and patients.

Establish procedures to refer employees or patients to required mental health services beyond the scope that can be delivered by the mental health team.

Document all mental health encounters with staff and patients. Include information required for follow-up on referrals. Maintain records of events, personnel time and resource expenditures.

Coordinate any issuance of mental health information with the Student Health Center Director.

Provide reports on the mental health status of College Student Health Center employees and patients. Report mental health team actions and resource needs to the College College COC.

Activate procedures to receive and integrate incoming mental health assistance.

Initiate recovery activities.

Response to psychological aspects of emergencies including bioterrorism events.

The following are some steps that can be taken by the Student Health Staff and licensed mental health personnel to mitigate and respond to the psychological impact of the disaster:

Communicate clear, concise information about the infection, how it is transmitted, what treatment and preventive options are currently available, when prophylactic antibiotics, antitoxin serum or vaccines will be available, and how prophylaxis or vaccination will be distributed.

Provide counseling to the worried well and victims' family members.

Give important tips to students, parents, and caregivers such as:

It is normal to experience anxiety and fear during a disaster.

Take care of yourself first. A parent who is calm in an emergency will be able to take better care of a child.

Watch for unusual behavior that may suggest that a staff member is having difficulty dealing with disturbing events.

Limit television viewing of terrorist events or other disasters and dispel any misconceptions or misinformation.

Response to Internal Emergencies

An Internal Emergency is an event that causes or threatens to cause physical damage and injury to the College Student Health Center, personnel or patients. Examples are fire, explosion, hazardous materials releases, violence or bomb threat. External events may also create internal disasters. See Appendix H.1 – Emergency Procedures (Flip Chart).

The following procedures provide guidance for initial actions for internal emergencies:

If the event is a fire within the College Student Health Center, institute RACE:

R = Remove patients and others from fire or smoke areas.

A = Announce CODE RED (3 times) and Call 9-1-1

C = Contain the smoke/fire by closing all doors to rooms and corridors.

E = Extinguish the fire if it is safe to do so.

Evacuate the facility if the fire cannot be extinguished.

If the internal emergency is other than a fire, the person in charge will determine if assistance from outside agencies is necessary. Such notification will be done by calling 911.

Notification of on-duty employees of an emergency event, by telling them of the situation or calling for help, as appropriate. During the early stages of an emergency, information about the event may be limited. If the emergency is internal to the Student Health Center, it is important to communicate with staff as soon as possible.

If the event requires outside assistance and the telephones are not working, a person may be sent to the nearest working telephone, fire station or police department for assistance.

Damage Assessment

Campus Maintenance & Operation's will conduct an assessment of *the Student Health Center* damage caused by the disaster to determine if an area, room, or building can continue to be used safely or is safe to re-enter following an evacuation. Systematic damage assessments are indicated following an earthquake, flood, explosion, hazardous material spill, fire or utility failure. The facility may require three levels of evaluation.

Level 1: A rapid evaluation to determine if the building is safe to occupy.

Level 2: A detailed evaluation that will address structural damage and utilities.

Level 3: A structural/geological assessment.

Depending on the event and the level of damage, fire or law services may conduct a Level 1 or 2 assessment. If damage is major, a consulting engineering evaluation, assessment by a county engineer, and/or an inspection by Student Health Center can reopen for operations.

Following each level of evaluation, inspectors will classify and post each building as: 1) Apparently OK for Occupancy; 2) Questionable: Limited Entry; 3) Unsafe for any Occupancy. In some cases, immediate repairs or interim measures may be implemented to upgrade the level of safety and allow occupancy.

Hazardous Materials Management

The Golen West Public Safety Office will house a list of all hazardous materials and their MSDSs, locations, and procedures for safe handling, containing and neutralizing them. This list should be kept with the College Student Health Center's Policies and Procedures or other central and accessible location. The list should also be kept in an offsite location.

All materials will have their contents clearly marked on the outside of their containers. The location of the storage areas will be indicated on the facility floor plan.

In the event of a hazardous material release inside the Student Health Center staff should:

Avoid attempting to handle spills or leaks themselves unless they have been trained, have appropriate equipment as shown in Appendix N – Personal Protective Equipment) and can safely and completely respond. NOTE: Level C protection, or below, is not acceptable for chemical emergency response.

Immediately report all spills or leaks to the Public Safety Office.

Isolate area of spill and deny entry to building or area. Initiate fire or hazmat cleanup notifications, as appropriate.

Evacuation Procedures

The College Student Health Center may be evacuated due to a fire or other occurrence, threat, or order of the Student Director or designee. Refer to <College Student Health Center> Facility Evacuation Plan for complete information.

<College Student Health Center> will ensure the following instructions are communicated to staff:

All available staff members and other able-bodied persons should do everything possible to assist personnel at the location of the fire or emergency in the removal of students.

Close all doors and windows.

Turn off all unnecessary electrical equipment, but leave the lights on.

Evacuate the area/building and congregate at the predetermined site. Evacuation routes are posted throughout the College Student Health Center.

Patients, staff, and visitors should not be readmitted to the Student Health Center until cleared to do so by fire, police, other emergency responders, or upon permission of the Incident Commander or designee.

Procedures for evacuation of patients

Patients will be evacuated according to the following priority order:

Persons in imminent danger.

Wheelchair patients.

Walking patients.

Staff should escort ambulatory patients to the nearest exit and direct them to the congregation point. Wheelchairs will be utilized to relocate wheelchair-bound patients to a safe place.

During an evacuation, a responsible person will be placed with evacuees for reassurance and to prevent patients from re-entering the dangerous area.

If safety permits, all rooms will be thoroughly searched by the Search and Rescue Team upon completion of evacuation to ensure that all patients, visitors, and employees have been evacuated.

Lists of patients evacuated will be prepared by the Student Health Director or designee and compared to the patient sign-in log. This list, including the names of patients and sign-in time, will be sent to the Campus Attendance Monitor, or designee.

The Health Center Director or designee will report the numbers of patients and staff evacuated, as well as any injuries or fatalities, to the Field Command Center or designated position.

When patients are removed from the College Student Health Center, staff will remain with them until they are able to safely leave or have been transported to appropriate facility for their continued care and safety. If patients evacuated from the College Student Health Center are unable to return home without assistance, the relatives of patients evacuated from the College Student Health Center will be notified of the patient's location and general condition by the College Student Health Center staff as soon as possible.

Evacuation information

In case a partial or full facility evacuation is required, see Appendix H.1 – Emergency Procedures (Flip Chart) for general College Student Health Center evacuation procedures. The following information should be used to facilitate the evacuation:

Floor plan and map of exits with the building, location of emergency equipment including fire extinguishers, phones, fire route out of the building, and first aid supplies. See Appendix H.3 – College Student Health Center Floor Plan.

Decision on the Student Health Center operational status

Following the occurrence of an internal or external disaster or the receipt of a credible warning the Student Health Center Director will decide the operating status for the <Student Health Center>. The decision will be based on the results of the damage assessment, the nature and severity of the disaster and other information supplied by staff, emergency responders or

inspectors. The decision to evacuate the Student Health Center, return to the facility and/or reopen the facility for partial or full operation depends on an assessment of the following:

Extent of facility damage / operational status.

Status of utilities (e.g. water, sewer lines, gas and electricity).

Presence and status of hazardous materials.

Condition of equipment and other resources.

Environmental hazards near the College Student Health Center.

Extended College Student Health Center closure

If the *<College Student Health Center>* experiences major damage, loss of staffing, a dangerous response environment or other problems that severely limit its ability to meet patient needs, the Incident Manager, in consultation with the Student Health Center Director, may suspend College Student Health Center operations until conditions change. If that decision is made, the College Student Health Center staff will:

If possible, ensure that the Student Health Center site is secure.

Notify staff of the Student Health Center status and require that they remain available for return to work unless permission is provided.

Notify District and the College Campus, if applicable.

Place a sign on the College Student Health Center in appropriate languages that explains the circumstances, indicates when the College Student Health Center intends to reopen (if known), and location of nearest source of medical services.

If the environment is safe, station staff at College Student Health Center entrance to answer patient questions and make referrals.

***<College Student Health Center>* Response to Disaster, Warning or Notification**

Disasters can occur both with and without warning. Upon notification of a disaster or emergency the Student Health Center Director will notify key managers, order the updating of phone lists, and the inspection of protective equipment and supplies.

Depending upon the nature of the warning and the potential impact of the emergency on the Student Health Center Director may decide to evacuate the facility; suspend or curtail the Student Health Center operations; take actions to protect equipment, supplies and records;

move equipment and supplies to secondary sites; backup and secure computer files; or other measures he/she may find appropriate to reduce the Student Health Center, staff and patient risk.

The Student Health Center Director will consider the following options, depending on the nature, severity and immediacy of the expected emergency:

Close and secure the Student Health Center until after the disaster has occurred. Ensure patients and visitors can return home safely.

Review plans and procedures. Update contact information.

Check inventory of supplies and pharmaceuticals. Augment as needed, if possible.

Ensure essential equipment is secured, computer files backed-up and essential records stored offsite.

Notify the President, Vice President of Administrative Services, and staff. Cancel scheduled appointments.

If time permits, encourage staff to return to their homes.

If staff remains in the Student Health Center, take shelter as appropriate for the expected disaster.

Ensure staff is informed of call-back procedures and actions they should take if communications are not available.

Take protective action appropriate for the emergency.

Reduce the Student Health Center operations to essential services.

Cancel non-essential appointments.

Ensure safety of patients and staff.

Communicate status to Campus Operation Center (COC).

Determining the Student Health Center Response Role (See Appendix E – College Student Health Center Response Roles and Requirements)

If the Student Health Center remains fully or partially operational following a disaster, the Student Health Center Director, Lead Nurse, and other members of the CERT will define the response role the College Student Health Center will play. The appropriate response role for *the Student Health Center* will depend on the following factors:

The impact of the disaster on the Student Health Center.

The level of personnel and other resources available for response.

The pre-event medical care and other service capacity of the Student Health Center.

The priorities established by the Student Health Center Director (e.g., to remain open if at all possible following a disaster).

The degree of planning and preparedness of Student Health Center and its staff.

Response to External Emergencies

An External Disaster is an event that occurs in the community. Examples include earthquakes, floods, fires, hazardous materials releases or terrorist events. An external disaster may directly impact the Student Health Center facility and its ability to operate.

Local vs. Widespread Emergencies

Local emergencies are disasters with effects limited to Campus and resources will be relatively unaffected.

In widespread emergencies, nearby medical resources are likely to be impacted and therefore less likely to be able to offer assistance to the Student Health Center.

Weapons of Mass Destruction (WMD)

Preparations for an event involving weapons of mass destruction - chemical, biological, nuclear, radiological, or explosives (CBRNE) - should be based on existing programs for handling hazardous materials.

If staff suspects an event involving CBRNE weapons has occurred, they should:

Remain calm and isolate the victims to prevent further contamination within the facility.

Contact the Student Health Director, and the Public Safety Director.

Secure personal protective equipment and wait for instructions.

Comfort the victims.

Contact appropriate Operational Area authorities. See Appendix J.3 – Disaster Contacts.

Shelter-In-Place

Terrorist use of Weapons of Mass Destruction may result in the release of radiation, hazardous materials and biological agents in proximity to the College Student Health Center. Shelter-In-Place may be the best strategy to minimize risk of exposure to these agents.

Bioterrorism Response

Reporting

Emergency amendments to the California Code of Regulations (Title 17, Section 2500) require that health care providers immediately report to the local health department those diseases that pose a significant public health threat, such as agents of biological terrorism.

<College Student Health Center> will report diseases resulting from bioterrorist agents, like other communicable and infectious diseases, to the County Health Department Epidemiologist.

<*College Student Health Center*> response to a bioterrorism incident may be initiated by the Student Health Center Director or Lead Nurse due to:

The request of local civil authorities.

Government official notification of an outbreak within or near the College Campus.

Presentation of a patient with a suspected exposure to a bioterrorist agent. In case of presentation by a patient with suspected exposure to a bioterrorist agent, the Health Center will follow current CDC response guidelines.

Potential indicators of a bioterrorism attack are:

Groups of people becoming ill around the same time.

Sudden increase of illness in previously healthy individuals.

Sudden increase in the following non-specific illnesses:

Pneumonia, flu-like illness, or fever with atypical features.

Bleeding disorders.

Unexplained rashes, and mucosal or skin irritation, particularly in adults.

Neuromuscular illness, like muscle weakness and paralysis.

Diarrhea.

Simultaneous disease outbreaks in human and animal or bird populations.

Unusual temporal or geographic clustering of illness (for example, patients who attended the same public event, live in the same part of town, etc.).

Appendix R – Bioterrorism Agents provides a summary table of potential biological warfare agents, including signs, symptoms, transmission, precautions, and treatment.

Infection Control Practices for Patient Management

College Student Health Center will use Standard Precautions to manage all patients, including symptomatic patients with suspected or confirmed bioterrorism-related illnesses.

For certain diseases or syndromes (e.g., smallpox and pneumonic plague), additional precautions may be needed to reduce the likelihood for transmission.

In general, the transport and movement of patients with bioterrorism-related infections, as with patients with any epidemiologically important infections (e.g., pulmonary tuberculosis, chickenpox, measles), should be limited to movement that is essential to provide patient care, thus reducing the opportunities for transmission of microorganisms within healthcare facilities.

The Student Health Center has in place adequate procedures for the routine care, cleaning, and disinfection of environmental surfaces, and other frequently touched surfaces and equipment, and ensures that these procedures are being followed.

Facility-approved germicidal cleaning agents are available in patient care areas to use for cleaning spills of contaminated material and disinfecting non-critical equipment.

Used patient-care equipment soiled or potentially contaminated with blood, body fluids, secretions, or excretions is handled in a manner that prevents exposures to skin and mucous membranes, avoids contamination of clothing, and minimizes the likelihood of transfer of microbes to other patients and environments.

College Student Health Center has policies in place to ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed, and to ensure that single-use patient items are appropriately discarded.

Sterilization is required for all instruments or equipment that enter normally sterile tissues or through which blood flows.

Contaminated waste is sorted and discarded in accordance with federal, state and local regulations.

Policies for the prevention of occupational injury and exposure to blood borne pathogens in accordance with Standard Precautions and Universal Precautions are in place.

If exposed skin comes in contact with an unknown substance/powder, recommend washing with soap and water only. If contamination is beyond the College Student Health Centers capability, call 911. Local government, fire departments and hospitals normally conduct decontamination of patients and facilities exposed to chemical agents.

Patient placement

In small-scale events, routine the Student Health Center patient placement and infection control practices should be followed. However, when the number of patients presenting to a healthcare facility is too large to allow routine triage and isolation strategies (if required), it will be necessary to apply practical alternatives. These may include cohorting patients who present with similar syndromes, i.e., grouping affected patients into a designated section of a Student Health Center or emergency department, or a designated ward or floor of a facility, or even setting up a response center at a separate building.

Evidence collection

The College Student Health Center will establish procedures for collecting and preserving evidence in any suspected terrorist attack. In the event of a suspected or actual terrorist attack involving weapons of mass destruction, a variety of responders, ranging from health care providers to law enforcement and federal authorities, will play a role in the coordinated response. The identification of victims as well as the collection of evidence will be a critical step in these efforts.

The health center's first duty is to the patient; however interoperability with other response agencies is strongly encouraged.

The performance of evidence collection while providing required patient decontamination, triage and treatment should be reasonable for the situation.

Information gathered from the victims and first responders may aid in the epidemiological investigation and ongoing surveillance.

A. It is imperative that individual healthcare providers work with the local law enforcement agencies and prosecutors in the development and customization of these policies.

Evidence to be collected could include clothing, suspicious packages, or other items that could contain evidence of contamination. At a minimum:

The College Student Health Center has a supply of plastic bags, marking pens, and ties to secure the bags.

Each individual evidence bag will be labeled with the patient's name, date of birth, medical record number, date of collection and site of collection.

An inventory of valuables and articles will be created that lists each item that is collected. The list will be kept by the Student Health Center and a copy given to the patient.

The person responsible for the valuables and articles will be identified and documented. If possessions are to be transported to the FBI or local law enforcement agency, the facility will document who received them, where they were taken, and how they will be returned to the owner.

Mass prophylaxis and PODs

The Student Health Centers staff will assist in the distribution of medication or provide vaccines in response to a large-scale attack or Pandemic outbreak. Under this scenario, *Orange County* would establish mass prophylaxis or Points of Distribution (POD) sites throughout the County. College would be one of these POD sites. The campus POD would utilize the Student Health Center staff, any available Nursing Department faculty and nursing students and the medical Reserve Corp to administer medications at the POD.

Recovery

Introduction

Recovery actions begin almost concurrently with response activities and are directed at restoring essential services and resuming normal operations. Depending on the emergency's impact on the organization, this phase may require a large amount of resources and time to complete.

This phase includes activities taken to assess, manage and coordinate the recovery from an event as the situation returns to normal. These activities include:

Deactivation of emergency response. The <College Student Health Center Director or designee will call for deactivation of the emergency when the College Student Health Center can return to normal or near normal services, procedures, and staffing.

Establishment of an employee support system. The Campus through the District's Human resources will coordinate referrals to Employee Assistance Programs (EPA) as needed.

Accounting for disaster-related expenses. The Finance Section Leader will account for disaster related expenses. Documentation will include: direct operating cost; costs from increased use; all damage or destroyed equipment; replacement of capital equipment; and construction related expenses.

Return to normal College Student Health Center operations as rapidly as possible.

Documentation

To continue providing the same efficient service as was provided prior to the incident, *the Student Health Center* will immediately begin gathering complete documentation including photographs. Depending on the event, it may be necessary to expedite resumption of health care services to address unmet community medical needs.

Inventory Damage and Loss

The College Student Health Center will document damage and losses of equipment using a current and complete list of equipment serial numbers, costs, and dates of inventory. Copies will be provided the COC Finance sections and the Districts Risk Services.

Psychological Needs of Staff and Patients

Mental health needs of patients and staff are likely to continue during the recovery phase. The Mental Health Coordinator will continue to monitor for and respond to the mental health needs of College Student Health Center staff and patients.

Restoration of Services

<*College Student Health Center*> will take the following steps to restore services as rapidly as possible:

If necessary, repair the Student Health Center facility or relocate services to a new or temporary facility.

Replace or repair damaged medical equipment.

Expedite structural and licensing inspections required to re-open.

Facilitate the return of medical care and other the Student Health Center staff to work.

Replenish expended supplies and pharmaceuticals.

Decontaminate equipment and facilities.

Attend to the psychological needs of staff and community.

Follow-up on rescheduled appointments.

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Pandemic Emergency Operation Plan

Pandemic Influenza

Emergency Operations plan



Campus / District Name

Version 9-8-2009

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I. Introduction

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 we 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 Centers for Disease Control (CDC) have warned that there is a high risk that the H1N1 Influenza virus could precipitate the next human influenza pandemic. There is uncertainty about whether H1N1 will mutate into a virus capable of causing a worldwide pandemic; however, international health authorities urge enhanced preparedness activities to respond to the multiple challenges of a public health emergency of this nature.

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/Campus Name] 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 industries 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 man-made disasters tend to be site-specific, traditional Emergency/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 of absenteeism. The focus of this plan is to prepare the [District/Campus Name] to respond to a pandemic, potential curtailment of activities and return to normal operations as quickly as possible.

1. Objectives

- 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-wide mission to provide teaching and service, as long as possible;
- If any of our operations must be suspended, interrupted or in any way affected, recover from these disruptions as quickly and efficiently as possible;
- Establish a multi-modal method to communicate throughout the District and all adjoining communities,
- Establish benchmarks or “triggers,” in advance of an influenza pandemic, to signal or multi-campus response or alternative actions;
- To the extent feasible, extend the services or expertise of the campuses to our community neighbors, in ways that provide mutual aid, recovery, service, and benefit to the region;

2. Relationship to Current Plans

This Pandemic Influenza Emergency Operations Plan was developed from multiple public health sources and forms one aspect of the [District/Campus Name] Emergency Operations Plan. It is intended to guide the response and recovery actions of the entire District.

Concurrently with the development of this plan, key Departments in the [District/Campus Name] will develop an internal pandemic plan to address specific response issues within that unit related to the threat of excessive absenteeism or campus closures.

3. Testing and Revision

Once emergency operation plans are developed, training and exercising ensures that all faculty, staff and students are aware of the plan, how it is activated and how it is managed.

Training will be scheduled for the District's Emergency Operations Center management team as well as its Campus Emergency Operations Centers. Seminars, meetings and similar sessions on personal preparedness will be made available to all faculty, staff and students.

This Pandemic Response Plan is a dynamic document and will be revised as dictated by circumstances or necessity. In the absence of outbreaks, the District's Student Health Services and Emergency Management Coordinator will review this plan annually.

II. Governance, Command and Control

The manner in which the [District/Campus Name] conducts emergency operations throughout the District and its campuses is governed by state and federal legislation. The ability to declare a District or Campus state of emergency is governed by state education code, and District policy. The Chancellor maintains a delegation of authority for decision making within the Peralta Community College District. Activation of the District's Emergency Operations Plan (EOP) and its Emergency Operations Center and/or Campus/Department Operation Centers is described in the [District/Campus Name] Emergency Operations Plan.

1. Authority

The authority of [District/Campus Name] 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 Emergency Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Emergencies.
- Authority granted from the State Chancellor of the California Community College System.

2. Local Public Health Should a pandemic occur, it would be the responsibility of the Public Health departments at the local, county and state level to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities of anti-viral medications. This authority encompasses all private citizens, businesses and special

district operations. The [District/Campus Name], a special district, is located in Sonoma County, California. All segments of [District/Campus Name] including its specialized Race Building Department Operations Center will work closely with the local county public health offices to comply with all guidance and recommendations. The [District/Campus Name] 's County Department of Health Services has a Pandemic Influenza Preparedness and Response Plan.

3. Declaration of Emergency

The District's President or designee has the authority to declare a state of emergency within the District or on a campus or off site facility when:

Emergent conditions exist on or within the vicinity of the campus as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events; and

Extraordinary measures are required immediately to avert, alleviate, or repair damage to District property or to maintain the orderly operations.

Directed to do so by civil authorities such as the Director of the County Department of Health Services.

4. 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 College and its Departments know who holds the authority to make the decision or sign the paperwork in question. Units 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.

5. Activation

Activation of this Pandemic Influenza Emergency Operations Plan follows guidelines within the [District/Campus Name] Emergency Operations Plan, which also describes the authority for activating the Emergency Operations Center or Campus Emergency Operations Centers.

- **a. Notification to the Campus**

While the nature of a pandemic suggests that advance notice of its arrival in our community will be made by the media, official public health notices are made through the local county public health agencies. Several members of the Student Health Services staff are part of the California Health Alert Network (CAHAN) and receive public health notices from the County Department of Health Services.

- **b. Notification throughout**

Responsibility for communicating response or recovery actions and intentions begins with the Presidents Emergency Operations Center as described in the Communications Plan.

6. Coordination

Every effort will be made to coordinate the actions and functions as described within this plan and a Memorandum of Understanding between the County Department of Health Services and District.

7. Operational Roles and Responsibilities

a. Emergency Operations Center (EOC)

The [District/Campus Name] Emergency Operations Center can be activated when any event, emergency or disaster overwhelms the day-to-day ability of the District or a single campus to manage its response and subsequent recovery. The assigned EOC staff is listed as per their ICS roles on the organization charts within the District's Emergency Operations Plan.

b. Office of the President

The Office of the President will provide executive level direction and authority for all emergencies and appoints staff as required to serve as

part of the Executive Policy Group to support the Emergency Operations Center staff.

c. Emergency Responders

During a pandemic situation, emergency response may be different than a day-to-day emergency response. Emergency response activities may include all or part of the Management Team, Component Administrators, Human Resources, Student Health Services personnel, etc.

d. Staff and Faculty

It is important for our staff and faculty 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 [District/Campus Name] as it deals with an emergency such as a pandemic. General emergency preparedness information for families and individuals is available from these locations: <http://www.ready.gov>, <http://www.cccd.edu>

e. Students

Providing safety and security for students is the primary concern for the [District/Campus Name]. 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 recommendations issued by each of the campuses from their various departments including the President's Office and their Student Health Services.

III. Risk Assessment

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. These were the assumptions used in this planning process.⁹

1. 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 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave will 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 disease control until vaccinations are available.
- Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely 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 will have a more disruptive effect.
- Operational risks (high absenteeism rates) constitute the greatest challenge to the global financial system.

2. District Planning Process

[District/Campus Name] adopted the following overall strategy in developing this plan:

Under direction of the President's Office, each of the each of the College's key Departments will complete a template of initial planning activities, which asks them to identify their mission, critical functions and personnel, chain of command and internal communication modes. Those plans are to be returned to each campus's Emergency Operations Center's management Team with comments, and the information provided will contributed to the development of the District's Emergency Operations Plan.

3. Critical and Essential Functions

While it is impractical to consider a complete "closure" of the District or its Campuses, 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 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.

These are potential areas to identify in the pandemic planning process as the critical functions of [District/Campus Name] and to be maintained in any and all events:

Critical and Essential Functions	Responsible Groups
Safety and Security of the students, staff, faculty, visitors and or the campus facilities	Security or Police Department Environmental, Health & Safety
Physical Plant and Facilities, and maintenance of infrastructure, utilities, custodial	Facilities Operations
Communications • District, community and media information	Computing Services Public Information Office

Critical and Essential Functions	Responsible Groups
• Information Infrastructure	Student Activities Office
Human Health, which includes students, staff, faculty and visitors; this also includes essential staff required to stay on campus	Student Health Services Campus Instructional Health Care Professionals under the supervision or direction of the Student Health Services Human Resources Student Activities Office
Academic Affairs	Office of Instruction Student Support Services
Internal Support for our own departments, our offsite locations and learning centers	Human Resources
Essential administrative functions, which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	Human Resources Accounting and Financial Services Student Support Services, Financial Aid, Registrar General Services, Purchasing

IV. 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.

1. Academic Instruction The Office of Academic Affairs and the Academic Senate should develop policies and procedures for making emergency decisions concerning waivers of regulations regarding examinations and required days of instructions. The Office of the President and the Senate should also 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 President's office and the Department Deans, as well as with Student Services. Information as available will be distributed to the campuses and posted online.

2. 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, or school closures.

[District/Campus Name] District through Human Resources and Administrative Services should consider 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/Campus Name] Human Resources should develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

3. Information Technology Infrastructure Our business and personal lives depend to a great deal 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 overloaded with increased volume. If public health plans 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/Campus Name] District campus's Computer and Information Services should be developing strategies to inform the college about issues surrounding telecommuting, alternatives to meetings and presentations, and step-by-step instructions for establishing temporary home offices.¹²

4. Travel: A global pandemic will severely limit both domestic and international travel. The Federal Pandemic Response Plan 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. It is expected that each of the [District/Campus Name 's] campuses will be aware of students, staff and faculty traveling on college business. When [District/Campus Name] Phase 3 (confirmed human outbreak overseas) is reached, actions should 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.

5. Public Health/Hygiene Etiquette: As access to vaccines and antiviral drugs during a pandemic will be 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 County Public Health, 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.

- Avoid close contact with people who are sick.
- Stay home and away from work when you are sick for seven days.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – schools/colleges/units should 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.

6. Frequently Asked Questions It is not expected that this plan will answer all questions from faculty, staff and students about the campus response to a pandemic situation. More information is available at these websites: resources, online through the following sources:

- Local Websites:
 - (Add local websites here)
- State Websites:
 - California Department of Public Health - www.cdph.ca.gov
 - Be Prepared California - www.bepreparedcalifornia.ca.gov
- Federal Websites:
 - Centers for Disease Control and Prevention - www.cdc.gov/swineflu
 - World Health Organization - www.who.int

V. 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 at all levels is critical in order to minimize unwanted and unforeseen social disruption and economic consequences and to maximize the effective outcome of the response.

A District pandemic website will be established at (add local web site here) to post pertinent information and to assist the campuses in their planning efforts. A mailing list should be established to send updated information to subscribers. That website should be updated on a regular basis by Public Information.

The [District/Campus Name] Public Information Office should developed a draft communications plan located at the end of this plan to outline the triggers and actions for communicating notices, information and actions District-wide. That plan defines the methods of distributing information through the normal District modes of web sites, publications, voice mail, e-mail and regular mail.

The pandemic planning process identified the methods available and persons responsible for communicating information from all these sources to the rest of the students, staff and faculty within departments, campuses and the President's Office. Those persons will be selected as part of the process for communicating information before, during and after a pandemic event.

VI. Response

1. Activation of Emergency Operation Plans

In accordance with SEMS and NIMS, any campus-wide emergency beyond the campus' ability to manage with day-to-day operations would result in activation of all applicable emergency operations plans plus the District's Emergency Operation Center (EOC) and/or the Department Emergency Operations Center (DOC) and/or any of the Campus Emergency Operations Centers EOC for centralized coordination of response, relief and recovery efforts. A District State of Emergency could be declared by the College President or his/her designee at the time the EOC was activated, or later, depending on the situation.

Within the [District/Campus Name], the Standardized Emergency Management System (SEMS) and National Emergency Management System (NIMS) will serve as the structure to plan for and manage a contagious disease outbreak of significant magnitude.

Once open, all campus actions could be coordinated through their own Campus Emergency Operations Centers EOC and up to the District EOC should it be activated.

2. Personnel Assignment/Reassignment

The [District/Campus Name] Human Resource department will develop policy and provided answers to frequently asked questions related to leave, benefits, payroll and employment. 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.

3. Peralta Community College District Phases – Action Table

The following table compares the [District/Campus Name] Response Phase to the WHO Periods and U.S. CDC's Federal Stages outlines the general actions to be taken during a pandemic event.

Most of the activities related to this event will be triggered on the CCCD campuses either by rising absenteeism rates among students, staff and faculty, or through consultation with the local county Public Health Office.

[District/Campus Name] District Phase	[District/Campus Name] District Actions
1 – District / Pre- Semester 1 – Pre-Event Planning Reference: WHO Inter-pandemic Period 1-2 /Pandemic Alert Period 3 & Federal Stage 0	• Create a District Pandemic Influenza Task Force • Write Pandemic Influenza Plan & Trigger Guide • Create flu prevention & hygiene campaign • Create Influenza Tracking program • Obtain Personal Protective Equipment
2 – District / Start of Semester or initial reports of Influenza Like Illness 2 – Reported Outbreak in California Reference: WHO Pandemic Alert Period 4-5 & Federal Stage 1-2-3	• Initiate absence tracking program • Create District wide media awareness campaign • Distribute Pandemic Cleaning & Disinfection Protocol • Coordinate with local and regional public agencies • Request ILI individuals to stay home until well
3 – District /Absences occur over normal expected rates 3 – Confirmed escalation Human to Human Outbreak in Sonoma County Reference: WHO Pandemic Alert Period 6 & Federal Stage 4-5	• Task Force meets as needed • EOC personnel on alert • Social Distancing for work, class, extracurricular & sporting events begins • Continue absence tracking program • Consider campus and/or District emergency declaration • Coordinate with local public health agency

[District/Campus Name] District Phase	[District/Campus Name] District Actions
4 – District / 33% or more of students, faculty or staff are absent 4 – Widespread Pandemic Overseas and North America Reference: WHO Pandemic Alert Period 6 & Federal State 5	• Task Force meets daily or as needed • Consider EOC activations • Social Distancing continues • Declare campus and/or District emergency • Continue absence tracking of staff, faculty & students
4 – District / No increase in absenteeism over 2 weeks 5 – Recovery and Subsequent Waves Reference: WHO Pandemic Alert Period 6 & Federal Stage 6	• Continue Tracking program • Continue prevention & hygiene campaign • Anticipate return to normal campus life • Deactivate EOCs • Debriefing and After-Action Reports

VII. RECOVERY

Recovery begins immediately and continues throughout the response phase of any emergency/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 effected. Planning for recovery before an event occurs will assist available faculty, staff and students to make the transition as seamless as possible.

1. Business Resumption

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

Questions that will have to be considered include:

- Adjustments necessary to the academic calendar,
- Rescheduling special events that were cancelled or postponed.

2. 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, or have financial losses as a result of the interruption of work. Services available to the staff, faculty and students through campus resources will be communicated through all available means.

3. 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 and distributed to the campus.

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Campus Planning Responsibilities Emergency Response Roles Matrix

RESPONSIBILITIES UNDER INCIDENT COMMAND SYSTEM					
	MANAGEMENT	OPERATIONS	LOGISTICS	PLANS	FINANCE

	EMERGENCY OPS EXECUTIVE	INCIDENT COMMAND	PUBLICATION	SAFETY OFFICER		LAW ENFORCEMENT / TRAFFIC	HAZMAT / SEARCH & RESCUE	DISASTER SHELTER	CARE & NURSING	MOVEMENT	COMMUNICATIONS CENTER	CONSTRUCTION / ENGINEER	RESOURCES MANAGEMENT	TRANSPORTATION	UTILITIES	TELECOMMUNICATIONS	HUMAN RESOURCES	DAMAGE ASSESSMENT	SITUATION ANALYSIS	MESSAGE CENTER	DISPLAY	ACCOUNTING / COMPENSATION	PROCUREMENT
President/VP																							
Public Affairs																							
Campus Police/Safety																							
M&O																							
EHS																							
Student Health																							
Emergency Coordinator																							
Human Resources																							
Information Technology																							
Finance																							
Procurement																							
Disabled Stud Svcs.																							
Food Services																							

'P' indicates unit with primary responsibility.

'S' indicates unit with support responsibility.

RESOURCE/EQUIPMENT RECOMMENDATIONS

Suggested Emergency Supplies and Equipment List

- ☐ Duffle Bag
- ☐ AM/FM Radio
- ☐ Basic Tool Kit
- ☐ Manual Can Opener
- ☐ Lantern
- ☐ Large Flashlight
- ☐ Small Flashlight
- ☐ Freezer Bag containing Sanitizing Hand Wipes
- ☐ (2) 2 Ounce Bottles Hand Sanitizer
- ☐ (2) Hydration Waist packs
- ☐ Rope (100-feet)
- ☐ Power Inverter
- ☐ First Aid Kit
- ☐ Paper Towels (2 Rolls)
- ☐ Toilet Paper (4 Rolls)
- ☐ Duct Tape (1 Roll)
- ☐ Leatherman (Multi tool)
- ☐ Water Purification Package
- ☐ Pair Leather Safety Gloves
- ☐ Pair Chemical Resistant Gloves
- ☐ Clipboard
- ☐ Vests
- ☐ Batteries-2 Size D and 4 AA

- ☐ Plastic Storage Bag Containing the Following Items:
 - ☐ Calculator
 - ☐ Scissors
 - ☐ Stapler
 - ☐ Box Standard Staples
 - ☐ Staple Remover
 - ☐ Tape Dispenser
 - ☐ Rolls Tape
 - ☐ Box Jumbo Smooth Paperclips
 - ☐ Box Non-Skid Paper Clips
 - ☐ Package Multi-Use Labels
 - ☐ Post-it Notes
 - ☐ (6) Number 2 Pencils
 - ☐ Pencil Sharpener
 - ☐ Highlighters
 - ☐ Fine Point Sharpies
 - ☐ (6) BIC Pens
 - ☐ King Size Sharpies
 - ☐ Steno Pad
 - ☐ 1 GB Flash Drives