HARTNELLCOLLEGE

Office of Campus Safety
Hartnell Community College District
411 Central Avenue, Salinas, California • 831-755-6700

CAMPUS EMERGENCY
MANAGEMENT PLAN
2017-2018

Table of Contents

Table of Contents

I. Introduction

A. Purpose of the Plan

The purpose of the Hartnell Community College District Emergency Management Plan (CEMP) is to identify and respond to incidents by outlining the responsibilities and duties of Hartnell Community College District and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Hartnell Community College District has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The core plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Hartnell Community College District regularly schedules in-service training for faculty and staff.

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

The proclamation of a Local Emergency provides legal authority to:

- Request the Governor to proclaim a State of Emergency.
- Promulgate orders and regulations necessary to provide for the protection life and property.
- Exercise full power to provide mutual aid to an affected area in accordance with local ordinances, resolutions, emergency plans, or agreements thereto.
- Receive mutual aid from State agencies.
- Requisition necessary personnel and material of the District and the colleges.
- Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
- Impose penalties for violation of lawful orders

A. Purpose of the Plan

- Conduct emergency operations without facing liabilities for performance, or failure of performance.

The Hartnell Community College District may command the aid of employees and students as deemed necessary to cope with any emergency. Any such employee or student will be automatically covered for Worker's Compensation Insurance under the California Emergency Services Act (Ref. Section 8610).

- Activate the District's EOC, and/or the Alternate EOC, as necessary.
- Termination of a District Emergency.

B. Scope of the Plan

The Hartnell Community College District Campus Emergency Management Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Disaster: An event that requires resources beyond the capability of a community and requires a multiple agency response.

Emergency: An event that threatens people, property, business continuity, or the community and may develop into a disaster or critical incident.

C. Plan Layout

The Hartnell Community College District Campus Emergency Management Plan (CEMP) is organized according to following diagram.

The **Core Plan** illustrates the overall methodology behind how all incidents are managed by the College district.

1. Definitions

The **Annexes** supplement the core plan by providing detailed responses and procedures

related to specific events. The annexes are comprised of the Emergency Action Plan (EAP), Building Evacuation and Emergency Action Plans (BEEAP's) and Student Guides.

The Emergency Action Plan (EAP) contains detailed procedures outlining the actions that faculty, staff, students and visitors should take during specific incidents that could occur on campus.

Building Evacuation and Emergency Action Plans (BEEAP's) will outline evacuation and lock down procedures as well as document the roles and responsibilities of those assigned to assist in the execution of the plans should an incident requiring evacuation or lock down occur.

Student Guides contain vital information to the student population covering a variety of topics including reporting suspicious activity, domestic violence, lock down procedures, fire prevention, active shooter and severe weather alerts.

```
                ┌──────────────────────────┐
                │  CAMPUS EMERGENCY        │
                │  MANAGEMENT PLAN         │
                │  (CEMP)                  │
                │  Core Plan               │
                └──────────────────────────┘
                            │
                      ┌───────────┐
                      │  ANNEXES  │
          ┌───────────┴─────┬─────┴───────────┐
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ EMERGENCY ACTION │ │ BUILDING         │ │                  │
│ PLAN             │ │ EVACUATION AND   │ │ STUDENT GUIDES   │
│                  │ │ EMERGENCY ACTION │ │                  │
│ (EAP)            │ │ PLANS            │ │                  │
│                  │ │ (BEEAP'S)        │ │                  │
└──────────────────┘ └──────────────────┘ └──────────────────┘
```
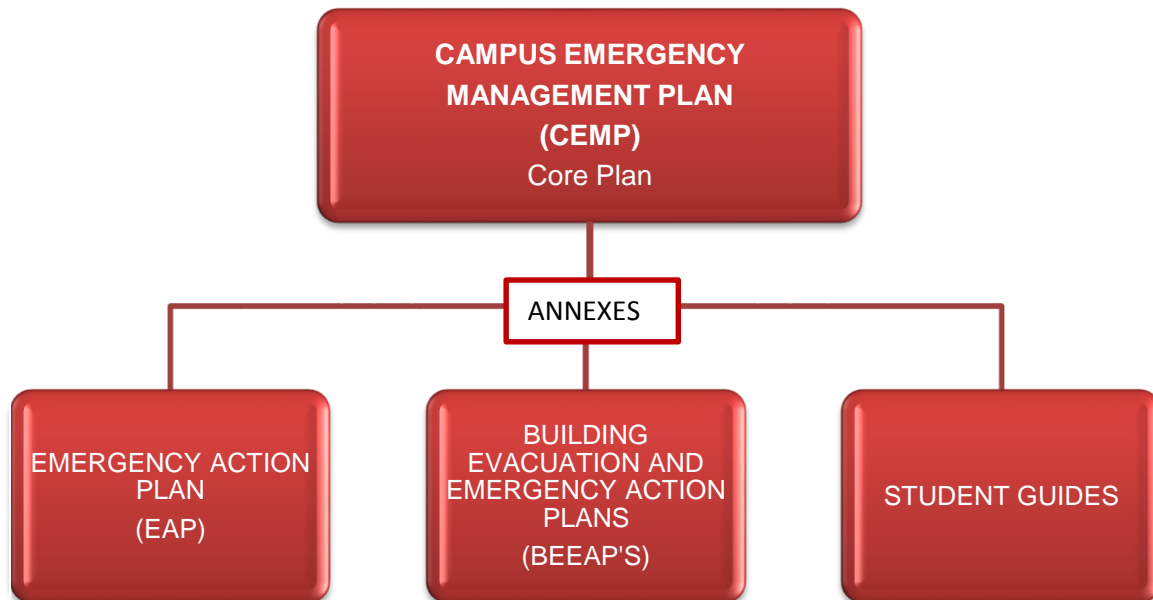
D. Situation Overview/Hazard Assessment Summary

1. School Population

Due to the rapid growth that the Hartnell Community College District is experiencing, all numbers in this section are estimated. Hartnell Community College District's current enrollment is approximately 7560 full time students. These students are supported by a committed staff and faculty consisting of:

- Regular Classified staff -- 170
- FT Faculty --114
- Administrator--47
- 16 Campus Safety Officers
- Counseling Staff positions

Hartnell Community College District is committed to the safe evacuation and transport of students and staff with special needs. Emergency and special needs evacuation methods are outlined in each Building Evacuation and Emergency Action Plan (BEEAP).The special needs population includes students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

2. Campus Buildings

Hartnell Community College District's 49.34-acre main campus is located in the heart of the Salinas Valley. Hartnell College serves the Salinas Valley, a fertile agricultural region some 10 miles wide and 100 miles long. The College offers the first and second years, of a college program, basic skills courses in English and math, and workplace and career training. It awards the associate of arts degree, associate of science degree, and certificates of proficiency. The college has a strong and successful nursing and allied health program, allowing its graduates to become LVNs, RNs, EMTs, and respiratory therapists. For the last several years, Hartnell's nursing graduates have achieved NCLEX pass rates of at or near 100%.

Hartnell's recently-built advanced technology campus in the Alisal District of Salinas houses its Agricultural Business and Technology Institute, its Sustainable Design and Construction Center, a diesel program, an automotive technology program, and its computer science program. Hartnell holds classes at its education center in King City and at numerous off-campus locations in north and south Monterey County.

Classroom Buildings

Students commute to campus or are in an online education delivery, The College offers the first and second years of a college program, basic skills courses in English and math, and workplace and career training. It awards the associate of arts degree, associate of science degree, and certificates of proficiency. The college has a strong and successful nursing and allied health program, allowing its graduates to become LVNs, RNs, EMTs, and respiratory therapists.

Student Fitness Center (Building F,G,H)

A 25,797-square-feet Student Recreation Center is available for students, faculty and staff. The multipurpose building includes full-size basketball courts, and state-of-the-art athletic training and sports performance facilities. Weights and fitness machines are also available as well as a fitness studio where a full schedule of classes are offered each week.

Student Center

The student center houses the office of student life, Veterans Affairs, Hartnell College Associated Students, The Commons, The Student Cafeteria, Faculty Staff lounge, Steinbeck Hall and the Book Store.

Theater Arts

Hartnell's vibrant theater arts program includes a theater arts company called The Western Stage, which is consistently ranked among the highest caliber theaters in the Monterey Bay area. Its programming is both traditional and experimental, including world premieres of works by contemporary Latino playwrights. Hartnell theater arts faculty partner with the Alisal Center for the Fine Arts, to engage and encourage area youth in their artistic pursuits. Hartnell hosts a community orchestra and chorus, and Hartnell writers publish the Homestead Review, a poetry and literary journal.

Library

The college's state-of-the-art library and learning resource center provides access to electronic databases and is the hub of information and learning technologies. The college has committed to pursuing technology enhancements, and is embarking on virtualization and server enhancement projects that will increase productivity and access for its students and employees, giving them technological advantages that most college and university students and personnel do not yet have.

Maps

A map of each building annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included in each Building Evacuation and Emergency Action Plan.

3. Hazard Assessment Summary

Higher education campuses are exposed to different types of hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In September 2017, Hartnell Community College District's Office Campus Safety Department, completed a thorough hazard analysis to identify any circumstances on or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all college buildings and campus grounds have been assessed for potential hazards that may impact the site, the staff, and the students.

The table on the following page briefly summarizes assessed hazards to the College District and prioritizes them according to their probability of occurrence and potential impact to the College District population. Probability and impact are rated on a scale from 1-5. A rating of 1 would indicate the least probability of occurrence and the least impact on District population and business operations. A rating of 5 represents the greatest probability of occurrence and potential impact. The table also describes mitigation techniques that the College District employs to protect the multiple campus population from the listed hazards.

Potential Hazard	Importance		Mitigation Techniques
Criminal element in surrounding neighborhood	Probability	5	Officer training, Student, Staff and Faculty training and presentations. Committee training.
	Impact	4	
Active shooter on campus	Probability	2	Threat assessment program (BIT), early intervention, training, Run Hide, Fight method. Everbridge, Visiplex. City, County, State, Federal.
	Impact	5	
Terrorist activity	Probability	2	See Something Say Something campaign, Staff and Faculty training, committees. City, County, State, Federal.
	Impact	5	
Building fire/explosion/collapse	Probability	2	Fire safety / prevention training, Everbridge system. City, County, State.
	Impact	3	
Severe weather/storm damage floods	Probability	3	Text alerts / emergency notification alarms Everbridge, Visiplex, EAP, Committee.
	Impact	3	

Hazardous material accidents	Probability	2	Prevention techniques / response tactics, City, County, State and Federal partners, Committees.
	Impact	3	
Biological hazards - Infectious disease/contaminated food	Probability	2	Maintain supply of personal protective equipment. City, County, State, Federal. Committees.
	Impact	3	
Civil unrest - protests / demonstrations	Probability	2	Maintain sufficient Public Safety manpower, Officer training, city, county, state and federal partners, Committees.
	Impact	2	
Power outages	Probability	3	Emergency power supply for short duration. Closure of Facilities
	Impact	1	
Bomb threats	Probability	2	Evacuation procedures / drills Response training, CEMP.
	Impact	2	
Cyber attacks	Probability	2	Computer/internet usage policy, IT department
	Impact	2	
Earth Quake	Probability	3	Maintain emergency supply, support conservation efforts, Committee support, City, County, State and Federal Partners. Closure of facilities if necessary.
	Impact	3	

4. Mitigation, Preparedness, Response and Recovery Overview

The most widely adopted model of emergency management describes the emergency management process in four phases: mitigation, preparedness, response, and recovery, with each phase overlapping the next.

Mitigation includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g. hazard identification, floodplain mapping, land use planning). Hartnell Community College District's Emergency Management Planning Team conducts routine risk assessments to recognize the individual natural and man-made hazards that apply to the University and the steps to prevent loss through various means.

Preparedness is the process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively. Preparedness includes establishing authorities, procedures, protocol, plans, and agreements; training and exercising; and acquiring and maintaining resources.

Response is the actual real-world emergency deployment of personnel and equipment to save lives, protect property, contain and stabilize the incident. Response involves alert and warning, search and rescue, emergency medical care, firefighting, security, providing shelter, removing debris, and restoring critical services/functions.

Recovery entails the short- and long-term actions necessary to return all systems to normal conditions. This includes repairing or rebuilding infrastructure, applying for disaster reimbursement, and restoring the administrative, instructional, and research environment.

E. Planning Assumptions and Scope

1. Planning Assumptions

Stating the planning assumptions allows Hartnell Community College District to deviate from the plan if certain assumptions prove not to be true during operations. The Campus Emergency Management Plan assumes:

- *The Hartnell Community College District community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future. The summary is not and cannot be all inclusive however, is a guide to assess vulnerabilities that are more likely to occur.*
- *A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.*
- *A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the college affected cannot, and should not, wait for direction from local response agencies. Action may be required immediately to save lives and protect school property.*
- *Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 48-72 hours.*
- *There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.*
- *Outside assistance from local fire, law enforcement, and emergency managers will be available in the most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the College District to be prepared to carry out the initial incident response until responders arrive at the incident scene.*
- *Proper prevention and mitigation actions, such as creating a positive campus environment, conducting safety and fire inspections, will prevent or reduce incident-related losses.*
- *Maintaining the Campus Emergency Management Plan and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the College Districts readiness to respond to incidents.*
- *A spirit of volunteerism among College* District employees, students, and families will result in their providing assistance and support to incident management efforts.

2. SCOPE
The Campus Emergency Management Plan and its contents apply to all Hartnell Community College District students, faculty, staff, and visitors. The Campus Emergency Management Plan applies to the main campus property and all other College District-owned facilities and off main campus locations.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the university generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5, all state and local agencies must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Hartnell Community College District participates in the local government's NIMS and SEMS preparedness program and believes it is essential to ensure that response/recovery services are delivered in a timely and effective manner.

Hartnell Community College District recognizes that faculty and staff will be first responders during an incident. Adopting NIMS/SEMS enables employees to respond more effectively to an incident and enhances cooperation, coordination, and communication among university officials, first responders, and emergency managers.

Hartnell Community College District works with local government agencies to remain NIMS compliant. NIMS compliance includes completing the following:

- Adopt the use of the Incident Command System (ICS). All Campus Safety staff who assume roles described in this plan will receive ICS-100 training. ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
- Many of the Current ICS committee Members have completed ICS 100 and 200 web based courses. There will be training provided to have all members complete the training in 2017/2018.

A. National Incident Management System (NIMS)

- Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute. All Campus Safety personnel assuming roles described in the Campus Emergency Management Plan or annexes will take the IS-700 course.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans.

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, College District buildings may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management.

The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident activities, response, and recovery.]

The Incident Commander at Hartnell Community College District will be delegated the authority to direct all incident activities within the campus's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the CEO or other officials, identify incident management resources required, and direct the on-scene incident management activities from the Incident Command Post (ICP). If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

C. Initial Response

University personnel are usually first on the scene of an incident in an educational setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility.

The President or his/her designee is responsible for activating the Campus Emergency Management Plan (CEMP), including common and specialized procedures as well as hazard-specific incident plans. The President or designee will assign an Incident Commander based who is most qualified for that type of incident.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The President and Incident Commander are not able to manage all the aspects associated with an incident without assistance. The College District relies on other key personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

University staff may be required to remain at school to assist in an incident. In the event that this CEMP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. University CEO

The CEO may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the CEO still retains the responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the CEO to focus on policy-level activities and interfacing with other agencies and departments.

B. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Campus Emergency Management Plan.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the Building Evacuation and Emergency Action Plans (BEEAP's).
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with local emergency services personnel.
- Keep the President and other officials informed of the situation.

C. Faculty

Faculty members shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols such as lockdown, shelter in place or evacuation.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or other orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from health services nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary.

D. Instructional Assistants

Responsibilities include assisting faculty members as directed.

E. Student Affairs Employees

Student Affairs employees provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.

F. Facilities Management Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of campus facilities.

G. Human Resources Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential university records and documents.
- Execute assignments as directed by the Incident Commander.
- Provide assistance to the President as necessary.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, liaison with insurance companies.

H. Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander.

I. Transportation Services

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the vehicle.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander.
- Transport individuals in need of medical attention if directed by the Incident Commander.

K. DSPS

Responsibilities include:

- Accounting for disabled students.
- Relocating disabled students when necessary.
- Assisting with reunification of disabled students with their families when necessary.

L. Remaining Staff

Responsibilities include reporting to the Incident Commander if requested or activated.

M. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident recovery activities.

IV. DIRECTION, CONTROL AND COORDINATION

A. Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the Hartnell Community College District Campus Emergency Management Plan (CEMP) will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

The Incident Commander will set up and determine a location for the **Command Post, preference will be given to building T**. The Incident Commander will also designate key personnel to assist him/her within the Command Post. All other available faculty and staff members will respond to their individual **Staging** locations. Because there is no way to know where an incident will occur on the campus, the default **Staging** location for every department will be at or near their department director's office. If an incident occurs in a location that would

A. Incident Command System (ICS)

place the default Staging location in jeopardy, an alternate staging location will be determined. The Incident Commander will communicate with each department director to assign tasks for staged employees to complete.

Faculty, Staff and Managers will be responsible for maintain an account of their respective, students and employees. They will remain at the staging area as safety permits and until they receive further instructions. Staging locations proposed in fire and evacuation emergencies that are not the result of an active aggressive act or impeding disaster. The evacuation location may have to be improvised if a hazard exists. Evacuation sites: Buildings A and B will stage in the area on the North East Corner of Homestead Avenue and Central Avenue.   Building C,S,N will evacuate to the Quad just east of Building S. Buildings E,F,G, and H will evacuate into Parking Lot 3. Buildings J,K, parking lot 4, T, L,M,R will evacuate to the parking lot of Building T. Building D will evacuate into lot 2.

Alisal Campus: Staging locations proposed in fire and evacuation emergencies that are not the result of an active aggressive act or impeding disaster. The evacuation location may have to be improvised if a hazard exists. Building A and B will evacuate to parking lot 1. Building C and D will evacuate to parking lot 2. Building E and F will evacuate to parking lot 3. King City will evacuate to Parking lot 1.
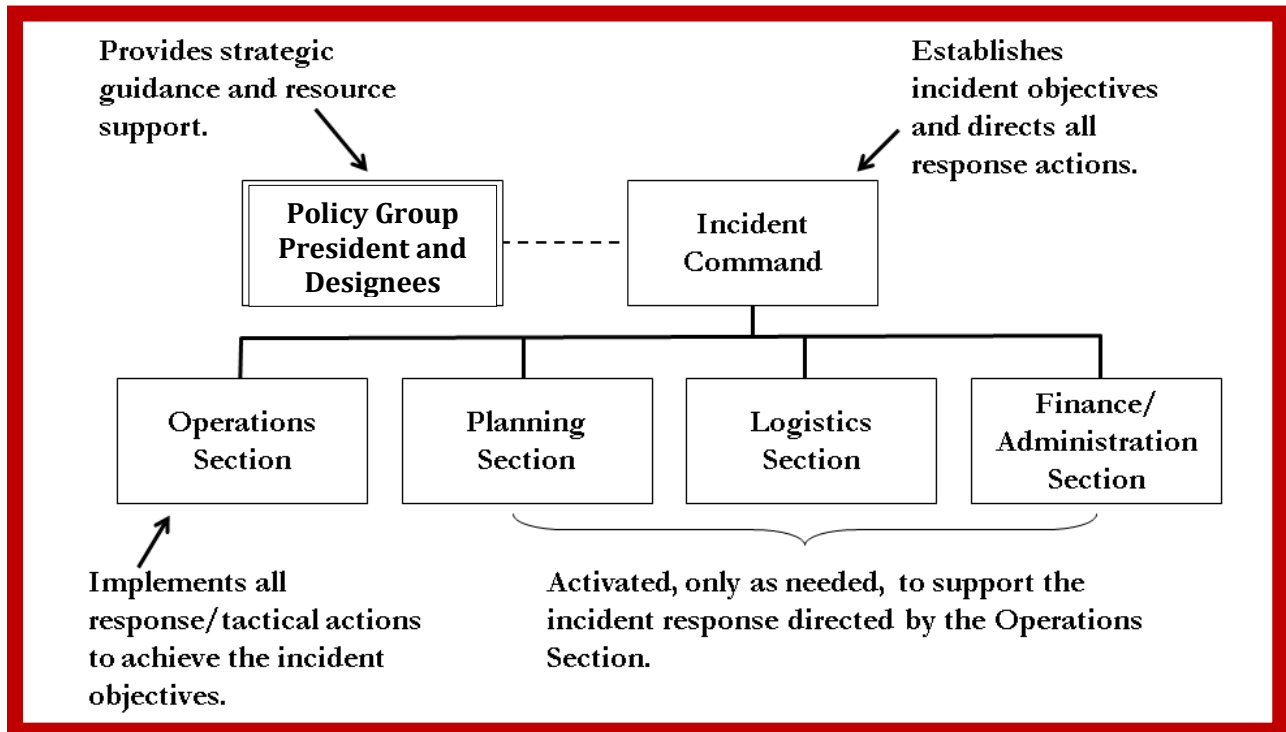
The ICS is organized into the following functional areas:

1. Incident Command: Directs the incident management activities using strategic guidance provided by the Policy Group.

Responsibilities and duties include:

- Establish and manage the Command Post.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the President.
- Serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Assign someone to document all activities.

2. Operations Section: Performs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Specific responsibilities include:

- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

The table on the following page depicts examples of Emergency Support Functions (ESF's) that can be established within the Operations Section of the ICS structure.

ESF	Responsibilities	Departments
Search and Rescue	Search & Rescue Teams search affected buildings, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for: • Identifying and marking unsafe areas. • Conducting initial damage assessment. • Obtaining injury and missing student reports from faculty.	Campus Safety Facilities Management
First Aid	First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for: • Setting up first aid area for students. • Assessing and treating injuries. • Completing master injury report. Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.	Salinas Fire Department College of Nursing
Evacuation, Shelter and Student Care	Evacuation, shelter, and student care in an incident are among the most important tasks during an incident. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for: • Accounting for the whereabouts of all students, staff, and volunteers. • Setting up a secure assembly area. • Managing sheltering and sanitation operations. • Managing student feeding and hydration. • Coordinating with the Student Release Team. • Coordinating with the Logistics Section to secure the needed space and supplies.	Campus Safety Food Services Transportation Services DSPS
Facility and Security Response	The Facility & Security Response Team is responsible for: • Locating all utilities and turning them off, if necessary. • Securing and isolating fire/HazMat. • Assessing and notifying officials of fire/HazMat. • Conducting perimeter control.	Facilities Management Campus Safety
Crisis Intervention	The Crisis Intervention Team is responsible for: • Assessing need for onsite mental health support. • Determining need for outside agency assistance. • Providing onsite intervention/counseling. • Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to Incident Command	Student Affairs Counseling DSPS
Student Reunification	Reunification refers to getting students and campus residents reunited after an evacuation in order to account for everyone's whereabouts. Reunification can be an enormous	All available faculty Residence Life

	challenge and takes a lot of planning. The Student Release Team is responsible for: - Setting up secure reunion area. - Documenting accounted for students. - Coordinating with the Public Information Officer on external messages.	SDS

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

5. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering university records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

B. Coordination with First Responders

If an emergency overwhelms the resources of the College District and requires the assistance of the Salinas Police and Fire Departments, a transfer of command briefing will occur. The College District Incident Commander will brief the responding agency Incident Commander and may remain integrated into the Incident Command structure.

V. Communications

Communication is a critical part of incident management. This section outlines Hartnell Community College District's communications plan and supports its mission to provide clear, effective internal and external communication between the university staff, students, parents, responders, and media.

A. Internal Communications

1. Communication between Faculty and Staff Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available. They will also be notified as plans for management of the situation evolve. The following practices will be utilized to disseminate information **internally** when appropriate.

- Department of Campus Safety personnel communicate efforts via a Kenwood Nexedge 2-way radio system. This system has 15 channel capacity with 4 licensed channels and does not interoperate with local first responding agencies.
- The majority of faculty and staff will communicate via the use of telephones (cellular and land line). Some departments may also have 2 way radios that can be used.
- A public address speaker system (Visiplex) is also in place and will be utilized to broadcast information in case all other systems fail.
- Email alerts can also be used during and throughout the phases of a major incident.

B. External Communications

1. Communicating With Students and Parents

Communicating with the larger campus community begins before an incident occurs. All Hartnell Community College District's employees and students are signed up on the Everbridge message alert system. This system allows university officials to put out notifications in emergency situations and give clear instructions. The following methods will be utilized to communicate during an emergency.

1. Communicating With Students and Parents

- Everbridge message alerts will be sent in emergency situations and give instructions.
- Public address Visiplex systems are also in place and will be utilized in addition to the message alert system.
- Information will also be disseminated via the Hartnell Community College District web page and hotline 831-796-6222.
- Email notifications will be sent in addition advising of the situation and will provide sufficient information regarding the incident, how the College District is responding and where reunification points will be established.

2. Communication with Media

In the event of an emergency, the Incident Commander will:

- Designate a Public Information Officer (PIO).
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate the release of messages with the President and Policy Group.

All Hartnell Community College District employees are to refer any requests for information and questions to the designated spokesperson or Joint Information Center (if established). Only the President or his/her designee will provide details or speak to media representatives. Having one media contact will ensure that only accurate information gets released and the public is updated regularly.

3. Communicating With First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Hartnell Community College District will exercises the Campus Emergency Management Plan with first responders to practice effective coordination and transfer of command.

4. Communication after an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the university's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

4. Communication after an Incident (Recovery Process)

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the university operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and/or requests for State and Federal assistance.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate Hartnell Community College District personnel, students, and parents on available crisis counseling services.
- Consider alternative teaching methods (online classes) for students until the recovery process is complete.
- Conduct an After Incident Review (AIR) process. This process will evaluate how the College District responded to the incident, identify ways to improve and incorporate those improvements into the plan.

VI. Plan Development, Maintenance and Distribution

The Hartnell Community College District Office of Campus Safety is responsible for the overall maintenance and revision of the Campus Emergency Management Plan (CEMP). The Office of Campus Safety is also responsible for coordinating training and exercising the plan. Reviews conducted during training and exercising of the plan will be utilized to revise, update and improve the plan.

Input from local first responder agencies such as the Salinas Police and Fire Departments and the shared governance on campus committees will be requested and any suggestions for improvement will be incorporated into the plan.

A. Approval and Dissemination of the Plan

The Hartnell Community College District President will be responsible for final approval of the plan. The Office of Emergency Management will be tasked with disseminating the plan and it's annexes to anyone tasked with a role in the plan.

A. Approval and Dissemination of the Plan

1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and a short description of the change. The record of changes will be maintained by the Office of Campus Safety.

B. Plan Review and Updates

The core plan and its annexes will be reviewed regularly by the Office of Campus Safety.

The plan will be updated based upon deficiencies identified during incident management activities and exercises or when changes in threat hazards, resources, capabilities or campus structure occur.

C. Training and Exercising the Plan

Hartnell Community College District understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that College District personnel and community first responders are aware of their duties and responsibilities outlined in the plan, the following training, drill, and exercise actions will occur. The Office of Campus Safety will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted at least once per Semester. Exercises will occur at least once per school year. Records of all exercises and drills will be maintained by the Office of Campus Safety.

All students are required to participate in drills.

The purpose of Hartnell Community College District's Campus Emergency Management Plan (CEMP) is to provide all-hazards guidance intended to preserve life, protect property, and contain an incident that has occurred on campus in order to continue the university's mission. *Nothing in the CEMP, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the CEMP.*

Emergency Services Directory

Nearest Hospitals

Salinas Valley memorial Hospital (2.2 miles away)
450 E Romie Ln, Salinas, CA 93901
(831) 757-4333

Natividad Medical Center (3.3 miles away)
1441 Constitution Blvd, Salinas, CA 93906
(623) 755-4111

Natividad provides mental health treatment for those in need Monterey County also provides Human Services mental health assistance

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)

Hartnell 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 District must standardize its emergency management response system in accordance with the regulations to effectively participate in the statewide program for multi-agency coordination and mutual aid, and to meet certain eligibility requirements for application for the Natural Disaster Assistance Act (NDAA) grant funds. As discussed above, the Hartnell 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. The District is to report to and coordinate all operations with the State through the Operational Area. The State coordinates with the Federal Emergency Management Agency (FEMA) for federal-level resources, mutual aid, and public agency disaster assistance grants and funding.

State of California

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.

coordinate recovery efforts. The Operational Area will coordinate with the Office of Emergency Services (OES) and the local governments and agencies. The District is to report to and coordinate all operations with the State through the Operational Area. The State coordinates with the Federal Emergency Management Agency (FEMA) for federal-level resources, mutual aid, and public agency disaster assistance grants and funding. The Governor must declare affected counties as disaster areas to activate the State emergency authorities, plans, and programs. The Governor activates the Natural Disaster Assistance Act (NDAA) program, which provides up to 25 percent reimbursement of eligible expenses for disaster costs. The funding for NDAA is made available by state legislative appropriation, either as a stand-alone fund or in conjunction with federal funds.

Federal Government

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

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

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

In the event of a declared disaster, the Robert T. Stafford Act (originally Public Law 93-288, now amended) provides the Federal authority and program for Federal

Federal Government

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 Hartnell 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 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 Hartnell 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.

EOC Supplies

The following is a list of supplies that are kept at the EOC.
- Status Boards. The following status boards are provided in the EOC to assist with visual documentation of emergency status and statistics in the District:
- Casualty/Damage Status boards to 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

Attached to this plan will be the Annexes of Authority for positions in the ICS.

Blank Page

HARTNELLCOLLEGE

Campus Emergency Management Plan

Functional Annexes

Emergency Operation Center Activation

Since Emergency Operation Center 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 Emergency Operations Center or Campus Operation Center. See attached file listing three possible activation levels.

District EOC / Campus COC Activation Levels

3

Level 3 – Full Scale Activation of Hartnell Community college District's Emergency Operations Center (EOC) and/ or Campus Operations Center (COC)(Site Specific) – All pre-designated District EOC staff and management team will be notified by the Incident Commander. Campus Operations Centers will contact the District Emergency Operations Center with a situation status report. The ICP shall be activated (list other required activations). The Operational Area shall be notified of the Level Full Activation.

2

Level 2 – Partial Activation of Hartnell Community College District's Emergency Operation Center (EOC) or Campus Operation Center (COC) Site Specific) – This is a limited activation to be determined by the Incident Commander. This will occur when an incident can be managed by either Hartnell College District EOC and /or a Campus COC or managed using the Incident Command Post in the field. All pre-designated District EOC staff and management team will be briefed of any partial activation should the incident require resource requires exceed the scope of the filed ICP.

1

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

EOC – Emergency Operations Center (One per District under the ICS system)
COC – Campus Emergency Operations Center – found only on a specific Campus
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 Hartnell Community College District Emergency Operations Center may be activated when:

- A District emergency is proclaimed by the President of Hartnell Community College District.
- There is an impending or declared STATE OF WAR.
- An earthquake occurs that affects Hartnell Community College District or impacts the District's resources.
- An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.
- The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the Hartnell Community College District sites.
- By a Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.
- Authorized to Activate the EOC
- The following District personnel are authorized to activate the EOC:

Hartnell Community College District President/Superintendent or specifically named designee

Director of Public Safety and Emergency Management

Vice President of Administration

Vice President Academic Affairs

Associate Vice President Human Resources

Vice President Technology Resources

Activation Guidelines

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

***THE FIRST PERSON ARRIVING AT THE EOC SHOULD INITIATE THE FOLLOWING EOC SET UP PROCESS ***

Task
1. Call the Director of Public Safety and Emergency Management or assigned key personnel to establish EOC security measures (only one way in and one way out; everyone signs in and out and shows ID). Arrange for EOC security and registration.
2. Assess EOC for damage.
3. Connect all telephones or ensure telephones are operational. Set up – arrange tables.
4. Put out each Section's operational kit for each Section Chief to pick up upon arrival.
5. Place status boards at their appropriate section (all status boards will be marked as to where they should be set up).
6. As other personnel arrive, enlist their help in getting the EOC set up.
7. Ensure that each area has paper, pencils, pens, in box, out box, telephone books, and a copy of the District's Emergency Action 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 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 or COC signage to guide staff.

Personnel Reporting

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

Notification will be done using overlapping means: Mass Alert, Twitter, Telephonic, in person, email, marquee and web page announcement.

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 Emergency Operations Center.

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

a. KTOM-FM 100.7 MHZ Salinas

 b. KTOM-FM 100.9 MHZ (Note 1) Salinas

d. KPIG-FM 107.5 MHZ Watsonville

 Note 1: KTOM-FM 100.9 MHZ for San Benito County and Southern Monterey County.

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.

Position Checklists and Procedures

Hartnell Community College District Incident Planning Responsibilities

Section	Responsibility	Function
Management	Management	President or Designee
	PIO	President or Designee

	Public Health	Local Area resources
	Safety	Campus Safety
Operations	Campus Safety/Law Enforcement	Campus Safety/Law Enforcement
	Medical	Local Area Resources
	Search & Rescue	Maintenance and Operations (limited)
	Utilities	Maintenance and Operations
Damage	Assessment & Debris Removal	Maintenance and Operations
Planning	Resource Status	Designee
	Situation Analysis	Assigned personnel
	Documentation	Assigned personnel
	Advanced planning	Designee
	Demobilization	Designee
	Technical Specialists	Designee
Logistics	Care and Shelter	As outlined in CEMP
	Communications	Telecommunications/IT
	Student Representative	Allocation Designee
	Human Resources/Volunteers	Human Resources
	Supply and Purchasing	VP Administration
	Transportation	Transportation and Purchasing
Finance	Procurement	VP Administration
	Compensation	VP Administration
	Cost Recovery	VP Administration

Activation of the Emergency Operations Center (EOC)

Examples of Incidents that would initiate an EOC or Campus Operations Center (COC) Activation:

- Earthquake larger than 6.0 strikes operational area.
- Active Shooter/Significant Criminal Event
- Significant Fire Emergency
- Initiation of Secondary Relief Shelter for Red Cross
- Hazardous material spill requiring evacuation of campus.
- Flooding of surrounding areas causing disruption of traffic on roadways to the campus.
- Significant Events that Directly impact the ability to carry out the Mission of Hartnell Community College District.

If these events occur, activate the call-out of the Emergency Management Team and activate the EOC or COC as dictated by the situation or event.

Instruct first arriving Emergency Management
Team member to:

Initiate EOC/COC setup procedures.

Arrange for additional phone hookups in the EOC/COC.

Make feeding and housing arrangements for EOC/COC staffers.

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

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

Poll the Situation Analysis section in the EOC/COC 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 District/Campus or City affected or threatened

Containment potential

Injuries and/or fatalities

Damage assessment figures expressed in dollar amounts

Determine the need to activate the public warning system.

AM/FM Radio Stations

Everbridge/Visiplex Notification System

The Everbridge Notification System is an instantaneous SMS based notification system, maintained by the campus. It is Web portal based, meaning users can access the functions of the system with an Internet connection and a password accessed Web portal.

The following are authorized to issue a notification using Everbridge:

1. Campus Safety Supervisor

2. Director of Public Safety and Emergency Management

3. Assistant to the President/Superintendent

4. Executive Director Of Facilities and Operations

Notification using e-mail and SMS messaging when practical will be approved by the Director of Public Safety and Emergency Management or above. Persons authorized to issue a notification when practical should seek verbal approval before issuing a notification, Unless seeking that notification could further aggravate events, ie loss of life, delaying safe shelter etc.

When an incident occurs, the Everbridge authorized user designated will send a notification while concurrently addressing the immediate event or

The Everbridge authorized user can formulate the announcement or utilize a pre event template for the issuance of an announcement. In the event time is not of the essence the authorized user should seek to have the announcement approved by The Director of Public Safety and Emergency Management or above. In any case, approval for using Everbridge or any campus wide emergency notification system for the purposes of addressing or mitigating a life-threatening emergency should be approved before it is issued, unless the circumstances clearly outweigh the need for this approval or the emergency is so immediate that a delay could jeopardize life, personal safety or significant property loss.

Evacuation

Any staff member may notify Campus Safety or Maintenance of a possible emergency. The preferred method of notification is through the campus radio system, using a frequency that can be accessed by Campus Safety and Maintenance.

The Maintenance Supervisor on Duty and the Campus Safety Supervisor will activate the respective employees for an evacuation or notification. Once activated, whether verbally or via electronic means, media or other method, the campus employee's mission supersedes all others until the need is relieved by either their supervisor or an on duty emergency responder under the authority of an agency granted temporary or permanent jurisdiction.

Immediate Evacuation of Classrooms and Work Areas

Determine the need to evacuate in affected or threatened areas. If evacuation is deemed appropriate, consult with the President or Designee. Make certain that this action is coordinated with Campus Safety, Law Enforcement, Fire, and Care and Shelter liaisons.

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) Campus 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, 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, involved fire department, and designated Administering Agency.
- Notify County Communications Control, when an event dictates this notification.
- Notify internal resources or hazard material clean-up company for restoration/recovery.
- In the event of a Hazardous Material Incident, determine the identity of the responsible party as soon as possible.
- Coordinate media releases with the involved Fire Department and the PIO.
- If a proclamation of DISTRICT-WIDE EMERGENCY is necessary, coordinate the announcement with the President or his/her designee. A sample proclamation is included at the end of this checklist.

Response Annexes

Introduction to the Incident Command System

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

Emergency Management Organization

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

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

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

Emergency Management Organization

Policy Group (Executive Group)

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the District's President, the Vice Presidents or Cabinet members, and predetermined or emergency determined designees.

Command/Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of **Command** is the Incident Commander (IC).This is a field position and therefore is usually "on-scene." The IC can expand his/her operation by assigning section functions. This function is usually served by a Chief Law Enforcement or Fire Officer. In Large Scale Events A CEO/President or Designee, City Manager or Mayer or Designee.

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

Regardless of which management position is needed, the EOC or COC Director will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Chief. If a section chief is not present, the responsibilities may be filled by a branch or unit coordinator within his/her section, but the ultimate responsibility falls to the EOC/COC 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/COC and must provide final approval of the EOC/COC Action Plan. It is the EOC Action Plan that reflects the EOC/COC objectives, planning and resource priorities, and all activities to support the Incident Action Plan.

Operations Section

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 to emergency power, 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

Operations Section

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

Logistics

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

Planning/Intelligence

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

Finance/Administration

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

- Common responsibilities and checklist for all EOC positions:
- Immediate Response
- Review your entire position checklist before initiating action.
- Check in upon arrival at the EOC.
- Report to EOC Director, Section Chief, or other assigned Supervisor.
- Set up your workstation and study your position responsibilities.
- Establish and maintain a position log which chronologically describes your actions taken during your shift. (Utilize Incident Command System (ICS) Form 214, Unit Log.)
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. Provide a list of needed items to the EOC Coordinator.
- Ensure Web EOC is operational.
- Sustained Response
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Leave a forwarding phone number where you can be reached.

Management Section or Command Overview

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

Objectives

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

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

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

- Applicable State and Federal requirements as well as local governmental policies and procedures.
- All existing District and Campus operating procedures will be adhered to unless modified by the District EOC Director and/or EOC Director or Campus IC.
- All on-duty personnel are expected to remain on duty until relieved by supervisor or EOC management team.

Operational periods should be event driven and set by EOC. In significant event management shifts usually last 12 hours with shift changes at 6 A.M. and 6:00 P.M. and 6:00 P.M. to 6:00 A.M.

EOC Director/Director of Public Safety and Emergency Management

Responsible for operating and coordinating all emergency operations within the district's jurisdiction under the Standardized Emergency Management System (SEMS) and National System (NIMS); 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 COC.

Action—Activation

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

- Report to the District EOC or the COC or alternate location if office is deemed unsafe.
- Assess the situation. Verify activation of EOC and/or COC and obtain briefing of situation from the Incident Commander. Declare a campus emergency if the situation warrants.
- Activate and consult with the Policy Group.
- Review situation with the Policy Group if ordered to make decisions regarding District-wide or campus operations during a major incident or disaster.
- Authorize protective or precautionary measures as appropriate to include evacuation, shelter in place, or a District-wide or campus closure.
- Issue necessary public and District/Campus announcement through the PIO.

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

- Vice President, Administrative Services
- Vice President, Student Affairs
- Board of Trustees

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

- Mobilize appropriate personnel for initial activation of the EOC and /or COC.
- Respond immediately to the EOC and/or COC and determine operational status.
- Obtain briefing from available sources.
- Start-up Actions
- Ensure that Section Chiefs are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that the management function is staffed as soon as possible at the level needed (EOC liaison, Public Information, Safety and Security.).
- Open and maintain a position log.
- Schedule the first planning meeting.

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.
- Provide periodic status updates to the Policy Group and Board of Trustees as needed.
- Meet with PIO to direct and review media releases and conduct news briefings.
- When activated, ensure that the Liaison Officer is providing positive and effective interagency coordination.
- Hold action-planning meetings with key staff (section and branch coordinators) as necessary.
- Brief oncoming shift personnel prior to shift change.
- Deactivation/Demobilization
- Authorize deactivation of sections, branches, or units when they are no longer required.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Ensure that all required forms or reports are complete prior to deactivation.
- After-Action Report.

Public Information Officer (PIO)

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/COC Director
- Action—Start-Up
- Check in upon arrival at the EOC/ COC.
- Report to the EOC/COC 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 and/or the COC 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/COC Director for all information releases.
- Coordinate public safety press releases to meet Government Code mandates and restrictions.
- Obtain EOC or COC Director's approval of media releases.
- Notify media of briefing schedules.
- Obtain media information that may be useful to action planning.
- Provide periodic media relations briefings to the EOC and/or COC Director.
- Maintain current information summaries and graphic displays.
- Thoroughly brief your relief at shift change time.
- Release assistant staff when no longer required.
- Ensure that any required reports or forms are completed prior to departure.
- Be prepared to provide input to the After-Action Report.
-

Safety Officer

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

Safety Officer

- Section Assignment
- Reports to EOC Director
- Action—Start-Up
- Check in upon arrival at the EOC.
- Report to the EOC or COC 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 or COC 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 or COC Director on safety issues.
- Coordinate the investigation of accidents that have occurred within the EOC.
- Participate in the EOC or COC Director's planning meetings.
- Thoroughly brief your relief at shift change time.
- Ensure that any required reports or forms are completed prior to departure upon deactivation.
- Be prepared to provide input to the After-Action Report.

Operations Section

The Operations Section manages the tactical operations of various District-site and Campus-specific response elements involved in the disaster/emergency. **This will be carried out by Local Law Enforcement and Municipal /County Partners when Campus Safety Resources and Maintenance functions are overwhelmed.**

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

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

Positions in the Section include:

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

Operations Section Chief

District Facilities Director

Campus Maintenance and Operations Director

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/COC.
- Report to the EOC/COC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC/COC.

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/COC 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.
- Meet with Planning/Intelligence Section Coordinator. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.
- Based on the situation, as known or forecast, determine likely future Operations Section needs.
- Continue to activate organizational elements (Branches, Units) within the section as appropriate and needed.
- Request additional personnel when appropriate to maintain a two-shift 12-hour rotational EOC/COC operation.
- Keep EOC/COC Director apprised of section status.

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/Intelligence Section or as requested.
- Refer all media contacts to the PIO.
- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.
- Attend and participate in EOC/COC Director's planning meetings.
- Work closely with Planning/Intelligence Section in the development of Incident Action Plans.
- Work closely with Branch Coordinators to ensure Operations objectives are being addressed.
- Ensure all Operations Section resource request are coordinated through the Logistics Section.
- Ensure that intelligence information gathered by Operations is made available to the Planning/Intelligence Section.
- Ensure all fiscal and administrative requirements and documentation is coordinated through the Finance/Administration Section.
- Stay apprised of and report emergency expenditures to the Logistics Section. Notify the Finance Section immediately.
- Maintain daily time sheets.
- Continuously share status information with other sections as appropriate.
- Deactivation/Demobilization
- Authorize deactivation of Units or Branches within the section when no longer required. Ensure that any open actions are handled by section or transferred to other EOC/COC sections as appropriate.
- Ensure required forms or reports are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.

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

Function: **This will be carried out by Local Law Enforcement and Municipal /County Partners when Campus Safety Resources are overwhelmed.**

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

Section Assignment

- Operations
- Action—Start-Up
- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a situation briefing.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Ensure accurate and detailed records are maintained on all law or public safety operations.

Operational Duties

- Assess situation, determine needs, and review response options depending upon staffing.
- In coordination with the Operations Section Coordinator and the EOC/COC 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.
- Appoint Incident Commander for ICP.
- Activate ICP as needed.
- Brief Operations Chief of LE/PS situation.
- Attempt to establish available LE/PS agencies per local or Op Area LE/PS agreements.
- When additional personnel or resources are needed, make requests in conjunction with Operations Section Chief. Requests should include:
- Number and type of resources needed
- Location of scene or staging area
- Contact person's name and cell phone number on scene or in staging
- Coordinate response efforts through Incident Commander when unified command is established and mutual-aid rescue resources are used.
- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.
- Mark the location of fatalities. When feasible, provide security for deceased until relieved by Sheriff - Coroner.
- Regularly, or as requested, brief and update the Operations Section Coordinator on law enforcement/public safety operations.
- Update status boards and maps.
- Participate in the EOC/COC Director's planning meetings.
- Obtain authorization from the EOC/COC Director to deactivate operations.
- If mutual aid resources were used, complete documentation involved with mutual aid resources.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Movement/Traffic Control Unit Leader

Campus Safety/Building Captains/ Floor Wardens/Maintenance

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/COC.
- 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.

Operational Duties

- Assist with activating EOC call-out for activated personnel, if not already accomplished.
- Initiate Public Safety call-back procedures.
- Establish Alerting and Warning notifications with traffic field personnel.

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

- 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.

Operational Duties

- Receive and evaluate status reports from field personnel and determine appropriate Law Enforcement/Public Safety response.
- Determine Law Enforcement/Public Safety staffing needs, and schedule and assign duties as needed.
- If insufficient public safety personnel are available, coordinate through the Operations Section Coordinator and Personnel Branch Director for additional mutual aid or volunteer support.
- As requested, assist the Operations Section Chief and EOC/COC Director in developing emergency action plans.
- Provide recommendations for alternative routes and traffic control procedures to the Operations Section Coordinator and EOC/COC 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/COC 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.
- 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.
- 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 District/Campus access without appropriate authorization.

Operational Duties

- Perform other additional law enforcement or traffic-related duties as assigned by the Operations Section Coordinator or EOC/COC Director.
- Thoroughly brief your relief at shift change time.

- 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/COC Sections as required.
- If mutual aid resources were used, release personnel and equipment as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Search and Rescue Branch Coordinator

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. **This will be carried out by Local Law Enforcement/Fire and Municipal /County Partners when Campus Safety Resources are overwhelmed**.

Section Assignment

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

Operational Duties

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

In coordination with the Operations Section Coordinator and the EOC/COC 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 Chief. Requests should include:

- Reason for request
- Number and type of resources needed
- The date and time personnel or resources are needed at scene or staging area
- Location of scene or staging area
- Contact person's name and cell phone number on scene or in staging
- Coordinate all rescue efforts with the Safety Officer. Ensure that:
- Appropriate safety equipment is provided, such as helmets, goggles, gloves, etc.
- Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
- Rescue operations have portable lighting for evening or interior operations.
- Do not assign CERT/Building Marshal personnel to tasks that are beyond their physical or trained capabilities.
- Ensure the safety of your field response personnel. Field commanders should not place field personnel in situations where they can become victims themselves.
- Establish a staging area.
- Coordinate response efforts through Incident Commander when unified command is established and mutual-aid rescue resources are used.
- Request that Utilities and Damage Coordinator assign Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.
- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Chief.

Operational Duties

- 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/COC 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/COC Director on search and rescue operations.
- Update rescue status boards and maps.
- When possible, participate in the EOC/COC Director's planning meetings.
- Ensure radio communications are established between all rescue teams and the EOC/COC 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.
- Obtain authorization from the EOC/COC 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/COC Sections as required.
- If mutual aid resources were used, release personnel and equipment as appropriate. Complete all documentation involved with mutual aid resources.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

Medical Services Branch Units

Carried out by Local/City/County/State and Private Organizations- No current Medical Services at Hartnell Community College District.

Utilities and Damage Coordinator

Facilities/Maintenance and Operations Designee

Function

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

Section Assignment

- Operations
- Action—Start-Up
- Check in upon arrival at the EOC/COC.
- Report to the Operations Section Chief and receive briefing on current situation.
- Review your position responsibilities.
- Establish Branch work area to include maps and status boards when required.
- Activate Units or support staff as needed.
- Review activated EOC/COC 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.

Operational Duties

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

Operational Duties

- Regularly, or as requested, update the EOC/COC Director on damage status and general impact survey reported by field personnel.
- Determine resources required for emergency repairs and debris clearance. Coordinate any services request through Logistics Section
- If District/Campus resources are insufficient to handle incident requirements, advise the Logistics Section Chief and EOC/COC Director to request mutual aid response.
- Coordinate and arrange for contractor assistance and services through the Procurement Branch Coordinator.
- Regularly, or as requested, provide the Operations Section Chief, Finance Section Chief, and the EOC/COC 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 Chiefs and the EOC/COC Director to establish priorities for any debris clearance and repairs.
- If additional support staff is required to manage a large event, request volunteer support through the Personnel Branch Coordinator.
- Locate and determine availability of tools and equipment for debris removal and facility repair.
- Ensure all tools and equipment is identifiable by printed campus logo. Ensure that all equipment is checked in and tracked during use.

In coordination with the Intelligence/Planning Section, the Logistics Section, and the Procurement Branch Coordinator, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources. Determine increased fuel requirements for District vehicles and equipment during the emergency and take action to ensure that sufficient stocks are available throughout the projected timelines.

- In the event of flooding, coordinate with field personnel to ensure critical equipment and materials are moved away from impacted areas.
- In the event of flooding or potential flooding conditions, ensure that electrical systems that may present a hazard are shut down.

Operational Duties

- Participate in EOC/COC Director's planning meetings.
- In the event of directives to close the District/Campus, coordinate with Maintenance and Operations or Facilities Operations department to shut down any utility systems that may present a hazard when not monitored.
- If necessary, coordinate with Law Enforcement/Public Safety and/or Search and Rescue to notify each building of campus evacuation.
- Ensure that once cleared, each building should be secured and marked as cleared.
- Release support staff when no longer needed. Ensure that all open actions are handled by the Branch or transferred to other EOC/COC 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.

Planning/Intelligence Section

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

Objectives

The Planning Section ensures that damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC/COC 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/COC Action Plan.
- Facilitate Action Planning meetings.
- Provide technical support services to the various EOC/COC sections and branches.

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

- Document and maintain files on all EOC/COC activities.
- Activate appropriate units and staff to support the Planning/Intelligence Section.
- Coordinate Unit activities within the Section.
- Display situation and operational information with maps and visual aids.
- Keep EOC Director informed as significant issues arise.
- Ensure that Status Reports are completed.
- Use Status Reports to support situation reports, EOC Action Plan, and After-Action Report.
- Prepare and initiate the post-disaster Recovery Plan.
- Maintain proper and accurate documentation to meet Cal EMA and FEMA filing requirements.
- Prepare required reports identifying extent of damage associated with dollar loss estimates.
- Staffing

Positions in this Section include:

- Planning/Intelligence Section Chief
- Situation Analysis Coordinator
- Documentation Unit
- Advance Planning Unit
- Resource Status Unit
- Demobilization Unit

Planning/Intelligence Section Chief

Designated Vice President

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

- Actions—Start-Up
- Check-in upon arrival at EOC/COC.
- Report to the EOC/COC Director and receive an updated situation briefing.
- Review your position responsibilities.
- Establish section work area to include maps, status boards, and support materials.
- Staff required branches and units.
- Review activated EOC positions and know whom to contact for information or support.
- Clarify issues regarding your assignment and review duties and responsibilities.
- Open and maintain accurate and detailed section logs.
- Meet with the Communications Unit Coordinator.
- Receive briefing on internal and external communications capabilities and limitations.
- If necessary, establish operating procedure with the Communications Unit for use of telephone, cell phones, Internet, and radio systems.
- Establish a communication system between other district EOCs or COCs.
- Outline key issues and action items to be accomplished within the next operational period.
- Activate sufficient personnel in all sections to maintain a two-shift operation.
- Meet with Operations Section Chief and review any major incident reports.
- Keep the EOC/COC Director informed of significant event changes.

Operational Duties

- Anticipate potential situation changes such as aftershocks, flooding, or fires.
- Develop plan to support off-campus communications.
- Meet regularly with other Section Chiefs and exchange any situation information.
- Based on the situation as known or forecast, determine likely personnel support needs.
- Track the current District-wide status at all times using the following:
- Status of incident (out of control, contained, controlled)
- Special hazards
- Status of critical facilities (structural collapse, utilities)
- Number of persons injured, fatalities
- Property damage (estimated dollar loss) and send to Finance and Administration

Operational Duties

- Outside agencies/mutual aid (called, arriving, in-place)
- Road conditions/access routes
- Weather conditions (present and pending)
- Shelters activated or needed
- Maintain Planning/Intelligence Section position logs and other necessary files as needed.
- Ensure that the Situation Analysis Unit is maintaining current information for the situation report.
- Ensure Operations Incident and Status Reports are completed and accessible by Planning/Intelligence.
- Ensure periodic situation report is produced and distributed to other sections.
- Ensure status boards and displays are kept current and legible.
- Ensure that the Public Information Branch has access to all status reports and displays.
- Conduct periodic briefings with Section staff.
- Work to reach consensus on section objectives for forthcoming operational periods.
- Facilitate EOC Director's Action Planning meeting two hours before end of each operational period.
- Ensure section objectives are completed and ready for the next Action Planning meeting.
- Ensure EOC Action Plan is complete and distributed prior to next operational period.
- Work closely with each unit to ensure objectives.
- Ensure Planning Section develops and distributes forecasted events for next operational period.
- Ensure that the Documentation Unit maintains files on all EOC activities.
- Ensure Documentation Unit can copy and archive required documents.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through Finance/Administration.
- Ensure all media contacts are coordinated with the EOC/COC Director and PIO.
- Conduct periodic briefings with section staff, particularly as to priorities.
- Authorize deactivation of section positions when no longer needed.
- Ensure open actions are handled by section or transferred to other EOC/COC sections.
- Deactivate the section and close out logs when authorized by the EOC/COC *Director.*
- Ensure that any required forms or reports are completed prior to your release.
- Be prepared to provide input to the After-Action Report.

Situation Analysis Unit

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

Section Assignment

- Planning/Intelligence
- Actions—Start-Up
- Check-in upon arrival at the EOC/COC.
- Report to the Planning/Intelligence Coordinator and obtain incident briefing.
- Review position responsibilities.
- Clarify any questions you have regarding your position.
- Set up appropriate maps and check phone numbers.
- Ensure the status and map boards are ready for information in appropriate locations.
- Contact counterparts in other affected EOCs and establish lines of communications.
- Maintain log of events, documenting all activities.
- Operational Duties
- Collect field information on loss of life, injuries, and property damage.
- Collect and consolidate list of available resources.
- Identify locations of greatest impact.
- List related events
- Ascertain damage to prioritize response needs and resource allocation.
- Obtain status of transportation routes and utility issues.
- Prepare a Situation Report for the Plans Coordinator and Public Information Officer (PIO).
- Prepare briefing and recommendations for the Policy Group to cover these key points:

Nature and scope of the emergency

- Response capability
- Threat to life and property
- Damage assessment data, expressed in dollar amounts
- Prepare and submit Situation Report to Operational Area. Campus will submit to District EOC.
- Initial report within four hours
- Subsequent reports to be submitted as conditions change
- Identify and report unsafe structures and locations to the Utilities & Damage Coordinator.
- Provide damage reports to Finance/Administration Section for dollar amount estimates.
- Obtain damage estimates for the purpose of applying for state and federal aid.

Nature and scope of the emergency

- 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/COC and field staffing.
- Prepare periodic predictions and anticipate events for the most efficient disaster response.
- Obtain/attend situation briefings.
- Begin deactivation when directed to do so by the Planning/Intelligence Section Coordinator.
- Brief your relief at shift change time.
- Ensure that all required forms are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.
- Assist Finance/Admin Section in the recovery process and cost reimbursement efforts.
- Provide input for After-Action Report.

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

Operational Phase

Establish and maintain a position log and other necessary files.

Review EOC personnel roster to determine size and scope for demobilization.

Meet with the general staff to determine Demobilization Planning needs.

Advise Planning/Intelligence Chief on the need for a formal written Demobilization Plan.

Develop demobilization plan listing detailed specific release priorities and procedures.

Establish which units/personnel should be demobilized first with each Section Chief.

Establish time tables for deactivating or downsizing units.

Determine if any special needs exist for personnel demobilization (e.g. transportation).

Develop a checkout procedure to ensure all deactivated staff have cleared their positions.

Obtain Demobilization Plan approval from the Planning/Intelligence Section Chief.

Meet with Agency Reps to determine their demobilization assistance needs.

Monitor implementation of the Demobilization Plan and handle any demobilization issue.

Logistics Section

The Logistics Section provides all necessary personnel, supplies, and equipment procurement support. Methods for obtaining and using both District/Campus and outside facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as normal operations unless authorized by the EOC/COC 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/COC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the District/Campus logistical response and support needs and plan for both immediate and long-term requirements.

Staffing

- Positions in this Section include:
- Logistics Section Chief
- Care and Shelter Branch Coordinator
- Communications Unit Coordinator
- Information Technology Coordinator
- Personnel Branch Coordinator
- Transportation, Supplies, Facilities Unit Coordinator

Logistics Section Chief

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/COC. Reports to the EOC/COC Director on all matters pertaining to Section activities.

- Action—Start-Up
- Check in upon arrival at the EOC/COC.
- Report to the EOC/COC 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/COC and know where to go for support and information.
- Clarify any issues with regard to your authority, assignment, and what others in the organization do.
- Open and maintain accurate and detailed section logs.
- Meet with Communications Unit Leader and obtain briefing on communications capabilities and restrictions within the District and to external agencies. Establish procedures and priorities for use of telecommunications, Internet/Websites, and radio systems.
- 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.

Operational Duties

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

Operational Duties

- Deactivate Section positions as needed. Ensure any open actions are handled by remaining section staff or transferred to other EOC/COC positions as required.
- Deactivate the Section and close out logs as authorized by the EOC/COC Director.
- Ensure that any required forms, reports, or documentation are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.

Care and Shelter Branch Coordinator

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

Section Assignment

- Logistics
- Action—Start-Up
- Check in upon arrival at the EOC/COC.
- Report to the Logistics Section Chief and receive a situation briefing.
- Review your position responsibilities.
- Establish Branch work area to include maps and status boards and any additional support documentation.
- Activate support staff as needed.
- Review EOC activated positions and know whom to contact for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.

Operational Duties

- Determine the number of District/Campus community (students, faculty, and staff) that will require emergency sheltering. If sheltering needs are specific to the District or Campus and do not involve the community at large, the District will be responsible for its own internal sheltering needs.
- If the general public begins to enter the campus in anticipation, seeking shelter or safety, coordinate with the Logistics Section and the *EOC/COC 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.

Operational Duties

- 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 Coordinat*or*.
- When a Shelter activation request is made by District EOC, coordinate all activations with the campus Care and Shelter Branch Coordinator(s).

When activating as a shelter for a site-specific incident, e.g. apartment fire or neighborhood evacuation, continue to coordinate and brief the Monterey County Red Cross on Reception and/or sheltering operations.

Monterey ARC
942 Lupin Dr.
Salinas, CA 93906
Telephone: 831-424-4824
Fax: 831-424-5069

Office Hours: Mon.-Fri. 8:30am. - 4:30pm

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/COC.
- Keep EOC/COC Director and Logistics Section Chief briefed and updated on the shelter's status.
- Obtain and update lists of designated and available shelter care facilities in the immediate area. Ensure this information is provided to the EOC Director and Logistics Section Chief for distribution.
- Ensure that updated registration, sign-in/out logs, and rosters are maintained of those housed at the campus shelter centers.
- Consider establishing pre-disaster Memorandums of Understanding (MOUs) with local vendors for the provision of portable toilets and potable water.
- 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.

Information Technology Coordinator

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

- Section Assignment
- Logistics
- Action—Start-Up
- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and receive a current situation briefing.
- Review your position responsibilities.
- Establish work area to include maps and status boards and any other support material or equipment.
- Determine what staff resources are immediately needed and attempt to locate equipment or supplies within the District.
- Ensure equipment is tagged, tracked, and received when Sections demobilize.
- Review activated EOC positions and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on the Branch's activities.

Operational Duties

- Ensure that technicians begin to assess and monitor District/Campus telephone systems and telecommunications network.
- Ensure that EOC or Command Post receive communications system to support their operations throughout the emergency or disaster.
- Provide on-going monitoring of the telecommunication and information infrastructure for damage or power failure.
- Release support staff when no longer needed. Ensure that open actions are handled by the Branch or transferred to other EOC/COC Sections as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Ensure that all documentation is accurately maintained and provided to the Planning/Intelligence Documentation Unit throughout emergency or disaster.
- Be prepared to provide input to the After-Action Report.

Finance/Administration Section

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

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

Objectives

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

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

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

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

Staffing

Positions in this Section include:

- Finance/Administration Section Director
- Purchasing and Cost Accounting Branch Coordinator

- Cost Recover Coordinator
- Claims and Compensation Coordinator

Finance/Administration Section Director

VP Administration or Designee

Function

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

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

- Action—Start-Up
- Check in upon arrival at the EOC/COC.
- Report to the EOC/COC 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/COC sections and positions.
- Review activated EOC/COC sections for information or support.
- Clarify any issues you may have regarding your authority and assignment.
- Review the job responsibilities of others in your section.
- Open and maintain accurate and detailed section logs.
- Determine appropriate purchasing limits for the Logistics Section and brief the Logistics Section Chief.
- Meet with Operations and Logistics Section Chief and determine financial and administrative support needs.
- Based on present incident and future needs, begin to estimate potential future Finance/Administration Section personnel and support needs.
- Activate Finance and Administration Section positions as needed.
- In consultation with Section staff, identify objectives to be accomplished during the initial operational period.

Operational Duties

- Ensure that Section logs and files of all activities are detailed and accurate.

- Anticipate potential situation changes, such as severe aftershocks and flooding, and develop contingency plans for all procedures requiring communication capability out of the District.
- Be aware of ongoing and changing events and issues at all times.
- Maintain current displays associated with your Section and ensure that such displays and/or information reports are clear and understandable.
- Provide situation and resource information to the Planning/Intelligence Section on a periodic basis, or as requested.
- Participate in the EOC/COC Director's planning meetings.
- Provide assignments for support staff.
- Request damage reports from Planning and Logistics Sections. (Ensure both written and photographic documentation of damages is obtained.)
- In the event of an evacuation, take necessary organizational actions to ensure the security of records and District/Campus financial documentation.
- Ensure all Branch Coordinators who are utilizing private vendor or contract services are maintaining accurate records of equipment use and personnel time.
- 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.
- Share Finance and Administration Section updates and pertinent information with other Sections as required.
- Deactivate the Section and close out all logs when authorized by the EOC/COC Director.
- Be prepared to provide input to the After-Action Report.

Purchasing and Cost Accounting Branch Coordinator

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/COC.
- Report to the Logistics Section Chief and receive current briefing on the situation.
- Review your position responsibilities.
- Establish Branch work area include maps, status boards 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.

Operational Duties

- In consultation with the VP Administration and Logistics Section Chief, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and process requests for needed equipment, supplies, and material.
- If additional procurement support staff is required, request additional personnel through the Personnel Branch.
- Prior to an emergency or disaster, develop current vendor lists that include emergency and after-hours contact phone numbers, page numbers, etc.
- Monitor all emergency expenditures.
- Ensure that Sections and activated departments are compiling and documenting cost and related information using the Districts/Campus cost codes.
- Ensure that estimate costs are replaced with actual costs when verified.
- Verify cost data in the pre-established vendor contracts and/or agreements.
- Negotiate rental rates not already established or purchase prices with vendors as required.
- Obtain and record all cost data to cover
- Equipment
- Rental/contract equipment
- Supplies from outside vendors
- Contracts for special or emergency services

- Maintain an updated status of available resources and periodically, or as requested, brief the EOC/COC Director and other Section Coordinators.
- When and if appropriate, establish a staging area for the storage of supplies and equipment.
- Establish a vendor/contractor reporting and staging area in an easily accessible location.
- Interpret contracts and agreements and resolve any claims disputes as necessary.
- Finalize all agreements and contracts, as required.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster-related purchases.
- Finalize all agreements and send documents to Purchasing and Payroll for payment.
- Keep the VP of Administration and Finance Section briefed on the status of all emergency procurements and contracts.
- Participate in the EOC/COC 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.
- 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.
- Ensure that open actions are handled by the Branch or transferred to other EOC/COC 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

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

Section Assignment

- Finance/Administration
- Action—Start-up
- Check in upon arrival at the EOC/COC.
- Report to the Finance/Administration Coordinator and obtain a current briefing.
- Review position responsibilities.
- Maintain log of events, documenting all activities.
- Ensure the Cost Recovery Unit of the Finance/Administration Section is adequately staffed to perform the required tasks.
- Ensure an incident-specific purchase order number has been assigned for tracking and cost recovery.

Operational Duties

- Provide information to the VP of Administration on the financial record keeping requirements for the emergency period.
- Assist in determining damaged areas and cost of damage. Work with the Planning/Intelligence Section to prepare a damage report.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Provide a briefing to the Finance/Administration Coordinator on cost recovery planning operations.
- In coordination with Logistics Section, develop a recovery plan and strategy for the District/Campus.
- Ensure that all personnel and equipment time-keeping records are accurately completed and transmitted to home agencies, according to policy.
- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Cost Recovery function in the EOC/COC.
- Gather and analyze information on cost recovery issues, expenditures, revenues, and reimbursements.
- Meet with assisting and cooperating agency representatives as needed.

Operational Duties

- Coordinate with the Advance Planning Unit to determine major mid-to-long-range social, economic, environmental, and political impacts.
- Coordinate meetings among Campus/County/State/Federal staff on finance matters.
- Advise the Finance/Administration Coordinator and Policy Group on cost recovery issues.
- Develop a final report on monetary issues.
- Manage all financial aspects and ensure financial records of the emergency are maintained, including emergency response activities, damage and repair/replacement estimates, and recovery activities.
- Ensure that financial and cost analysis information is provided as requested.
- Ensure compensation and claims functions are being addressed relative to the emergency.
- Provide financial input for demobilization and recovery planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Ensure that the cost recovery function is performed, including:
- Maintaining financial records of the emergency;
- Tracking and recording of all agency staff time;
- Processing purchase orders and contracts in coordination with Logistics Section; 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/Administration Section, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
- Process state claims for reimbursement as needed.
- Deactivate the Unit and close out logs when authorized by the Finance/Administration.

Operational Duties

- Brief EOC/COC personnel on all financial issues needing attention or follow-up.
- Ensure that any open actions are assigned to the appropriate department for follow-up support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input on the operations of the Finance/Administration Section to the After-Action Report.
- In conjunction with all Section Chiefs, determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.
- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.
- Provide a final report to the Finance/Administration Chief and Planning/Intelligence Chief on total costs and reimbursement programs.

Claims and Compensation Coordinator

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

Section Assignment

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

Operational Duties

- Provide information to the Finance/Administration Chief on the financial record keeping requirements during the emergency or disaster.
- Maintain a chronological log of all injuries occurring during the disaster or an emergency.
- Prepare claims relative to damage to District/Campus property and notify and file claims with insurer.
- Develop and maintain a log of potential and existing claims.
- If necessary, develop an adequate staffing plan to ensure 24-hour operation of the Claims and Compensation function in the EOC.
- Periodically review all logs and forms produced by Unit to ensure:
- 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.
- Deactivate the Unit and close out logs when authorized by the Finance/Administration*.*
- Brief EOC/COC personnel on all financial issues needing attention or follow-up.
- Ensure that any open actions are assigned to the appropriate department for follow-up support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input on the operations of the *Finance/Administration* to the After-Action Report.
- Participate in all debriefings and critiques of response to the emergency and provide input to the After-Action Report.
- Provide a final report to the Finance/Administration/VP Administration and Planning/Intelligence Chief on personnel injuries, fatalities, and total property loss.

Contact Lists

Monterey County EOC Contact List

County Emergency Operations Center (EOC)

1322 Natividad Road, Salinas, CA 93906-3101

EOC Main Line	(831) 769-8897
EOC Hotline	(831) 769-1212
Monterey County Employee Alert Line	(831) 769-1212
Operations Chief	(831) 769-1930
Planning and Intelligence Chief	(831) 769-1950
Logistics Chief	(831) 769-1970
Finance and Administration Chief	(831) 769-1980
Public Information Chief	(831) 769-1990

Type of Emergency	Contact	Phone Number
Fire or Medical Emergency	Salinas Fire Dept.	911 or (831) 758-7261
Criminal Act	Salinas Police Dept.	911 or (831) 758-7090
Building Hazard	Facilities Management	(831) 755-6950
Other Safety or Health Hazards	Campus Public Safety	(831) 755-6888
Any Student Related Issue	Student Affairs	(831) 755-6822