Saddleback College

Emergency Operations Plan

Spring 2024 Revision

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FORWARD

This is the 2024 revision of the Saddleback College Emergency Operations Plan which implements the mandatory provisions required by the National Incident Management System (NIMS). The plan also reflects recent advances in emergency management protocols and strategies, and changes in the Emergency Services Act (ESA). Furthermore, it addresses important considerations for mitigation, preparedness, response, and recovery activities; is a flexible multi-hazard plan; and facilitates response to and short-term activities.

The Saddleback College Emergency Operations Plan is not meant to stand-alone. It is intended to be used in conjunction with city, county, operational area (OA), and State agency plans, and associated standard operating procedures. Other specific contingency plans may also support this plan. Where supporting plans are inconsistent with the general principles described in the Saddleback College Plan, the State or Local Government Plan will supersede supporting plans.

Additional emergency operations and emergency action procedures may be found at:

- Saddleback College Police Department Webpage

INTRODUCTION

Function

The preservation of life, property, and the environment is an inherent responsibility of Saddleback College. This Emergency Operations Plan (EOP) outlines the emergency management system used for all emergencies impacting Saddleback College. It describes the Saddleback College emergency management organization and the supporting contingency plans and operating procedures.

The EOP is a living document and is meant to provide guidance to the Crisis Management Team (CMT) and the functioning of the Emergency Operations Center (EOC).

The EOP incorporates the components of the Incident Command System (ICS) into the Emergency Management Organization (EMO). This Plan is guided by the Standardized Emergency Management System (SEMS) required by the State of California and is in accordance with the National Incident Management System (NIMS) required by the federal government.

The EOP takes a multi-functional, multi-hazard approach to Emergency Management. Thus, it incorporates methods of hazard identification and mitigation, plans to address continuity of operations, and the structure of response and recovery. This Plan is response ready and was developed with checklists intended to be used by the CMT in the EOC.

The mission of the CMT is to maintain the state of readiness and resilience of the campus community. Once life safety issues have become manageable, CMT responds to the crisis by mobilizing in the EOC to provide command and control in the Crisis Management and Business Recovery phases.

Relationship To SEMS and NIMS

The Plan (EOP) establishes the policies, concepts, and general protocols for the implementation of the SEMS and NIMS. The California Emergency Services Act (Government Code 8607[d]) requires the use of SEMS during emergency response by state agencies. The Saddleback College emergency management organization will use SEMS/NIMS/ICS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. The integration of emergency management activities throughout all phases of an emergency and across all functions will increase accountability, provide continuity of resource application, establish a clear chain of command and coordination, and identify responsibilities for critical task performance.

1. Purpose, Scope, and Assumptions

Purpose

The purpose of the EOP is to establish protocols for responding to crises or disasters that affect Saddleback College. The Plan guides the CMT in how to function in the EOC. The Plan establishes protocols for responding to emergencies at Saddleback College. It conforms to the requirements outlined in the Standardized Emergency Management System (SEMS) and is compliant with the federal National Incident Management System (NIMS). In addition, it promotes use of the Incident Command System during emergency operations.

The Plan is supported by an emergency management organization that focuses on specific functional responsibilities during emergencies such as earthquakes, fires, hazardous materials incident, civil disorder or terrorist attacks.

The plan includes:

- A description of the Saddleback College Emergency Organization;
- A description of mutual aid use during non-declared and declared emergencies to ensure effective coordination of needed resources;
- General policies to guide emergency management activities;
- Guidance on interagency coordination to deliver assistance;
- Specific responsibilities of various levels of the campus' emergency management organization;
- Interagency and intergovernmental shared responsibilities and support capabilities; and
- Supporting plans and procedures.

Scope

The Plan applies to all elements of the campus' emergency management organization during all phases of emergency management. The primary audience is intended to be Saddleback College, the South Orange County Community College District, the California Community Colleges Chancellor's Office and local emergency responders.

This plan is also a reference for emergency managers from local, state and federal governments, as well as private agencies and interested members of the public. It is intended to be an operational document with supporting attachments.

Assumptions

The following assumptions apply to this plan:

- Life safety of students, employees, and visitors is always the highest priority;
- Emergency management activities are accomplished using SIC, SEMS, and NIMS protocols;
- Emergency response is best coordinated at the lowest level of government involved in the emergency;
- Saddleback College, in conjunction with the South Orange County Community College District, will maintain operational control and responsibility for emergency management activities within its jurisdictional area, unless otherwise superseded by statute or agreement;
- There are established Business Continuity and Pandemic plans;
- Mutual Aid will be requested when needed and provided when available;
- Mitigation activities conducted prior to the occurrence of a disaster potentially reduce the loss of life, injuries, and damage; and
- Supporting plans and procedures are updated and maintained by the responsible emergency management unit.

2. Concept of Operations

Operational Priorities

Special consideration will be given to the following priorities when conducting emergency operations:

- Protecting life (highest priority), property, and the environment;
- Meeting the immediate emergency needs of students, faculty, staff and visitors; including rescue, medical care, food and shelter;
- Temporarily restoring facilities that are essential to the health, safety, and welfare of the campus population (such as medical, water, and electricity);
- Mitigating hazards that pose a threat to life, property, and the environment.

Direction, Control, and Coordination

Implementation of the Standardized Emergency Management System (SEMS) is required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary in response to an emergency: field response, local government, operational area, region, and State.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline specific mutual aid, the operational area concept, and multi- agency or inter-agency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for State response agencies, including Saddleback College.

The Five SEMS Organizational Levels

Each level is activated as necessary:

- **Field Level** on-scene responders carry out tactical decisions and activities in direct response to an incident or threat.
- **Local Government Level** manages and coordinates the overall emergency response and recovery activities within the jurisdiction.
- **Operational Area Level** manages and/or coordinates information, resources and priorities among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.
- **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the State level coordinates overall state agency support for emergency response activities.
- **State Level** manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and serves as the coordination and communication link with the federal disaster response system.

The California Emergency Organization

The five SEMS organization levels, together with the private sector, are collectively referred to as the California Emergency Organization. This organization represents all resources available within the State which may be applied in disaster response and recovery phases. It operates from established Emergency Operations Centers (EOCs) at all levels of government. The goal is to support emergency activities to protect life, property, and the environment.

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level of those emergencies or disasters. In some cases, there may be joint response, requiring a Unified Command for coordinated response between State and local jurisdictions; e.g., hazardous material, nuclear power plant, and terrorism emergencies.

Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. For example, if an OA is unable to provide the necessary requested assistance, it may contact the California Office of Emergency Services (Cal OES) at the Regional Emergency Operations Center (REOC) and forward the request.

State agencies with responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved through the use of liaison officers, agency representatives, and a unified command.

When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-

288 as amended.

California has established procedures for essential communications support between the OA, the Cal OES REOC, the State Operations Center (SOC), and other State agencies to provide the information links for elements of the California Emergency Organization.

Organizational Functions

The Incident Command System (ICS), which is an element of SEMS, incorporates an organizational management structure that establishes the concepts of:

- Common Terminology
- Manageable Span-of-Control
- Unity of Command
- Integration of Communications

The ICS organizational structure incorporates five principal functions that can be performed at any incident. They include: Command, Operations, Planning, Logistics and Finance. ICS allows for a modular and rapid expansion to meet the needs imposed by the incident. ICS can be used during any serious multi-disciplinary (e.g., fire, law enforcement, medical) emergency within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies. All levels of government will use this organizational structure.

SEMS/ICS will be utilized when Saddleback College activates its EOC, or when a campus and local emergency have been declared or proclaimed. When the EOC is activated, communications and coordination will be established between the Incident Commander (in the field) and the EOC. Coordination of fire and law enforcement resources will be accomplished through the mutual aid systems. The same five principal functions of ICS will be utilized in the EOC as well as in the field.

EOC Emergency Management Functions

The following is a description of the five principle functions of ICS:

- **Management**: This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the campus, the South Orange County Community College District, local governmental agencies, and private organizations.
- **Operations**: This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
- **Planning/Intelligence**: This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
- **Logistics**: This function is responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance/Administration**: This function is responsible for financial and administrative aspects not assigned to the other functions.

The EOC personnel structure may be summarized as follows:
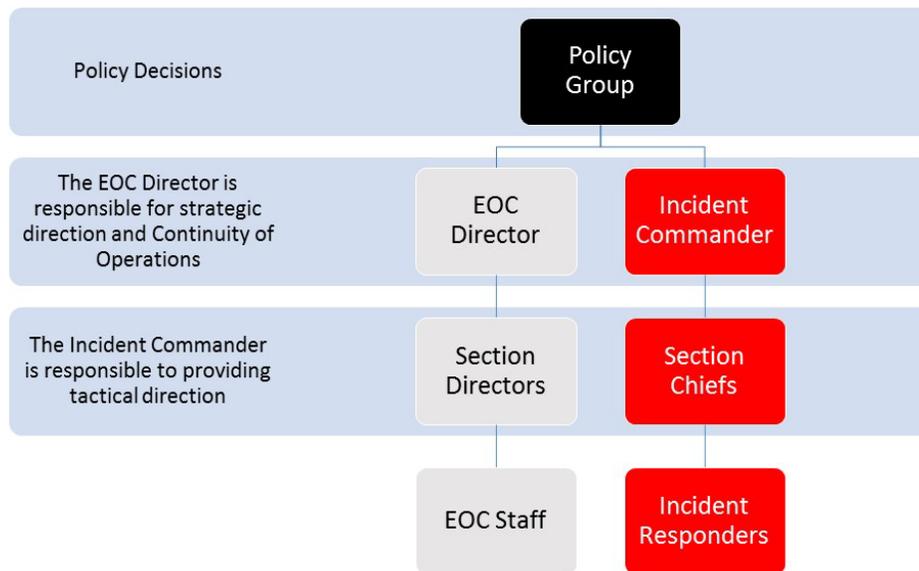
Mutual Aid

California is divided into six Fire and Rescue Mutual Aid Regions. The California Office of Emergency Services (Cal OES) provides administrative oversight of the regions through three Administrative Regional Offices. Saddleback College is located within the Southern Regional Area. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests during an emergency. The Cal OES regional manager will coordinate interregional mutual aid and state assistance as necessary at the request of the Operational Area Coordinators. Additionally, Fire and Rescue, and Law Enforcement Coordinators are assigned at the Operational Area level.

Saddleback College is located in Region I of the Southern Administrative and Mutual Aid Region. Depending on the nature of an emergency, the Orange County Sheriff or Fire Authority Chief will act as the Operational Area Coordinator. The Cal OES Region I Manager is the Regional Mutual Aid Coordinator. Requests for, and coordination of, mutual aid support will normally be made through established channels from Saddleback College and/or the South Orange County Community College District to the City of Mission Viejo, the Operational Area, the mutual aid region and then the State. Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.

Phases of Emergency Management

Emergency management activities can be categorized into a series of phases: mitigation, preparedness, response, and recovery. Each management phase is unique, as described below.

Mitigation and Preparedness

Day-to-Day: The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are

developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, writing mutual aid operational plans, training response personnel, and improving public information and communications systems.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the Master Mutual Aid Agreement (MMAA), and this State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

Increased Readiness: As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

<u>**Response and Recovery**</u>

Pre-Impact: When emergency managers are able to recognize the approach of a potential disaster, actions are taken to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, EOCs may be activated, and evacuation may begin.

Immediate Impact: During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including requests for mutual aid) and segments of the private sector. During this phase, Incident Command Posts and EOCs may be activated, and emergency instructions may be issued to the public.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The incidents' resource requirements continually change to meet the needs of the incident.

3. Continuity of Authority

A major disaster could include death or injury of key government officials and the destruction of public and private records essential to continued operations of government and industry. The California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

Continuity of leadership and government authority are particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

- Succession to essential positions required in emergency management.

  In the absence of the President being able to designate a successor, the line of succession in emergency operations for the President will be the following:

  1. Vice President for Instruction
  2. Vice President for Student Services
  3. Vice President for College Administrative Services
  4. Chief of Police
  5. Senior Director of College Facilities

- Pre-delegation of emergency authorities to key officials;
- Emergency action steps provided in emergency plans and emergency action plans;
- Emergency Operations Center;
- Alternate Emergency Operations Center;

  Emergency operations will be coordinated in the EOC, CP-100. If the building is damaged, the location for an alternate EOC will be either FMO-100 (Facilities Maintenance) or at the rear of the Police Station, outside of the EOC.

  If AGB-100 must be vacated, the President and the Executive Council will meet in the LRC until temporary offices can be established. Portable trailers may be rented to provide temporary offices for the President, Vice Presidents, Information Technology, Fiscal Services and Public Affairs. These offices will be located in an area adjacent to the EOC.

- Safeguarding vital records; and
- Protection of government/industrial resources, facilities, and personnel.

4. Emergency Proclamation

During a state of emergency or a state of war emergency, the Governor has complete authority over all agencies of State government. For specific information regarding emergency declarations, powers of the Governor, and authorities of jurisdictions, refer to the California ESA.

Campus Emergency: In an emergency, and as the conditions warrant, an official proclamation by the campus President or their designee will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including closure of the campus
- Facilitate participation in mutual aid from State agencies, the City of Mission Viejo, or local jurisdictions.
- Activate campus personnel, logistical resources (and campus facilities) for emergency response to an emergency.
- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties.
- Provide an appropriate procedure for rostering emergency workers.
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and

state and Federal disaster relief funds, where applicable.

- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses and to seek federal disaster relief where appropriate.
- Impose penalties for violation of lawful orders under Education Code Section 89031.
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act).

5. Administrative Practices

General Discussion

Adherence to standard administrative and finance procedures is critical. They support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs. It is essential that all financial management officials involved in record keeping have access to the basic documents which govern Damage Survey Reports (DSRs). The "Subgrantee Disaster Assistance Resource Manual, Disaster Assistance Division/Cal OES" describes the use of specialized time reporting documents, reports, travel claims, purchase orders, and Plans, and supporting documents. Records maintenance continues throughout the cycle of an emergency.

- **Prior to the Disaster**: Training and appropriate forms are to be provided, including procedures for all units of the response organization.
- **During the Disaster Response**: Care should be taken to ensure that adequate documentation is collected for activities of personnel, use of equipment, and expenditures for the incident.
- **After the Disaster Response**: Records must be protected and maintained for audit purposes and potential court actions. It is essential that a single unit be responsible for cost recovery records and that all managers assist in collecting any missing information. Problem areas should be identified, corrective measures taken, and employees retrained in proper procedures.

Specific Practices

Mutual Aid: Under the terms of the Master Mutual Aid Agreement, Mutual Aid emergency response is provided at no cost to a requesting jurisdiction. Mutual Aid Under specific conditions, federal and State moneys may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility.

It is the policy of the State that contracts for emergency response needs, and disaster repair and restoration be entered into by the lowest level of government possible. Therefore, a local government should enter into a contract before a county, and counties should enter into contracts before the State or State agencies. Local entities bear the cost and may be reimbursed if funds are made available.

State Agency Funding: State agencies may be directed by the Governor to incur costs and expend funds from their normal operating budget for disaster assignments. Because of the need to respond to emergency situations immediately, there may be times when it is difficult to secure advance approval for expenditures from the Department of Finance (DOF). For this reason, DOF, under the authority of the California Government Code, §13078, and Executive Order W-9-91, has given standing authority to the Secretary of Cal OES to direct any agency to utilize and employ State personnel, property, equipment, and appropriations to prevent or alleviate actual or threatened damage due to an emergency, without prior

approval. The reimbursement cost of such urgency actions by State agencies for each emergency incident is directed by Cal OES. For expenditures above the stated Cal OES level, DOF approval is required.

The California Government Code, §8649, provides that for any State department using its personnel, property, equipment, or appropriation for declared emergencies where the agency's funds are subject to constitutional restrictions, the State department may be reimbursed, and the original expenditure considered a temporary loan to the General Fund. It is the State's policy to recover eligible State agency disaster costs from available federal assistance programs. It is each State agency's responsibility to maintain its own records, prepare its own applications for disaster assistance funds, and prepare requests to the Legislature to recoup funds spent on disaster activities.

The State Administrative Manual (SAM) provides that, subject to approval by DOF, any State agency may use its personnel, property, equipment, and appropriations in emergencies proclaimed by the Governor. In the event a department is unable to absorb all the costs associated with an emergency response, it should request assistance from DOF. The DOF staff will give immediate attention to the anticipated funding deficiency and provide guidance to the department projecting the shortage. DOF will evaluate and make decisions on each request for supplemental funding on an individual basis.

Damage Survey Reports (DSRs) Time frames for processing public assistance applications and completing DSRs can vary considerably, given the complexities and difficulty of any given project. The Public Assistance Applicant Packet for State Agencies, Local Government, and Special Districts provides a flowchart titled "Public Assistance Overview," which illustrates the process from a major disaster declaration to final inspection, and payment of retained funds. It is critical to submit complete and accurate information in the application to make timely progress toward project approval.

Training and Equipment

Training

The main objective of the Saddleback College emergency management is efficient and timely response during emergencies. A good plan is a first step toward that objective. Planning alone will not guarantee preparedness. Training is essential to make emergency operations personnel ready to respond effectively. This Plan will include provisions for training.

The first element of the program is required training in state and federal mandates for emergency management personnel. The Standardized Emergency Management System (SEMS) administered by California Office of Emergency Services (Cal OES) and the National Incident Management System (NIMS) administered by the federal Department of Homeland Security (DHS), both establish emergency management laws, policies and procedures for government officials and emergency management personnel.

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

- Orientation Seminars are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations or case studies. Such exercises can involve all levels of campus personnel particularly support service groups.
- Tabletop Exercises will provide a convenient and low-cost method of introducing officials to scenario-

related problem situations for discussions and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

- Functional Exercises will be utilized to simulate actual emergencies. They will involve the complete emergency management staff and are designed not only to exercise procedures, but also to test the readiness of personnel, communications and facilities. Such exercises will be conducted at the EOC level.
- Full Scale Exercises are the most complex type of exercise, and the ultimate goal of the training program. This is a full performance exercise that adds a field component that interacts with the EOC through simulated messages. These exercises test the planning process, the deployment of resources and the operations of field personnel.

Emergency Equipment

Extraordinary emergencies, such as a major earthquake with a local or regional impact, could require sustained emergency management operations for up to 72 hours without outside assistance.

The needs of the campus, in a sustained emergency situation, require that necessary equipment be in place and in operational order. Designated campus personnel should have Procurement Cards for use to purchase emergency equipment and supplies. Memorandums of Understanding or contracts should be put in place with local vendors to provide access to additional resources if needed. These MOU's and contracts, to the extent possible, should be prepared in coordination with the campus Emergency Management Coordinator.

The Basic Campus Equipment List of items currently stored, is in the Supporting Documents.

Plan Development and Maintenance

This emergency plan was developed under the authority conveyed to the President by the South Orange County Community College District and The California Community Colleges System. The document is synchronized with local government, State agencies and the California Community Colleges. This plan has been reviewed and recommended to the President for approval by the campus Chief of Police. The plan will be maintained by the campus Chief of Police, and changes or revisions will be published as warranted.

6. Campus Map

Current building specific evacuation maps are available at: Police Department | Emergency Information

SADDLEBACK COLLEGE CAMPUS MAP
28000 Marguerite Parkway, Mission Viejo, CA 92692 • 949.582.4500

SCAN THIS QR CODE
TO ACCESS OUR DIGITAL CAMPUS MAP
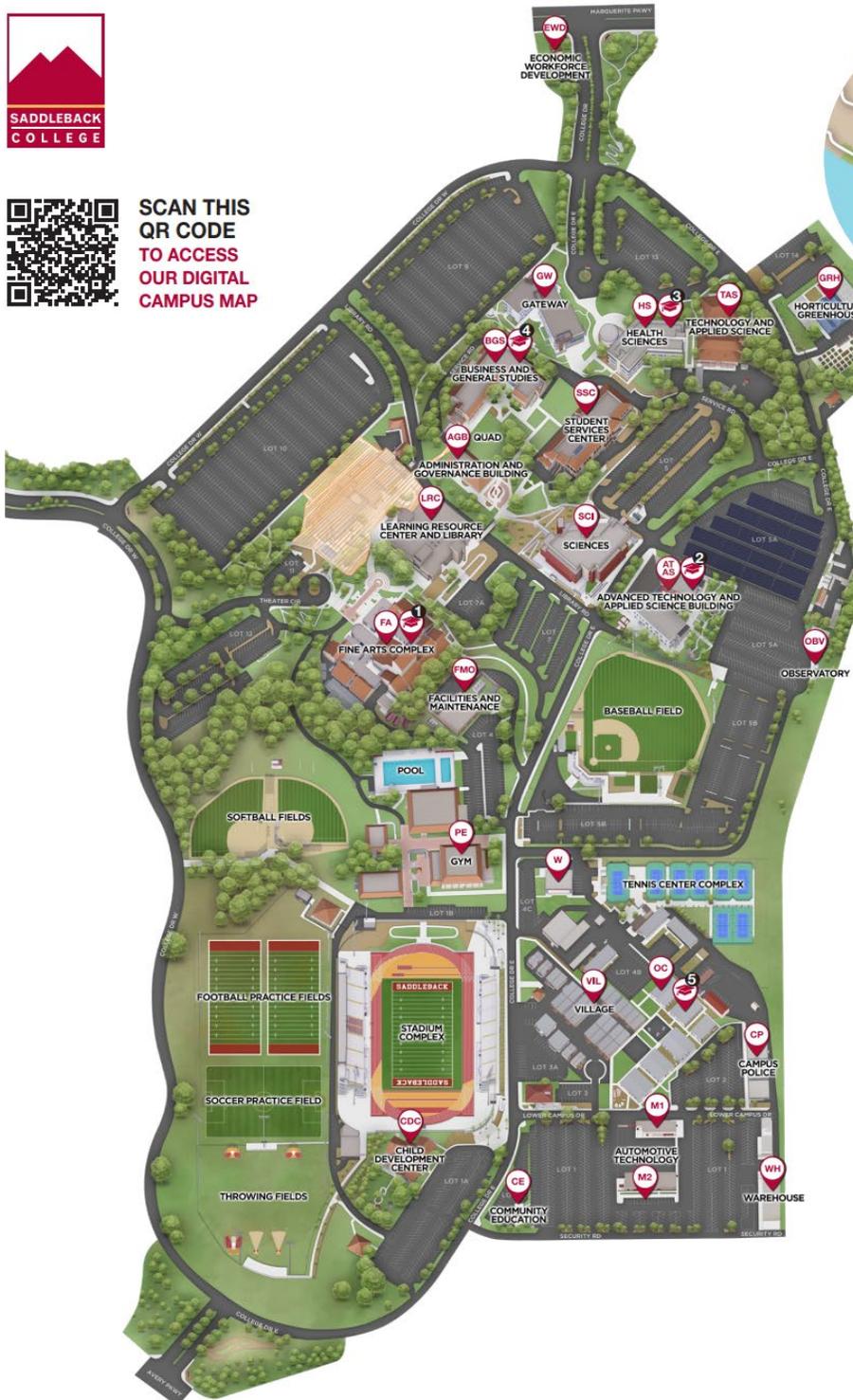
BUILDING KEY

Saddleback College Schools

1	School of Arts, Media, Performance and Design (AMPD)
2	School of Business and Industry
3	School of Health and Wellness
4	School of Humanities and Social Sciences
5	School of Science, Technology, Engineering and Math (STEM)

Buildings

AGB	Administration and Governance Building
ATAS	Advanced Technology and Applied Science
BGS	Business and General Studies
CDC	Child Development Center
CE	Community Education
CP	Campus Police
EWD	Economic Workforce Development
FA	Fine Arts Complex ♦
FMO	Facilities and Maintenance
GRH	Horticulture Greenhouse
GW	Gateway
HS	Health Sciences
LRC	Learning Resource Center and Library
M1/M2	Automotive Technology
OBV	Observatory
OC	Outreach Center
PE	Physical Education
SCI	Sciences
SSC	Student Services Center
TAS	Technology and Applied Science
VIL	"Village" Classrooms
W	"W" Building (Communication Arts)
WH	Warehouse

♦ McKinney Theatre is located in FA 300
Studio Theatre is located in FA 300

DISASTER OPERATIONS: RESPONSE AND RECOVERY

1. Campus Response and Recovery Activities

Emergency Management Organization

This section specifies the responsibilities and tasks assigned to the Saddleback College Emergency Management Organization to ensure effective management of emergency operations. It provides information about the campus emergency management structure, activation of emergency response and recovery procedures, and Emergency Operations Center (EOC) data.

2. The Incident Command System

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 branches of the emergency organization are multi-disciplined; organized and structured according to the SEMS (Standardized Emergency Management System) organization; and relate to the Emergency Service Functions of the Federal Response Plan (FRP). Lead and support departments are identified in the matrix referenced in this part. Additional assignments may be made as necessary to carry out response and recovery activities.

The Campus Emergency Management Organization will have overall responsibility for:

- Organizing, staffing, and operating the EOC.
- Operating communications and warning systems.
- Providing information and guidance to the campus community.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the campus, and providing support to nearby jurisdictions as required.
- Analyzing hazards and recommending appropriate countermeasures.
- Collecting, evaluating, and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area EOC (if activated).

3. Campus Emergency Operations Center

The Saddleback College Emergency Operations Center (EOC) is located in the Campus Police Station, CP-100. It is a secure location that provides a single focal point for centralized information management, decision-making, resource support and resource application during a disaster response.

When the EOC is activated, the Campus Emergency Management Staff will respond to that location and coordinate emergencies operations from there. If there is a possibility that all (or a related part) of the Statewide Emergency Management System will be activated, the Saddleback campus EOC will be activated and staffed by all or part of the designated Emergency Management Staff.

4. Campus Emergency Communications System

The Saddleback College communications system consists of both telephone and radio systems. The primary location for communicating with the Saddleback College emergency response organization, the campus community, the City of Mission Viejo, the county, and other emergency organizations is the Campus Police Communications Center and the Campus Emergency Operations Center.

5. Campus Alert and Warning System

Responsibilities

The Campus Police has the primary responsibility for promptly notifying the campus community of an emergency situation when warranted.

The Campus Police Communications Center is the primary point on campus for receipt of emergency warnings from local and state officials. Warnings may be received via radio or telephone from the County Operational Area EOC, the City of Mission Viejo EOC, or the Cal OES Regional EOC.

Notification to the campus community will normally be accomplished through the Campus Police Communications Center or EOC, and include a warning message of an immediate or impending emergency condition, followed by the issuance of appropriate instructions.

Alert and Warning systems

Telephone and Electronic Communication Systems
In the event of an emergency or imminent threat, public information regarding the emergency will be disseminated to community members cell phones, emails, via website updates, and/or through the campus IP based voicemail telephone system which includes a visual display feature. The Chief of Police or Public Information Officer will be responsible for preparing the appropriate warning or notice.

Loudspeakers or Voice Command
Notification of the campus community can also be made through the use of Police vehicles, utilizing the vehicles' public address system and hand-held loudspeakers. Emergency personnel will also give on-site voice commands.

6. Resources and Support Operations

Campus Resource and Support Operations, are decentralized and coordinated by units within the Logistics, Planning and Finance Sections when the EOC activated. These support units are responsible for procurement and distribution of resources, support services required for emergency operations and support of the campus community. The unit coordinators assist emergency operations with general responsibilities as indicated:

- Supply: Coordinates the procurement and allocation of essential supplies, including food, fuel, and health supplies. (Logistics Section)
- Procurement: Coordinates record keeping for personnel time, equipment time, purchases, and vendor contracts; recommends cost-effective strategies for resource procurement. (Finance Section)
- Personnel: Coordinates the allocation of available personnel. (Logistics Section)
- Transportation: Coordinates the allocation of transportation resources required to move people, equipment, and essential supplies. (Logistics Section)
- Utilities: Coordinates with private and government-operated utilities concerning the continued operation of water, gas, and electric utilities-on campus. (Logistics Section)
- Telecommunications: Coordinates with telecommunication providers and campus computer services concerning the continued operation of telephone and computer service. (Logistics Section)

CAMPUS EMERGENCY MANAGEMENT RESPONSIBILITIES

This section provides a synopsis of the emergency management responsibilities.

1. Policy Group

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the President and the Executive Committee. The Chief of Police, acting in the role of EOC Director, advises the President as to the extent of an emergency. The President, in the capacity of Emergency Operations Executive (EOE), directs development and preparation, including policies and procedures, to ensure readiness of the Emergency Operations Plan. The EOE will advise the Policy Group of the need to establish goals and objectives to operate the campus for the duration of the recovery period. Examples include (1) when to close or reopen campus for classes, (2) emergency budgetary policy, and (3) how to proceed with rebuilding.

Management is responsible for overall emergency policy implementation and coordination. The Management function includes the positions of EOE and EOC Director/Incident Commander. The management function also includes:

Liaison: The liaison position ensures staff representing other agencies receives a preliminary briefing on the current emergency operations and are assigned to the appropriate functions within the EOC.

Public Information: The Public Information Officer is responsible for developing and releasing information about emergency operations to the news media, to personnel involved in the operation, and other appropriate agencies and organizations. Additional support may be drawn from other State agencies, volunteers, or participants in the Public Information Officer Mutual Aid Program.

Safety Officer: The Safety Officer develops and recommends measures for assuring personnel safety, assessing and/or anticipating hazardous and unsafe situations, and taking corrective measures. This position also ensures that staff receives stress management services.

Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan. Operations section is headed by a Section Chief and includes:

Operations Section Chief: Responsible for the management of all operations directly applicable to the primary

mission. The Operations Chief activates and supervises organizational staff in accordance with the Incident Action Plan and directs its execution. The Operational Chief also requests and/or releases resources, makes expedient changes to the Incident Action Plan as necessary; and reports such to Incident Commander.

Fire and Rescue: Monitors the status of fire mutual aid activities. This unit provides support to Urban Search and Rescue (USAR) efforts and other technical rescues occurring in the urban environment. It provides non-fire support as needed to other branches.

Law Enforcement: Performs functions in accordance with the Law Enforcement Mutual Aid Plan. This unit coordinates and monitors law enforcement activities. It provides support to USAR efforts. Provides traffic supervision and control; law enforcement protection of State facilities and occupants; and physical security of Executive Committee.

Communications Center: Coordinates all aspects of EOC communication, including radio communications.

Disaster Medical: Coordinates 'first responder' medical response and operations, and provides emergency medical treatment at a facility or triage center. Provides crisis counseling services for disaster victims and mass care workers.

Care and Shelter: Is responsible for mass care and shelter of persons displaced by a disaster, the set-up and maintenance of mass care facilities, coordination of feeding operations.

Construction and Engineering: Provides construction and engineering resources during a disaster. It provides initial and rapid damage survey of roadways, assists with debris removal, inspects and reports damage to buildings and elevators and provides traffic control, traffic diversion, and alternate route identification. May provide security and access control to damaged systems.

Utilities: Coordinates shut-off or safe operation of utilities in coordination with service providers.

Hazardous Materials: Monitors hazardous materials (hazmat) incidents. This unit assists with the coordination of resources for response to hazmat and radiological incidents.

2. Planning/Intelligence

Planning/Intelligence: Is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation of the incident. The Planning/ Intelligence section is headed by a Section Chief and includes:

Planning/Intelligence Section Chief: Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to a) understand the current situation b) predict probable course of incident events, and c) assist in preparing alternative strategies and control operations for the incident.

Situation Status and Analysis: Prepares the situation report, maintains status information in WebEOC database (a computerized information system) and on status boards (electronic or manual), analyzes and verifies data, and prepares the Action Plan. and operations.

Mobilization/Demobilization works with Operations and Logistics to help plan the mobilization of personnel, equipment, and facilities. It also prepares the demobilization plan and monitors its execution.

Advance Planning identifies situations that may impact emergency operations beyond the current operational period. The liaison to recovery activities is established in this unit.

3. Logistics

Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of an emergency. The Logistics section is headed by a Section Chief.

Logistics includes:

Logistics Section Chief: Responsible for providing facilities, services and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates, and supervises the elements within the Logistics Section.

Information Systems and Communications coordinates all aspects of telecommunications including computer systems, telephones, fax, email, website, social media, and satellite communications.

Transportation coordinates all aspects of transportation in support of emergency operations.

Personnel coordinates the acquisition of staff, develops staffing patterns and shift assignments, and ensures that personnel are provided to support emergency operations.

Facilities Coordination develops facilities plans such as mobilization centers, disaster support areas or staging areas, shelters, and campus evacuation points. It oversees set-up and installation of utilities, communications, and office equipment, and ensures facilities maintenance.

Resource Tracking is responsible for tracking the status of resources. This unit coordinates with discipline-specific mutual aid sub-systems regarding mutual aid tracking.

4. Finance/Administration

Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions. The Finance/Administration section is headed by a Section Chief and includes:

Finance Section Chief: Responsible for all financial and cost analysis aspects of the incident, and for supervising the elements in the Finance Section.

Time Reports ensure employees maintain and submit complete and accurate personnel time keeping records and costs associated with personnel. Time Reports also collect equipment time from operators.

Procurement arranges for the purchase of supplies and equipment. Develops and manages contracts for services in support of emergency operations. This unit maintains a record of procured items, and tracks and coordinates delivery of supplies. Potential assignments include:

- Compensation and Claims Compensation – manages worker's compensation and claims actions.
- Cost Accounting – maintains costs on response activities, including oversight for all State financial transactions.

- Damage Survey Report Record Keeping – manages the DSR Record Keeping process throughout the response phase.

5. Construction and Engineering Operations

The **Campus Construction and Engineering Coordinator**, who is a member of the Logistics Section, will be responsible for coordinating the inspection, maintenance, and emergency repair of campus facilities and for coordinating emergency debris clearance.

Facilities Management has primary responsibility for construction and engineering operations on campus. They will assist with procuring goods, services, and equipment.

EMERGENCY OPERATIONS

1. Disaster Notification and Activation

Any member of the campus community who becomes aware of an emergency or potential disaster should immediately contact the Saddleback Police 24/7 at (949) 582-4585 or at ext. #4444 from any campus phone, and/or a member of the CMT Core Group.

- If calling Police Dispatch, describe the emergency or potential disaster and instruct Dispatch to contact the CMT Core Group:

    - What happened? Briefly describe the incident/disaster.
    - Where did it happen? What areas will be affected?
    - When did it happen? What has been happening since?
    - Are there any immediate or longer-term life safety issues?
    - Are there any resources needed at this time?

- The CMT Core Group should confer immediately by calling each other. If some of the Core Group are not available, the ones who are available should meet immediately rather than delay.

- The CMT Core Group will determine the scope of the disaster, the best course of action, and the immediate priorities. Should the EOC be activated? Do we need full staffing? Do we need the Policy Group to close the campus? Should a state of emergency be declared by the District? What messages need to be sent out to whom and in what timeframe?

- If the disaster occurs during non-working hours and is not a major earthquake, it is probable that it will be safe to travel to the EOC. If a major earthquake occurs during the night, do not attempt to reach the campus but wait for daylight to travel. Before traveling, check internet news sites or news radio stations such as 1070 AM or local TV news coverage to determine if it is safe.

2. Activation of Emergency Operations Plan

In an emergency, and as the conditions warrant, an official disaster declaration by the Chancellor or President, or designee, will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including the closure of campus(es).
- Facilitate participation in mutual aid.
- Activate campus personnel, logistical resources, and campus facilities for emergency response and recovery.
- Authorize the activation of the Emergency Operations Center according to the Emergency Operations Plan.

Activation of the EOP

The purpose of the Plan Activation Procedure is to establish specific activation, notification, and reporting directives when responding to a disaster. The following sequence summarizes the initial responsibilities of CMT members prior to and immediately following the declaration of a disaster.

- When requested by the Emergency Response Teams, assist in the coordination of initial response activities to protect life, and minimize property damage.
- Assist in the damage assessment of critical buildings and infrastructure.
- Determine the magnitude of the incident based on damage assessment reports.

- Before activating the Plan, or portions thereof, decide:
    - Can operations resume on the campus?
    - How soon can restoration efforts begin?
    - Are facilities damaged to the extent that the campus is partially or fully non-operational?

- After the disaster declaration:
    - Determine the extent to which the Plan will be activated.
    - Activate necessary Recovery Teams.
    - Activate the EOC.
    - Decide on initial Incident Action Plan and notify CMT.
    - As required, notify critical vendors.
    - Notify personnel of the incident and projected duration of impact.
    - Direct the Crisis Communications Team to implement the Crisis Communications Plan.

3. Campus Closure

Overview

To assist Emergency Operations Center (EOC) personnel and emergency field personnel when closing the campus due to an emergency or potential safety problem. Campus closure involves the involvement of the CMT Core Group to direct the closure. The PIO will prepare media releases advising campus closure, including when and why. The public address system and Emergency Notification Systems may be used to advise people of the closure. Facilities and Campus Police will work together to ensure notification of the campus community and facilitate an orderly closure. Local authorities will be notified of the closure.

Background

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

Emergency Situation

The decision to close the campus shall be made by the President, or their acting designee, on the basis of recommendations received through the Chief of Police, or if the situation dictates, the senior campus police officer on duty. During an emergency, the Chief of Police in the role of the Incident Commander will be located in the Emergency Operations Center which is located in the Campus Police Station.

Closing the Campus

A formal Declaration of Campus Emergency shall be obtained from the President or their acting designee.

Upon authorization by the President, the following personnel will be notified by the President's Office:

- SOCCCD Chancellor
- The Chief of Police
- Vice President for Instruction
- Vice President for Student Services
- Vice President for Administrative Services
- Executive Director of Marketing and Communications (PIO)
- Senior Director of Facilities
- Director of Information Technology
- Chair, Academic Senate
- SOCCCD Human Resources

These individuals will contact those who report directly to them, and in turn, they will contact their department heads and other key personnel to relay appropriate information.

The Executive Director of Marketing and Communications will advise the campus and off-campus news media, as appropriate, of the decision to cancel classes and close the campus.

4. Campus Closure Implementation Procedures

Implemented by: Chief of Police

- If closure of campus is recommended as protective action, notify Emergency Operations Executive and make recommendations.
- Coordinate with Local and County EOC (if activated) on implementation of closure procedures.
- Assign field teams for classroom notifications and building closures.

- Assign personnel to post barricades/signs at incoming points to campus:
    - Marguerite Parkway entrance.
    - Medical Center Drive entrance.
    Avery Parkway entrance.

- Coordinate with OCSD (and Local/County EOC if activated) regarding progress of closure.

Implemented by: Senior Director of Facilities

- Assign personnel for building closure.
- Assign personnel for closing down power plants and other appropriate facilities.
- Maintain list of buildings closed.
- If needed, assign field teams to assist Campus Police staff in announcing campus closure to classrooms.

INCIDENT LEVELS AND CRISIS MANAGEMENT TEAM ACTIONS

Incident Level	Incident Characteristics	Crisis Management Team Actions
I. *"Incident"*	▪ Short-term localized incident ▪ Minor impact ▪ No external awareness	☐ **No involvement from CMT** ☐ **Incident managed by trained staff**

II.
"Crisis"
	▪ Current or impending serious threat to:
	   ○ Life safety
	   ○ Business operations
	   ○ Facilities
	   ○ Technology Services
	
	▪ Media inquiries relating to incident possible
		Day 1
		☐ **Meet at EOC or alternate if necessary**
		☐ **Complete review of incident assessment reports**
		☐ **Engage operational CMT members needed for crisis**
		☐ **Assign roles and responsibilities**
		
		Day 1 to 2
		☐ **Notify key stakeholders in priority order**
		☐ **As needed, Incident Commander works with PIO to draft critical communications to stakeholders**
		☐ **Initiate emergency communications**
		☐ **Decide on priorities based on incident**
		☐ **Direct use of resources as needed**
		
		Day 2 & Beyond
		☐ **Manage crisis according to the EOP**

III. *"Disaster"*	▪ **Regional disaster or prolonged disruption**	Same Actions as Level II "Crisis" – plus: *Day 2 & Beyond* ☐ **Coordinate, communicate, prioritize, and provide resources. If necessary, implement business recovery plans.**

1. Crisis Management Team Immediate Actions

The CMT immediate actions are listed below to ground the members in activating the EOP as well as initiating key infrastructure functions. Please refer to the complete EOC Checklists section to see a checklist for each specific function.

CMT Core Group

- Discuss incident and preliminary assessment findings to determine potential magnitude of impact and need to engage CMT members.
- Notify CMT members and convey which members are needed for crisis response.
- Escalate to the Policy Group and make recommendations as to priorities and immediate actions.
- Activate the EOC, as necessary.
- Determine initial Incident Action Plan (IAP).

Operational CMT Members

- Activated and necessary CMT members convene at EOC.
- Determine specific role in EOC and review checklist.
- Review the EOP on priorities, organizational structure, and operational concepts.
- Determine messages to be communicated to stakeholders and work with PIO to send in a prioritized way.
- Operate based on the IAP developed by the Command Staff and Section Chiefs.

Safety and Security

- Ensure that buildings have been evacuated, working with the ERTs.
- Support the emergency response in whatever ways are necessary.

Facilities

- Support the emergency response in whatever ways are necessary.
- Conduct preliminary damage assessment.
- Report damage assessment with recommendations to the Incident Commander.
- Initiate mitigation efforts for damaged buildings and systems.
- Expedite restoration of key infrastructure focusing on health, safety, and welfare.
- Notify critical vendors needed.
- Set up temporary triage/emergency shelters as needed.

Technology Services

- Evaluate outage or service disruption and determine preliminary damage assessment.
- Report damage assessment to the Incident Commander.
- Activate Disaster Recovery Plans for critical systems/applications.
- Restore critical data as possible and necessary.
  Begin restoration of mission critical systems and applications.

▪ Notify critical vendors needed.

2. Emergency Operations Center Locations

The EOC is the physical location that is used by the CMT to coordinate and manage the disaster. There are three designated EOC locations:

▪ Primary – Police Department offices: CP-100
▪ Secondary – Administration AGB large conference room
▪ Tertiary – Third floor of the LRC
▪ Alternate – ATEP campus in Tustin

The secondary location would be used if the Police building is incapacitated or not functional. The tertiary location would be used if the entire Saddleback campus is not functional or reachable.

3. Emergency Management Organization – Personnel Assignments

Policy Group

- President
- Vice President for Instruction
- Vice President for Student Services
- Vice President for Administrative Services
- Executive Director of Marketing and Communications (PIO)

Command Staff

Incident Commander
President or Vice President for College Administrative Services
Alternate: Chief of Police

▪ Safety and Security
  ▪ Primary - Chief of Police
  ▪ Alternate – Operations Lieutenant
  ▪ Tertiary - Safety Coordinator
▪ Public Information Officer
  ▪ Primary - Executive Director of Marketing and Communications
  ▪ Liaison - Creative Services Lead

Operations Section

Operations Section Chief
- Primary - VP for Instruction and/or VP for Student Services
- Alternate – Executive Dean of Humanities and Social Sciences

  - Instruction Coordinator
    - Executive Dean of Humanities and Social Sciences
  - Faculty Coordinator
    - Primary - Academic Senate President
    - Alternate - Faculty Association Representative
  - Classified Coordinator
    - Primary - Classified Senate President
    - Alternate – CSEA Representative
  - Student Services
    - Primary – Dean of Counseling Services
    - Alternate – Dean of Enrollment Services
  - Health and Wellness Center
    - Director of Health and Wellness Center
  - ATEP Operations Coordinator
    - Dean of Economic and Workforce Advancement

Logistics Section

Section Chief
Primary – Vice President for Administrative Services
Alternate – Senior Director of Facilities and/or Director of Technology Services

- Technology Services
  - Primary - Director of Technology Services
  - Alternate - Assistant Director of Technology Services
- Online Learning
  - Primary – Dean of Instructional Support and Teaching Innovations
  - Alternate – Instructional Technologist and/or Faculty Online Education Coordinator
- Facilities and Construction/Engineering
  - Primary – Senior Director of Facilities
  - Alternate - Assistant Director of Facilities
- District/Risk Management
  - Primary – Executive Director of Procurement, Central Services and Risk Management
  - Alternate – Purchasing and Contracts Manager

Finance/Administration Section

Section Chief
Primary – Director of Fiscal and Contract Services
Alternate – Accounting Analyst

Planning/Intelligence Section

Section Chief
Primary – Police Operations Lieutenant

Alternate – Police Services Specialist
- Situation Status Coordinator
  - Police Services Specialist
- Message Center Coordinator
  - Primary - Senior Dispatcher
  - Alternate - Dispatcher
- Information Management – Administrative Assistant, Campus Police

4. Crisis Communications

Purpose and Scope of the Crisis Communications Plan

- The Crisis Communications Plan is incorporated into the EOP to centralize information in a single place. It guides the actions of the Crisis Communications Team (CCT).
- The CCT is composed of the PIO and staff and may include other members of the CMT to effectively communicate to specific stakeholders.
- The CCT is part of the CMT and must get approval of messages by the Incident Commander.
- The assumption in this Plan is that the CCT is professional and can manage messaging to the media without instructions.

Guiding Principles of Crisis Communications Team

- Protecting the life safety of employees, contractors, and visitors is always the highest priority – employee dependents are critical to consider in crisis communications.
- Assess the disaster and coordinate immediate urgent communications with the CMT.
- Determine messages to key stakeholders in priority order depending on the disaster or event.
- Coordinate messages internally and externally as the focal point of the CMT.
- Provide frequent and regular updates to key stakeholders to help empower them to respond and recover from the disaster in the most effective manner possible.
- Provide consistent, timely and accurate messages to assist students and employees.
- Act as the focal point for liaison with all organizations external to Saddleback College.
- The CCT does not necessarily need to communicate with all the external organizations but must be aware of and approve all contact prior to that contact occurring.
- Support the Business Continuity Teams by coordinating messaging to the Teams for the CMT.

- Coordinate messaging to vendors and key third parties in concert with the appropriate groups.

Crisis Communications Team Responsibilities and Actions

It is critical to assume a worst-case scenario for planning purposes – such as a large magnitude earthquake affecting Saddleback College's employees, buildings, infrastructure, and operations in the context of a regional disaster.

Immediate Actions

- Receive notifications from and/or make notifications to the CMT to ensure that there is centralization of information related to the disaster.
- Activate when contacted by the CMT – initial briefing in the Emergency Operations Center.
- Participate with the CMT as it identifies the crisis – determining its scope, severity, status of response, and potential impacts.
- Review communications methods and develop immediate priority messages for Emergency Response even before EOC activation, i.e., to employees in affected areas, critical response vendors, mutual aid organizations, and public safety agencies. The CCT is the focal point for these communications.

Develop Crisis Communications Team Incident Action Plan

- The CMT IAP sets the priorities for a specified timeframe on a college-wide basis given potentially limited resources available.
- Crisis Communications priorities will be part of the EOC's IAP.
- The CCT should develop its own IAP outlining the crisis communications stakeholders, priorities, message content, and methods of message delivery given existing communications capability.
- The CCT should expand the Team, as necessary.
- Set up the CCT War Room in proximity to the EOC.

Stakeholder Messaging

- Determine stakeholders in priority order since there may be limited resources and communications capabilities.
- Determine message content for each stakeholder and potential message delivery methods.
- Develop substance of messages, coordinating with the CMT before any internal or external communications are sent.
- Determine how the stakeholders will establish future contact with Saddleback College, such as after an initial approved message is sent to stakeholders by the CMT. Subsequent communications can bypass the focal point if appropriate. Subsequent discussions between Facilities and recovery vendors may not need to be centralized once the initial contacts are made.
- The usual priority order for stakeholder messaging in a major natural disaster:
    - Affected students and employees
    - Public Safety organizations, Emergency Response Vendors, and Mutual Aid
    - Critical infrastructure vendors who provide foundation for recovery

- Critical third parties as identified in the Business Recovery Plans
- Media
- General public
- Finalize the delivery method for each specific stakeholder message and coordinate with the CMT on communications capabilities given the disaster.
- Oversee/coordinate delivery of key stakeholder messages, documenting all contacts.
- Close the communications feedback loops by designing processes for feedback and future communications with each stakeholder group.

5. Emergency Notification Systems

Saddleback College has Emergency Notification Systems in place. One of the keys to emergency communications is redundancy. Depending on the incident, one or more of these systems will be employed with different orders.

Public Address System

This notification system transmits to the speakers in campus buildings, and is controlled by Campus Police.

Informacast

- Informacast is a call-out system managed by Campus Police.
- Campus Police can send messages through phone lines (can be heard through external phone speakers) assigned to campus buildings, including classroom phones.
- Informacast also transmits messages through the blue emergency phones on poles outside campus buildings and in campus public areas.
- The detailed instructions for using Informacast are contained in the Emergency Binder located in the Campus Police Department.

Rave

- Rave is the campus mass Emergency Notification System, facilitated by the Crisis Communications Team.
- The system sends messages to mobile phone numbers listed in Workday, the Human Resources system/database. The great majority of students, staff, and faculty are in the Rave database. Rave also sends emails. It is essential that students, faculty, and staff enter and update their mobile phone numbers in the system.

Radio Systems

- The Campus Police Department uses the 800 MHz radio system to communicate on a routine basis. The Department can communicate directly with law enforcement agencies.
- Facilities and Technology Services uses the 400 MHz radio system to communicate internally.
- The Campus Police Department communications system incorporates both 800 MHz and 400 MHz radios.
- Building Captains use 400 MHz radios assigned to them.

6. Mutual Aid

Saddleback College is in Region I of the State of California Southern Administrative and Mutual Aid Region. Depending on the nature of the emergency, the Orange County Sheriff or Fire Authority Chief will act as the Operational Area Coordinator. The State of California Office of Emergency Services Region I Manager is the Regional Mutual Aid Coordinator.

Requests for, and coordination of, mutual aid support will normally be made through established channels from Saddleback College to Irvine Valley College and/or from Saddleback College to the City of Mission Viejo, the Operational Area, the mutual aid region and then the State. Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.

Requests will specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom responding personnel should report.
- Access routes.
- Estimated duration of emergency operations.

Saddleback College will provide mutual aid upon:

- Request from Irvine Valley College for emergency assistance and support.
- Request from District Services for emergency assistance and support.
- Request from local governments that have declared a local emergency.
- Direction from the CA Office of Emergency Management to render emergency assistance.
- Gubernatorial declaration of a state of emergency in an area including Saddleback College.

7. Threat Assessment and Risk Management

A critical first step in developing the EOP is the assessment of potential threats and risks facing Saddleback College. Risks can be man-made or natural, technological or political, accidental or intentional, internal or external, controllable or uncontrollable – and may occur without warning. The systematic assessment of these risks drives the mitigation efforts to minimize the risks. Through identification of the highest risks, Saddleback College can more effectively plan and prepare.

Risk Management Process

- Identify major risks.

- Analyze the risks in terms of frequency and potential impact.
- Evaluate and prioritize the risks to identify potential solutions.
- Plan and implement mitigation and solutions.
- Monitor and review mitigation and solutions for effectiveness.

The Business Impact Analysis (BIA) identified the major threats facing Saddleback College. This BIA was conducted with the 17 Critical Business and Support Functions while developing their individual Business Recovery Plans. The scenario that was used for the BIA was the COVID-19 Pandemic so that Business Recovery Plans could be developed for distance learning where students, faculty, and staff operate remotely. The participants were asked to identify risks other than the current Pandemic.

The major threats faced by Saddleback College are:

- Major earthquake
- Urban/interface wildfire
- Public health emergency
- Active shooter
- Building fire
- Terrorism
- Atmospheric river flooding
- Hazardous material incident
- Cyber security incident
- Prolonged power outage

EMERGENCY EVACUATION PROCEDURES

1. Types of Evacuations

Most evacuations will be site-specific, typically involving a small portion of the campus or one building. Evacuees will move to their designated assembly area. Evacuation of the entire campus may be necessary in an emergency or disaster such as an earthquake or a major fire. In these cases, all persons on campus will be evacuated in a calm and orderly manner.

2. Initial Notification and Authority to Evacuate

- Building evacuations can be activated by anyone who witnesses an incident that would require an immediate evacuation.
- Fire alarms should only be activated when there is actual fire/smoke, or if there is a situation that requires evacuations such as an earthquake.
- Campus Police will evaluate bomb threats and will decide if an evacuation is necessary.
- The President/designee will authorize "go home" evacuations if it is determined to be in the best interests of

students, staff, and faculty.
- Campus Police will establish contact with the City of Mission Viejo's Emergency Operations Center (EOC) or the Orange County Sheriff's EOC when necessary.
- Evacuated employees who have been sent home should monitor the Saddleback College website, email, social media, and Emergency Notification System to receive additional instructions such as when to report back to work. If there any questions, call Campus Police at extension 4444 from a campus phone or (949) 582-4585 from any phone.

3. Notice to Evacuate

Campus Police, Facilities Management, Building Marshals, or Administration will broadcast alerts by the most appropriate and available means: campus phones, building alarms, Campus-wide Public Address (PA) system, Informacast, Rave Emergency Notification System, bullhorns, or word-of-mouth. The message will include the type of disaster, who needs to evacuate, and where to go if not the assembly areas.

Evacuations of classrooms and buildings should be in a calm and controlled manner using the posted evacuation routes. If the situation permits, Building Marshals should conduct a headcount of employees in the assembly areas. Stay in assembly areas until further instructions are given.

4. Evacuation of Disabled Persons

Building Marshals, faculty, staff, and students should assist physically disabled individuals to evacuate as necessary. There are emergency evacuation chairs located in building stairwells.

Building Marshals or instructors should assign three people to help evacuate each person in a wheelchair, and two people to help evacuate a disabled person not in a wheelchair.

Any person in a wheelchair on an upper floor in a multi-story building will be evacuated using the evacuation chairs in building stairwells. During evacuation, protect the disabled person from falling hazards that could occur in an earthquake.

EMERGENCY PROCEDURES

These procedures were developed in accordance with the South Orange County Community College District's Illness and Injury Prevention Program (IIPP), Hazard Communication Program, and Chemical Hygiene Plan.

1. Medical Emergencies – Injury or Illness

- Call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone to report any

injury or illness requiring immediate response by paramedics.
- You may also call 9-1-1 if you do not know the Campus Police number, but there will be a more rapid response by calling Campus Police. When you contact Campus Police, they will immediately call 9-1-1 as necessary.
- Identify the type of injury/illness, building and location, number of victims, what is being done, and your name/contact. Always hang up last.
- Notify Campus Police and/or the Health and Wellness Center for help.
- Do not move the person unless absolutely necessary.
- Stop any bleeding by applying firm pressure on the wound.
- Never touch blood or bodily fluids without protective equipment.
- If qualified, evaluate and perform CPR if necessary.
- Stay with the person until help arrives.

2. Power Outage

- If evacuation is advisable and is directed by Campus Police, Building Marshals/Captains will facilitate evacuation to assembly areas. In most cases, evacuation will occur after a power outage.
- Assist persons with disabilities to evacuate the buildings, if directed.
- Science faculty and staff should secure laboratory experiments, activities, and equipment that might present a danger.
- Once power is restored, the Incident Command Post will provide directions on how to proceed.
- There are planned outages for maintenance, managed by Facilities. For planned outages, Marketing, Facilities, and Campus Police will coordinate to ensure the campus receives timely messaging in regard to protocols for the planned outage.

3. Fire

- In the case of a fire, evacuate the immediate area of the fire.
- Pull the nearest fire alarm.
- If it is a minor fire (one that can be put out with one fire extinguisher in less than a minute), attempt to put out the fire by pointing the stream of the fire extinguisher at the base of the fire and sweeping from side to side.

- To use the extinguisher, follow the PASS rule:
    - Pull the pin
    - Aim the nozzle
    - Squeeze the handle
    - Sweep back and forth

- If it is a major fire, evacuate the building.
- Do not use the elevators.
- If the building is filled with smoke, crawl or stay near the floor while evacuating.
- Check doors by feeling for heat. If a door is hot, do not open it.
- Follow the instructions of the Building Marshals when evacuating, and assist with the evacuation of disabled persons as directed.
- Close all doors when exiting the building.
- Notify Campus Police about a fire, even if it was small and easily extinguished. Reporting to the Fire

Department is required.

4. Wildland Fires

- Wildland fires are a constant threat in Southern California and Orange County in particular.
- The Crisis Management Team monitors the weather and environmental conditions to facilitate the protection of students, staff, faculty, and visitors.
- Facilities has a plan to restrict outside air into buildings to minimize smoke contamination.
- The Public Information Officer works with the Crisis Management Team to provide timely and accurate information to the campus community.

5. Fire Operations

Organization and Responsibilities

- The Orange County Fire Authority is responsible for all firefighting operations on campus.
- County and City Fire Coordinators are responsible for coordinating operations within their respective jurisdictions. They will provide available resources from their jurisdiction to support the campus in response to requests through established mutual- aid channels.
- The Operational Area Fire and Rescue Coordinator, who is selected by the Fire Chiefs within the Operational Area, is the next level of mutual-aid responsibility and is responsible for countywide fire resources.
- Mobilization of Operational Area fire resources is activated by the Operational Area Fire and Rescue Coordinator, or his/her representative, in response to a request for assistance from an authorized fire official of the participating agency in need. The Operational Area Fire and Rescue Coordinator must notify the Regional Fire and Rescue Coordinator of area resources committed.
- Each California Office of Emergency Services (Cal OES) Mutual Aid Region has a Regional Fire and Rescue Coordinator who is selected by the Operational Area Fire and Rescue Coordinators within their respective regions. They, in turn, appoint two or more alternate Regional Fire and Rescue Coordinators. The Regional Coordinators, or their alternates, serve on the staff of the Cal OES Regional Manager during a State of Emergency proclaimed by the Governor.
- Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Fire and Rescue Coordinator will organize and dispatch the requested resources from those available to the requesting jurisdiction.
- Regional Fire and Rescue Coordinators, upon dispatch of mutual aid resources from within the region, must inform the Chief, Cal OES Fire and Rescue Division, of the resources committed.
- The California Office of Emergency Services (Cal OES) is responsible for the coordination and application of state resources, in support of local jurisdictions during an emergency. The State Fire and Rescue Coordinator is the Chief of the Fire and Rescue Division of Cal OES and is a staff member of the Secretary of Cal OES. The State Fire and Rescue Coordinator is responsible for taking appropriate action on requests for mutual aid received through Regional Fire and Rescue Coordinator channels. If federal aid is requested, the Chief of the Cal OES Fire and Rescue Division shall inform the appropriate federal counterpart.
- State agencies having resources to support fire operations include the Department of Forestry, State Fire Marshal, Department of Fish and Game, and Military Department.

Policies and Procedures

All requests for fire support will be submitted through established channels. Requests should include, as applicable:

- Reason for request.
- When needed.
- Where the resources are to be dispatched and to whom they should report.

Responding fire personnel will coordinate their operations with the Saddleback College Police Department to assist in any search and rescue functions.

Campus Police will assist in any evacuation and/or warning procedures per request or as needed and direct radio communication with Orange County Fire Authority is available during EOC activation.

6. Active Shooter

- An Active Shooter is an individual actively engaged in killing or attempting to kill people in a populated area.
- The plan to follow in an Active Shooter situation is to RUN, HIDE, OR FIGHT.
- If you hear gunshots or know the location of the shooter, run in the opposite direction.
- Once outside the building, use any available cover while moving away from the area.
- Along the way, spread the alarm to others that may be going towards danger.
- If you are unable to run, lock and/or barricade yourself in a room and silence all mobile devices. Hide and remain silent. If emergency buttons are available in the room, press them.
- Remain in your secure location until notified by Police or Emergency Responders.
- When safe to do so, contact Campus Police at extension 4444 from a campus phone or call 949-582-4585 from any phone. Provide a description if possible.
- If it is not possible to escape and you are confronted by the gunman, it may be necessary as a last resort to fight back.
- When law enforcement arrives and you have escaped the immediate threat, remain calm and follow their instructions. Keep your hands empty and visible and don't make sudden movements.

7. Earthquake

- Every year, Saddleback College participates in the Great ShakeOut earthquake drill, held in October.
- "Duck, Cover, and Hold:" When you feel an earthquake, immediately drop to the floor, put an arm around the furniture leg, clasp hands behind your head, cover your face in your arms, and close your eyes.
- Do not stand in doorways.
- Evacuate buildings when directed to do so by Building Marshals.
- If outside, move away from buildings and falling hazards.
- Stay away from windows and outside walls, and watch for falling objects.
- Follow the instructions of Building Marshals and Captains.
- In the event of a major earthquake, evacuate the building after the shaking has stopped using the safest route out.
- Report to your assigned assembly area or the one closest to your location if not in your primary location.
- Stay calm and move in a calm and deliberate manner.
- Do not use elevators; evacuate using stairwells.

- Assist disabled individuals or those needing assistance, under the direction of Building Marshals.
- After an earthquake requiring evacuation, buildings must be inspected by authorized personnel prior to re-entry.
- Do not re-enter any building until it has been deemed safe by authorities.
- Current building specific evacuation maps are available at: Police Department | Emergency Information

8. Bomb Threats

- Do not evacuate the building unless ordered by Campus Police or Administration.
- In case of a telephone threat, personnel should control their anxiety and remain calm.
- Listen carefully to the caller and write down what is said. Listen for background noise.
- Ask the caller to identify time of detonation, type of bomb, and location.
- After the call, contact Campus Police immediately at extension 4444 from a campus phone or 949-582-4585 from any phone. Provide:

  - Time of the call
  - Exact words of caller
  - Gender and age of caller
  - Behavior of caller, including speech characteristics
  - Background noises and sounds

- The officer will advise you on what to do following the call, i.e., whether to alert others.
- If there is a suspicious package, do not touch it or attempt to move it.
- If the nature of the bomb threat is potentially valid, building evacuations may be initiated.
- Campus Police will coordinate with the Mission Viejo Sheriff's Departments
- Do not use a mobile telephone or radio communications near the package.
- If directed to do so, evacuate all persons from the area, and stop any person from entering the endangered area.
- Assist with the evacuation of disabled persons.

9. Chemical or Hazardous Material Spill

- Vacate the area at once.
- Immediately report the incident to Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- If possible, seal the area so other individuals will not be exposed.
- If the chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic, activate the fire alarm and evacuate the building.
- Do not attempt to control a chemical or hazardous material spill unless you have been formally trained and have the proper equipment.
- Do not re-enter the area of the spill unless you have been authorized to do so by the appropriate authority.

10. Chemical Burns

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- There are chemical accident emergency showers and eye wash stations located throughout the laboratories

on campus.
- Wash with large quantities of running water (except those burns caused by phosphorus)
- Immediately cover with a loosely applied clean cloth.
- Do not use ointments, greases, powders, and other drugs in first aid treatment of burns.
- Treat for shock by keeping the victim flat and warm.
- Try to reassure the victim that everything is all right and help is on the way.
- Provide a copy of the Material Safety Data Sheet (MSDS) for the suspected chemical, if known.

11.   Ingested Poisons

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- Do not induce vomiting if victim is unconscious, having convulsions, or has swallowed a petroleum product or a corrosive substance.
- If necessary, contact the Poison Control Center at 800-876-4766 or Mission Hospital at 949-364-1400.
- Provide a copy of the MSDS for the suspected chemical, if known.

12.   Inhaled Poisons

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- Carry the victim to fresh air immediately.
- Loosen all tight clothing.
- Apply CPR if breathing has stopped or is irregular.
- Treat for shock, prevent chilling, and wrap in blankets if necessary.
- Provide a copy of the MSDS for the suspected chemical, if known.

13.   Skin Contamination

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- There are chemical accident emergency showers located throughout the laboratories.
- Apply a stream of water on the skin while removing clothing.
- Rapidly cleanse skin thoroughly with soap and water.
- Provide a copy of the MSDS sheet for the suspected chemical, if known.

14. Eye Contamination

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- Hold eyelid(s) open and immediately flush eyes with a gentle stream of running water. Do not delay. Use the eye wash station.
- Continue flushing for 10-15 minutes.
- Have the victim's eyes examined by a doctor as soon as possible.
- Provide a copy of the MSDS sheet for the suspected chemical, if known.

15.   Gas Leak

- Immediately call Campus Police at extension 4444 from a campus phone or 949-582-4585 from any phone.
- This procedure is to be followed in the case of an emergency involving a gas release from a cylinder, distribution piping, or a natural gas line.
- Initiate evacuation of the affected area(s) by verbal command or by pulling the fire alarm.
- Ensure that areas downwind are either evacuated or are not endangered, including assembly areas.
- Facilities will attempt to shut down the affected gas by turning off the valve, if safely possible. For a suspected natural gas release, Facilities will contact the utility responsible.

16.   Flooding

The Crisis Management Team (CMT) will monitor weather and County emergency information to ascertain the best course of action in any regional flooding event such as an atmospheric river causing a large amount of rain. The CMT Core Group will monitor the situation and recommend actions necessary for the campus.

- Evacuate non-essential personnel from the campus. Deploy Facilities personnel to ready positions, if it is safe.
- Take preventive actions by deploying preplanned flood protection resources to prevent damage to critical equipment and prevent water inundation into buildings.
- Secure access to site and buildings.
- De-energize and lock out main electrical service.
- Shut down main domestic water supply to help prevent contamination of systems.
- Initiate damage assessment and mobilize recovery vendors.

17.   Event Debrief

- After any emergency, it is essential for the participants to debrief in order to identify lessons learned for improvement.
- The Incident Commander should lead the debrief session with the participants.
- Establish the timeline and sequence of events that occurred.
- What went right? What went wrong? What could be improved?
- Document these assessments on the Debrief Form and identify the improvements necessary. Who will implement the improvements? In what timeframe?
- Submit the report to the Campus Police Department.

STUDENT HEALTH & WELLNESS CENTER - TRIAGE UNIT

- The Student Health & Wellness Center (HWC) plays a critical role in medical response to an emergency or disaster.
- The HWC attending staff – Director, Nurse Practitioner, Psychologists, Mental Health Specialists, Registered

Nurses, and Medical Assistants – may be called upon to offer immediate services during an emergency or disaster.
- The HWC would be the lead for triage and has emergency supplies to deploy.
- The HWC has CDC Emergency Response guidelines available in the office.
- Trained medical staff and volunteers including the Red Cross may form the CERT team
- The HWC maintains 30 automated external defibrillators (AEDs) that are deployed in strategic locations in buildings around the campus and in certain police vehicles.

EMERGENCY NOTIFICATION SYSTEMS

- Saddleback College has Emergency Notification Systems in place. One of the keys to emergency communications is redundancy. A Crisis Communications Plan designates stakeholders and priorities for emergency communications. There is a designated Crisis Communications Team with designated Public Information Officers.
- Public Address System
- This notification system transmits to the speakers in campus buildings, and is controlled by Campus Police.
- Informacast
- Informacast is a call-out system managed by Campus Police.
- Campus Police can send messages through phone lines (can be heard through external phone speakers) assigned to campus buildings, including classroom phones.
- Informacast also transmits messages through the blue emergency phones on poles outside campus buildings and in campus public areas.
- The detailed instructions for using Informacast are contained in the Emergency Binder located in the Campus Police Department.

- Rave
    - Rave is the Campus mass Emergency Notification System, facilitated by the Crisis Communications Team.
    - The system sends messages to mobile phone numbers listed in Workday, the Human Resources system/database. The great majority of students, staff, and faculty are in the Rave database. Rave also sends emails.

- Radio Systems
    - The Campus Police Department uses the 800 MHz radio system to communicate on a routine basis. The Department can communicate directly with law enforcement agencies.
    - Facilities and Technology Services uses the 400 MHz radio system to communicate internally.
    - The Campus Police Department communications system incorporates both 800 MHz and 400 MHz radios.

TRAINING AND DRILLS

- There is one full-scale evacuations held each year in conjunction with the Great ShakeOut, a global earthquake drill in October.
- A "Duck, Cover, and Hold" drill is performed with the evacuation drills, which are based on earthquake scenarios.
- The Campus Police Department conducts regular training sessions for students, staff, and faculty on how to respond to an Active Shooter event.
- The Campus Police Department conducts regular fire extinguisher trainings for campus personnel.
- During full-scale evacuation drills, Emergency Notification Systems are tested, and improvements made as necessary.
- The Campus Police Department maintains Emergency Response training records and Emergency Response Team rosters.

EOC MANAGEMENT CHECKLISTS

1. State Agency Checklist

PREPAREDNESS:

☐ Appoint and provide to the Office of Emergency Services the primary and alternate representatives for coordinating interagency emergency plans and procedures.

☐ In coordination with Cal OES, develop and maintain plans and procedures to carry out emergency responsibilities. Submit State and regional emergency response plans to Cal OES for review and approval.

☐ Coordinate plans, procedures, and preparations with affected federal, State, regional, local, special districts, quasi-public, and private agencies. Enter into working agreements with these agencies to promote effective emergency response.

☐ Determine agency or departmental resources required to continue essential services; inventory remaining resources available for emergency response.

☐ To ensure operational readiness, train personnel assigned emergency functions and facilitate their participation in exercises conducted by   .

☐ Appoint a public information representative to coordinate emergency public information plans and procedures with Cal OES.

☐ Ensure staff are familiar with and trained to use SEMS.

RESPONSE:

☐ Implement departmental or agency emergency plans.
☐ Alert personnel and mobilize resources in affected areas.
☐ Upon request, provide representation to Cal OES regional offices (Regional Emergency Operations Centers) and as needed, to the Cal OES State Operations Center.

☐ In a proclaimed emergency, provide personnel who are trained to perform functions assigned in the California Emergency Plan and supporting Plans.

☐ Coordinate emergency response with counterpart federal, State, local, and other agencies.
☐ Establish liaison with allied governmental and private sector agencies in, or adjacent to, the disaster area as needed.

☐ Coordinate the release of emergency public information with the Cal OES Public Information Office.

☐ Locate and assess the extent of damage to any State-owned facility or property under agency or departmental jurisdiction. Report this information to Cal OES as soon as possible.

☐ Record and report to Cal OES any costs incurred in carrying out emergency operations.

State Agency Checklist: Continued

RECOVERY:

☐ Upon request, provide personnel and equipment to Cal OES to support recovery operations.

☐ Upon request, provide public information support during recovery operations.

☐ Develop and implement programs to resume normal departmental activities.

☐ Following involvement in a disaster, submit after-action reports detailing agency activities.

☐ Submit Damage Survey Reports and cost accounting documents.

MITIGATION:

☐ Begin preparation of mitigation documents.

2. Logistics Section Chief's Checklist

Activity: Responsible for providing facilities, services, supplies and material in support of incident. Supervises elements within Logistics Section. Participates in development of Incident Action Plan.

Primary: Vice President for Administrative Services

General Response--All Hazards

The following actions will be taken in conjunction with any major emergency affecting the campus.

ACTION

☐ Obtain briefing on situation from EOC Director/Incident Commander.
☐ Anticipate probable requirements for support, and identify sources.
☐ Establish ordering procedures with Supply/Procurement Officer.
☐ Identify personnel, equipment and supply staging locations.
☐ Maintain current inventory list of in-service or readily available resources.
☐ Maintain Disaster Supply Inventory list.
☐ Identify probable resource shortfalls and advise other sections as appropriate.
☐ Supervise Logistics Section Coordinators.

3. Campus President's Checklist

Activity: Establish policies for emergency response as required. Authorize protective/precautionary actions as warranted by situation. Act as highest level of campus authority during disaster. May activate the EOC

Alternate: Vice President for Instruction and/or Student Services

General Response--All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

- ☐ Report to the EOC.
- ☐ Assess situation. Obtain information through the Chief of Police. Declare a campus emergency if situation warrants. Consult with the Chancellor if feasible. Activate Emergency Plan on request of Chief of Police or senior Campus police officer on duty.
- ☐ Activate and consult with Executive Council.
- ☐ Authorize protective or precautionary actions as appropriate. Consider:

  - ▪ Evacuation.

  - ▪ Sheltering.

  - ▪ Campus Closure.

- ☐ Issue any necessary public statements through the Public Information Officer.

- ☐ If campus closure is directed, ensure that the following are notified:
  - ▪ SOCCCD Chancellor
  - ▪ Vice President for Instruction
  - ▪ Vice President for Student Services
  - ▪ Vice President for Administrative Services
  - ▪ President, Academic Senate
  - ▪ Executive Director or Marketing and Communications
  - ▪ Chief of Police
  - ▪ Senior Director of Facilities
  - ▪ Director of Information Technology
  - ▪ Director of Admissions and Records
  - ▪ Vice Chancellor of Human Resources
- ☐ Obtain periodic situation updates from Chief of Police.

4. Emergency Operations Executive's Checklist

Activity: Ensures that the Emergency Management Staff performs according to established policy and procedures. Directs the recovery process and prioritizes salvage operations. Provides the President with information to make decisions concerning response, recovery and the reopening of the campus. May activate the EOC

Primary: President
Alternate: Vice President for Instruction and/or Student Services

General Response--All Hazards

The following actions will/may be taken during any major emergency affecting the campus

ACTION

☐   Report to the EOC.

☐   Obtain information on situation immediately. Possible sources of information include Campus Police, Facility Services, radio or television reports, etc.

☐   Notify the President and Chancellor of situation. If appropriate, direct EOC Director/Incident Commander to activate emergency plan and campus EOC.

☐   Ensure all emergency notifications have been made.

☐   Authorize emergency messages and dissemination of public information to the campus and community.

☐   Establish priorities and authorize exceptions with EOC Director/Incident Commander.

☐   Determine if evacuation and campus closure is appropriate. If so, implement Campus Closure Procedure.

☐   Ensure adequate communications with Executive Council, Chancellor, campus constituencies and off-campus agencies.

5. EOC Director/Incident Commander's Checklist

Activity: Directs emergency operations in accordance with established Action Plan.

Primary: Chief of Police and/or Vice President of Administrative Services

General Response--All Hazards

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

ACTION

- ☐ Contact President and obtain approval for implementation of plan (if time permits).
- ☐ Direct Communications to make emergency notifications. Notify staff if EOC is to be activated.
- ☐ Activate EOC.
- ☐ Initiate emergency messages to campus community via voicemail system, e-mail system, emergency vehicle public and telephone notifications.
- ☐ Ensure personnel reporting to campus EOC sign-in and obtain identification vests and instructions.
- ☐ Make EOC assignments. Distribute identification vests and materials.
- ☐ Brief members of EOC on situation, instructions, and actions taken by SC.
- ☐ Activate callback procedures.
- ☐ Establish communications with President, Chancellor, OCSD, City of Mission Viejo EOC, County/ Sheriff's EOC, Campus Police Communications Center, and campus responders.
- ☐ Advise President of situation and recommend appropriate actions.
- ☐ Direct implementation of protective action authorized by President.
- ☐ Establish operational schedules and priorities consistent with direction from the President
- ☐ Direct public information releases by PIO when authorized by President
- ☐ Ensure 24-hour staffing of EOC for duration of emergency.
- ☐ Provide periodic status reports to President, OCSD, and to County EOC/Sheriff's Department.
- ☐ If evacuation is ordered, direct notification of campus community and direct Movement Coordinator to implement evacuation Planning.
- ☐ If campus closure is ordered, implement Campus Closure Procedure.
- ☐ Once the campus is evacuated, advise County EOC and secure campus buildings. Continue manning EOC as needed. Provide for Security. Initiate 'restricted entry permit' procedures.
- ☐ Obtain authorization from President to initiate reentry of campus when conditions permit.

6. Operations Section Chief's Checklist

Activity: Responsible for the management of all operations directly applicable to the primary mission. Activates and supervises Section units in accordance with Action Plans and directs its execution. Makes expedient changes to the Action Plan as necessary; and reports such to the Incident Commander.

Primary: Vice President for Instruction and/or Student Services

General Response--All Hazards

Consider the following action during any major emergency affecting the campus.

ACTION

- ☐ Obtain briefing from the EOC Director/Incident Commander.
- ☐ Activate Communications Center.
- ☐ Review situation status reports, i.e., windshield assessments, field reports and WebEOC postings.
- ☐ Ascertain status and need for law enforcement response, fire response, search & rescue assignments and medical services.
- ☐ Develop operations portion of Incident Action Plan with assistance of Planning Section Chief.
- ☐ Brief and make assignments to Operations Section Coordinators in accordance with Incident Action Plan.
- ☐ Supervise operations.
- ☐ Determine need and approve requests for additional resources.
- ☐ Review suggested list of resources to be released and initiate recommendation for release of resources.
- ☐ Report information about special activities, events, and occurrences to EOC Director/Incident Commander.

7. Planning/Intelligence Section Chief's Checklist

Activity: Responsible for collecting, evaluating and disseminating information about the development of an incident and status of resources. Supervises the Communications Center and Message Center.

Primary: Police Operations Lieutenant

 GENERAL RESPONSE--ALL HAZARDS

The following actions will be taken following any major emergency affecting the campus.

 ACTION

- ☐ Obtain briefing from EOC Director/Incident Commander.
- ☐ Activate Message Center and WebEOC.
- ☐ Prepare 'status boards' and 'check-in lists'. Post response team staging locations.
- ☐ Establish information requirements and reporting schedules for EOC organizational elements, for use in preparing status reports.
- ☐ Review Incident Action Plan with EOC Director/Incident Commander and Operations Section Chief, then modify plan as needed according to situation to include other Sections.
- ☐ Identify and display field elements assigned or available for assignment to Operations.
- ☐ Assign 'Check-In Recorder' to track available and committed resources.
- ☐ Coordinate the collection and dissemination of disaster information and intelligence with other Sections.
- ☐ Initiate collection and display of significant disaster events.
- ☐ Conduct periodic disaster and strategy plan briefings with EOC Director/Incident Commander and Section Chiefs.
- ☐ Update Incident Action Plan and disseminate.
- ☐ Complete periodic Situation Status Reports.

8. Finance Section Chief's Checklist

Activity: Responsible for providing all financial and cost analysis services for emergency incident. Supervises the elements in the Finance Section.

Primary: Director, Fiscal and Contract Services

General Response--All Hazards

The following actions will be taken for any major emergency affecting the campus.

ACTION

- ☐ Obtain briefing on situation from EOC Director/Incident Commander.
- ☐ Become familiar with general organization structure and objectives.
- ☐ Determine probable financial and cost analysis needs.
- ☐ Establish and maintain personnel time keeping procedures and records.
- ☐ Ensure that appropriate purchasing and contract procedures are in place.
- ☐ Determine format for required financial reports.
- ☐ Coordinate the handling of insurance claims and litigation documentation.
- ☐ Ensure compliance with Cal OES and FEMA guidelines for reimbursement.
- ☐ Provide periodic updates to President.
- ☐ Brief EOC Executive on all incident-related financial issues needing attention or follow-up.

9. Law Enforcement and Traffic Control Coordinator's Checklist

Activity: Maintain law and order and ensure that all campus rules and regulations are abided by and enforced. Manage various incidents that are the responsibility of police. Provide adequate security for all campus-based and related activities; provide traffic control; recommend priority for traffic control; recommend priority for traffic routing and route restoration; direct the use of volunteers in emergency traffic control.

Primary: Police Operations Lieutenant

General Response--All Hazards

Consider the following actions during any major emergency affecting the campus.   Also, consider additional actions listed under specific hazard on the following pages. Special procedures pertaining to other incidents have also been developed and should be referenced as appropriate.

ACTION

- ☐ Determine the nature and seriousness of the situation on campus or at ATEP.
- ☐ Activate emergency operations staff procedures.
- ☐ Report to EOC until relieved by higher authority.
- ☐ Ensure that resident coordinators have been notified of situation.
- ☐ Activate Campus Police personnel callback procedures.
- ☐ Ensure that communications have been established with predesignated off-campus facilities and agencies.
- ☐ Designate a Communications Officer and Traffic Control Officer.
- ☐ Provide appropriate briefings as required.
- ☐ Maintain records and logs of events, instructions and events/instruction/actions taken.

Earthquake

Hazard Implications: Telephone service may be out. Police communications may have to serve as temporary emergency services command linkage. May be pressed into a variety of support functions not part of normal law enforcement role. Many people will volunteer services and will need direction and control.

Law Enforcement and Traffic Control Coordinator's Checklist: Continued

ACTION

☐ Monitor all situation reports for possible security/law enforcement problems.

☐ Establish with Incident Commander the priority for assignments.

☐ Make initial assessment of personnel requirements based on situation assessment.

☐ Participate in Action Plan development with Operations Section Chief and other Operations Coordinators.

☐ Reevaluate personnel requirements and shift status.

☐ Recommend traffic control procedures for use in any evacuations.

☐ Ensure that traffic control decisions and actions are made a part of any Action Plan developed for the next operational period.

☐ Recommend priorities for street debris clearance and restoration.

☐ Assign volunteers to locations as required. Be sure they are clearly identified and distinctively marked.

☐ Monitor effectiveness of Police portion of Action Plan. Adjust as necessary after conferring with Operations Section Chief.

☐ Maintain close liaison with other Operations Coordinators.

Hazardous Materials Incident

Hazard Implications: Toxic spill incidents may pose problems of extremely urgent warning and evacuation actions. Special care must be taken to avoid contact with substance or vapors. Refer to the campus Hazardous Material Contingency Plan for specific information on management responsibility and detailed procedures.

ACTION

☐ Notify Facilities Management and District Risk Management.

☐ Assign units to provide warning and assist in area evacuation, if required.

☐ Provide security around affected area as necessary. Ensure that all personnel remain upwind or upstream from the incident site. This may require repositioning of personnel and equipment as conditions change.

Law Enforcement and Traffic Control Coordinator's Checklist: Continued

Flooding

Hazard Implications: Police may be required to provide warning and evacuation, and will be responsible for ensuring security of evacuated area.

ACTION

☐ Notify Facility Management and District Risk Management.

☐ Ensure that all flood or flood prone areas are properly cordoned off and traffic control and access measures are taken.

☐ If evacuation is warranted, warn all persons in threatened areas.

☐ Ensure that all affected buildings, are searched and marked.

Major Fire

Hazard Implications: Police will provide warning and assist in evacuation. Provide perimeter and access control.

ACTION

☐ Assist in warning persons in fire-threatened area.

☐ Assist arriving fire units in entering the area.

☐ Relocate people near fire-threatened areas to safe areas.

☐ Provide security and access control as required.

10. Medical Coordinator's Checklist

Activity: Coordinate emergency campus on-scene triage and emergency medical care. Oversee efforts of volunteer medical support at Casualty Collection Point. Coordinate with County Public Health Officer and off-campus emergency responders.

Primary: Director, Student Health and Wellness Center

Hazard Implications:

Earthquake: Medical personnel and supplies may be limited to those available on campus for several days. Heavy reliance on volunteer services may be needed at early triage. Transport of injured may be restricted due to debris or lack of transportation. Additional medical care facilities may be required.

Fire: Need for continuing contact with City/County Fire Headquarters for warning on number of possible fire-related injuries.

Flood: Possibility in severe flooding, impacting access to outside medical facilities.

Hazardous Materials Incident: Requires prior contingency planning for treatment procedures for a variety of toxic substances.

General Response--All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

☐ Obtain situation briefing from Operations Section Chief.
☐ Request that field teams report persons needing medical assistance.
☐ Determine number and location of persons requiring medical assistance.
☐ Report information to County EOC/Sheriff's Communications center.
☐ Request Campus Police personnel to assist in-coming ambulances/medical personnel.
☐ Assign medical personnel to assist injured until county responders arrive. Consider dispatching personnel to site or transporting victims to Health Center, depending on circumstances.
☐ Provide assistance to Incident Commander/Medical Group Supervisor in accordance with County Multiple Casualty Incident Procedure.
☐ Record information on destination of transported casualties.

Medical Coordinator's Checklist: Continued

IF CITY MEDICAL UNITS CANNOT RESPOND WITH SUFFICIENT SUPPORT UNDER EXTREME EMERGENCY SITUATION, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE.

☐　Establish contact (through County EOC if possible) and determine condition of the local hospital(s).

☐　Establish contact (through County EOC if possible) with local private medical clinics (e.g., Urgent Care, etcetera) to determine status of facility, personnel, and services.

☐　Determine which on-campus facilities will be used for emergency medical SHELTER.

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

- Casualty Collection Point.
- Health Center.
- Transport of injured.
- Obtaining and transporting of supplies.
- Maintain records of volunteer assignments.
- Temporary Morgue.

☐　Assign volunteer medical staff to medical care facilities.

☐　Ensure that briefings for medical staff volunteers include:

- Triage.
- Arrest of significant bleeding.
- Use of intravenous solutions.
- Pain relief.
- Tagging injured.
- Patient tracking.
- Identification and handling of fatalities.

☐　Request volunteers through County EBS radio broadcast. Report to medical care facilities or campus EOC for assignment.

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

☐　Arrange with City/County for pick up of seriously injured at Casualty Collection Point.

☐　Ensure that adequate fuel supplies are available for medical transport vehicles.

Medical Coordinator's Checklist: Continued

☐   Develop twelve-hour shift procedures for medical support volunteers and ensure that initial work group is relieved.

☐   Determine following support needs for Health Center and request from campus EOC:

- Medical supplies.

- Portable generators.

- Emergency radio net.

- Transport for medical personnel unable to reach hospital or CCP.

- Food for patients and staff.

☐   Continue to monitor needs for volunteer support to medical function.

☐   Make public announcements through County EBS system for any significant changes in emergency medical services.

☐   Keep Incident Commander advised of major medical actions and operations.

☐   Be prepared to provide a report to City/County authorities on injured and estimated long-range medical needs.

☐   Periodically poll hospital and medical care facilities to determine patient load and support requirements.

☐   Participate in all Staff action planning sessions.

☐   Be prepared for requests from nearby areas for medical support.

11. Public Health Operations Coordinator's Checklist

Activity: Oversee activities associated with disease prevention and control. Ensure that food, medical supplies, and potable water resources are free of contamination. The County Public Health Officer has primary responsibility for this function and should have adequate resources, except in extreme emergency situations such as a major earthquake.

Primary: Director Student Health and Wellness Center, Nurse Practitioner, or Risk Management

Hazard Implications:

Earthquake: Probable immediate need for potable water supplies and temporary sanitation facilities. Increase need to monitor potential contamination sources in damaged areas.

Fire: Coordinate with fire unit to obtain reports of any potential health hazards.

Flood: Potential sewer backup due to flooding may create health problems. Temporary care centers for evacuees will require close monitoring of sanitary conditions.

Hazard Materials Incident: Will require survey of spill area for possible contamination of water sources. Depending upon toxic agency involved, may require specialized resources to clear affected area.

   General Response--All Hazards

Consider the following actions during any major emergency affecting the campus.

   ACTION

☐   Conduct campus field survey to detect damage to water and sewage systems.
☐   Identify sources of contamination dangerous to the physical and mental health of the campus.
☐   Inform County Public Health Officer of situation and request assistance if needed.
☐   Advise Incident Commander of need to close buildings or areas due to health problems.

IF COUNTY PUBLIC HEALTH OFFICER IS UNABLE TO RESPOND SUFFICIENTLY DUE TO EXTREME EMERGENCY SITUATION, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE TO THE SITUATION.

☐   Assess situation and establish priorities for dealing with potential hazards to campus health.
☐   Locate sources of potable water.

Public Health Operations Coordinator's Checklist: Continued

☐ Coordinate health-related activities among local, public, and private response agencies or groups.

☐ Assess, with the County Coroner, any health-related problems associated with the disposal of the dead.

☐ Coordinate with the Facility Services the collection and disposal of the dead animals.

☐ Coordinate mosquito and other vector control operations.

☐ Inspect foodstuffs, water, drugs, and other consumables for purity and usability.

☐ Be prepared to make emergency announcements and/or campus postings on health matters.

☐ Provide chemical toilets and other temporary facilities for the disposal of human waste and other disease-causing refuse.

☐ Monitor sanitation in feeding facilities.

☐ Coordinate the procurement of portable sewage pumps.

☐ Conduct inspection of health hazards in damaged buildings.

12. Care and Shelter Coordinator's Checklist

Activity: Provide food and emergency shelter to disaster victims. In emergencies, on-campus personnel or volunteer services may be required. Activity includes both providing care and shelter to campus community and the use of campus facilities for sheltering of disaster victims for the adjacent community.

Primary: Vice President for Student Services

Secondary: Campus Designee

General Response--All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

☐ Determine what numbers of campus community members (students, faculty, and staff) will require emergency care and shelter.

☐ Request assistance from the Red Cross, if necessary.

☐ Determine which designated campus facilities will be needed for emergency care and shelter.

☐ Determine status and safety of care and shelter facilities.

☐ Call for volunteers to augment staff.

☐ Request assistance from Red Cross if necessary.

☐ Activate campus care centers as needed. Activation sequence should be:

- Alert basic needs staff and have them recruit additional volunteers.

- Arrange building for operation, place signs, etcetera.

- Obtain required supplies.

- Arrange for food service for sheltered

- Set up Registration and Inquiry desk.

☐ Use the following as emergency care and shelter planning guidelines when normal water and sanitation are not available.

- One toilet per 40 persons (6/200); 40 square feet sleeping space (5' x 8') per person (14/500); one quart of drinking water (minimum per person, per day).

- Five gallons water per person per day (all uses); 2,500 calories per person per day (approximately 3-1/2 pounds unprepared food).

Care and Shelter Coordinator's Checklist: Continued

☐ Provide communications where needed to link mass care centers to the campus EOC.

☐ Request necessary food supplies, equipment, and supplies to operate care facilities.

☐ Coordinate with neighboring jurisdictions for care of campus student personnel if evacuation of campus is required.

☐ Evacuate and relocate any mass-care facilities that become endangered by any hazardous conditions.

☐ Coordinate efforts with Red Cross, Salvation Army, church groups, and other emergency welfare agencies.

☐ Ensure that procedures are in effect to link Registration and Inquiry operations at different care centers with campus EOC.

☐ Make Planning to close down the care centers as emergency lessens or other temporary housing becomes available.

13. Movement Coordinator Checklist

General Response: The following actions should be taken when an evacuation of the campus is ordered. Planned evacuation routes and staging/assembly areas are shown on the attached map.

Primary: Police Officer

Hazard Implications: Earthquake, hazardous materials release, or flooding may affect access to or safety of routes and staging/assembly areas. Adjust routes and staging/assembly areas as required by situation.

General Response

The following actions may/will be taken during any major emergency affecting the campus.

☐   Determine evacuation routes and staging areas in conjunction with Incident Commander.
☐   Evacuation instructions should include

- Blocked off-campus roadways.

- Identification of movement routes.

- Evacuee assembly sites for car-less population.

- Recommendation for car-less persons to obtain rides if possible.

- Location of reception centers or other off-campus destinations.

☐   Ensure that Public Information is advised of evacuation instructions.
☐   Direct field teams to place evacuation and staging area route signs.
☐   Direct field teams to place barricades as appropriate.
☐   Dispatch field teams to traffic control points.
☐   Ensure that county is informed of evacuation. Coordinate with Incident Commander.
☐   Dispatch Field Teams to staging areas to provide assistance/information.
☐   Coordinate with Transportation Officer. Ensure that transportation is provided for:

- Car-less population (at staging areas).

- Day care centers.

- Infirmary patients.

- Disabled population.

☐   Ensure that drivers are informed of destinations.
☐   Keep track of the status of evacuation. Advise Incident Commander.

14. Communications Officer's Checklist

Activity: Responsible to receive and transmit radio and telephone messages between field units and EOC staff.

Primary: Communications Dispatcher, Campus Police

General Response--All Hazards

The following actions will be taken during any major emergency affecting the campus.

ACTION

- ☐ Obtain briefing and priorities from Operations Section Chief.
- ☐ Determine log requirements and message format for reporting information.
- ☐ Activate communications equipment in EOC.
- ☐ Identify and develop means for tracking multiple field units.
- ☐ Advise field units when EOC Communications Center has been activated.
- ☐ Begin radio log.
- ☐ Immediately report to Section Chief any conditions that may cause danger and safety hazards to people or critical services.

15. Construction and Engineering Coordinator's Checklist

Activity: Assess damage and hazards on campus. Inspect campus structures and facilities for use and occupancy; provide essential repair and perform debris clearance. Determine emergency steps necessary to continue vital service. Conduct Damage Assessment.

Primary: Senior Director, Facilities and/or SOCCCD Executive Director, Facilities Planning

General Response--All Hazards

The following actions should be taken under any major emergency affecting the campus. The degree of implementation for any function will vary depending upon the type, severity, and duration of the incident. Consider additional actions listed under specific hazard.

ACTION

☐ Assign field teams to survey campus/affected area for damage, hazards, and debris problems.
☐ Direct field teams to report damage/hazards to Saddleback College Emergency Operations Center.
☐ Request Campus Police personnel to report any damage or debris problems.
☐ Maintain list/log of damage, damage areas, etcetera.
☐ Advise field teams to check for chemical and electrical hazards.
☐ Advise field teams to report any injuries so that Emergency Medical personnel can respond.
☐ Keep Incident Commander advised of information reported from field personnel.
☐ Determine resources required for emergency repair and debris clearance.
☐ Request emergency assistance from County.
☐ Coordinate requests for contractor assistance with Logistics Section and Finance Section Chiefs.
☐ If campus closure is ordered, follow Campus Closure Procedures.
☐ Advise Finance Section Chief of estimated damage/loss costs to facilities, roads, bridges and other property.
☐ Be prepared to fence off campus. Coordinate with Planning Section Chief.

Earthquake

The functions within this activity would be activated and could be maintained for a number of days. They could require 24-hour operation, and therefore, adequate relief must be planned for.

Construction and Engineering Coordinator's Checklist: Continued

<u>ACTION</u>

☐ Check key facilities to determine extent of damage and ability to operate.

☐ Facilities to check should include attached list facilities, to be checked in priority sequence.

☐ Assign teams to determine capacity and safety of any bridges, underpasses, and key roadways.

☐ Post all hazardous structures.

☐ Post and close routes as required.

☐ Identify major debris problems.

☐ Establish priorities for repair and debris clearance in conjunction with EOC Staff.

☐ Activate and assign repair and debris clearance crews.

☐ Determine status of available equipment for repair and for debris removal.

☐ Determine mutual aid volunteer force required and request numbers and skills needed.

☐ Identify need for barricades/cones. Procure or fabricate as necessary.

☐ Provide a report on known hazard areas to campus EOC.

☐ Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement.

☐ Be prepared to submit periodic reports to EOC on extent of damage, status of vital services, and actions being taken.

☐ Report on all unsafe structures, roads, and bridges.

☐ Participate in EOC staff Action Planning.

☐ Determine fuel requirements for vehicles and equipment.

<u>Flood</u>

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

<u>ACTION</u>

☐ Assign personnel to monitor known flood hazard areas.

☐ Ascertain from field teams areas where sandbags are needed.

☐ Dispatch truck with sandbags to areas of need.

☐ Assign personnel to assist in moving material and equipment from endangered areas to upper floors.

☐ Shut down systems in locations where electrical hazards are present.

☐ Assign personnel to assist Campus Police personnel in barricading flooded areas on campus.

Construction and Engineering Coordinator's Checklist: Continued

<u>Fire and Hazardous Materials Incident</u>

Because these incidents are generally more localized and of shorter duration, there would be greater opportunity for outside support.

☐ Assign personnel to assist Campus Police in barricading hazardous areas.

16. Supply Coordinator's Checklist

Activity: Order essential supplies, prepare vendor contracts, and provide appropriate means of payment for contracted emergency services.

Primary: Assistant Director, Facilities

General Response--All Hazards

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

ACTION

- ☐ Set-up workstation in location accessible to contractors and vendors.
- ☐ Determine from staff Action Planning sessions what off-campus equipment and personnel will be required.
- ☐ Attempt to locate required equipment and personnel.
- ☐ Check with Human Resources Coordinator on availability of support personnel.
- ☐ Arrange for contract services or initiate pre-established contracts for services.
- ☐ Interpret contracts/agreements and resolve claims or disputes as necessary.
- ☐ Finalize all agreements and contracts.
- ☐ Make arrangements regarding contract payment.
- ☐ Collect and maintain all documentation regarding supplier contracts.
- ☐ Participate in all staff Action Planning sessions.
- ☐ Advise on feasibility of planning actions as basis of probable availability of equipment, supplies, and personnel.
- ☐ Keep Incident Commander and Accounting and Compensation Coordinator informed of status of all procurements and contracts in support of emergency.

17. Procurement Coordinator's Checklist

Activity: Maintain fiscal records on all disaster-related expenditures; authorize expenditures for emergency operations; advise Finance Section Chief on cost implications associated with various planning alternatives.

Primary: Director, Fiscal and Contract Services

General Response--All Hazards

ACTION

☐ Report to EOC and establish workstation in close proximity to Supply Coordinator.

☐ Make emergency assignments for support staff.

☐ Initiate a record-keeping system for all expenditures.

☐ Collect cost estimates of damage to facilities (obtain photographs).

☐ Coordinate with Chief of Police and other campus offices for security of records in the event of evacuation or school closure.

☐ Make provisions for security of on-campus funds.

☐ Ensure that all operations Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment and personnel time.

☐ Coordinate with Finance Section Chief on procedures for handling emergency expenditures.

☐ Provide EOC Director/Incident Commander with input on cost-related information as requested.

☐ Develop periodic disaster-related cost report.

☐ Brief Emergency Management Coordinator on all incident-related business management issues needing attention.

☐ Ensure that all time and cost records are kept current and are posted in a timely manner.

☐ Keep logs and records of calls, assignments, and actions.

18. Personnel and Volunteer Coordinator's Checklist

Activity: Maintain an inventory of disaster service workers; allocate appropriate personnel to activities in accordance with established priorities.

Primary: Director, Admissions and Records

  General Response--All Hazards

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

ACTION

☐   Determine status of campus work force

☐   Contact Operations Coordinators to determine:

- Number of additional personnel needed, and skills required.

- Number of personnel at work assignments.

- Number of injured and status.

- Any outstanding family needs.

- Any fatalities.

☐   Perform a situation size-up. Decide on the best procedure for shift assignments for all campus staff.

☐   Schedule times to relieve crews on duty.

☐   Determine personnel needs for the next shift of the various functions. Obtain numbers of personnel required and specialties needed.

☐   Attempt contact with volunteer organization coordinators to obtain personnel.

☐   Establish a "Personnel Pool" of available volunteers.

☐   Refer volunteers on basis of capabilities. Hold back critical specialties as required to meet future need.

☐   Balance current assignments against projected next shift needs.

☐   Provide location for personnel to be temporarily located while awaiting assignments.

☐   Make personnel assignments on basis of greatest health and safety need.

☐   Instruct all volunteers on Disaster Service Worker status; provide I.D. cards, volunteer employment certification, worker's compensation coverage, and emergency data.

☐   Instruct volunteers to report back to Personnel Pool after completion of assignments.

☐   Periodically check with Operations Coordinators to see if personnel needs are being met.

Personnel and Volunteer Coordinator's Checklist: Continued

☐ Periodically brief Planning Section Chief on overall personnel situation.

☐ Maintain records of all volunteer personnel assignments and hours worked.

☐ Make arrangements for food and drink for volunteers pending assignment. Coordinate with Care and Shelter Coordinator and Logistics Section Chief.

☐ Release volunteers as soon as practicable.

19. Transportation Coordinator's Checklist

Activity: Determine available transportation resources for personnel and supplies, coordinating their use in accordance with policies and priorities established by the Incident Commander and Logistics Section Chief; and provide adequate maintenance for transportation resources.

Primary: Assistant Director, Facilities

General Response--All Hazards

The following actions will be taken following any major emergency affecting the campus.

ACTION

- ☐ Determine status and location of all campus-owned vehicles and drivers.
- ☐ Determine status of fuel storage and pumps; determine if emergency power is required.
- ☐ Establish repair schedule for any damaged vehicles.
- ☐ Determine available of vans and buses. Establish if some or all could be used for transport of injured or volunteers.
- ☐ If evacuation is directed, dispatch vans/buses to staging areas, Child Development Center, and Lot 8A.
- ☐ If available, stage vans/buses at Lot 5.
- ☐ Determine requirements for additional vehicles over the next 12 hours.
- ☐ Arrange for vans/buses to be used for transport of injured to off-campus casualty collection points or medical facilities.
- ☐ Determine if additional maintenance/repair services will be required. If so, attempt contact with providers and set up arrangements.
- ☐ Arrange for temporary use of private vehicles from campus community as necessary.
- ☐ Request additional transportation resources from County EOC through Logistics Section Chief.
- ☐ Ensure that Supply Coordinator is aware of any direct arrangements made with off- campus vehicle providers.
- ☐ Monitor staff action planning for different transportation needs. Confer with Planning Section Chief.
- ☐ Evaluate feasibility of meeting the Action Plan objectives from transportation standpoint.

20. Utilities Coordinator's Checklist

<u>Activity:</u> Be the primary point of contact with off-campus utilities. Ensure continued utility services.

<u>Primary:</u> Designee, Facilities Management

<u>General Response--All Hazards</u>

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

<u>ACTION</u>

☐ Obtain initial reports on utility outages, problems, and estimates of service restoration by location and time.

☐ Notify Logistics Section Chief and Operations Section Chief of reported dangerous areas:

- Transformer leaks.

- Downed power lines.

- Electrical substation damage.

- Ruptured gas mains.

- Water line leaks or breaks.

☐ Arrange posting of notices identifying dangerous areas.

☐ Establish contact (through the City/County EOC when activated) with the following utilities as required:

- Telephone Company.

- Electric utility.

- Gas Company.

- Water/Sanitation Districts.

☐ Act as liaison for information flow between campus and local utilities on problems and repair progress.

☐ Keep Incident Commander informed of estimates for utility service restoration.

ACRONYMS

ATEP – Advanced Technology and Education Park, a 61-acre education park in Tustin, ATEP focuses on advanced technology, career technical, and workforce development training programs to support high demand industries.

BIA – Business Impact Analysis - the process to identify Critical Business and Support Functions and needed resources for recovery.

CCT – Crisis Communications Team – the Public Information Officer's team to manage communications internally and externally.

CMT – Crisis Management Team – team to manage crisis representing Critical Business and Support Functions in the Emergency Operations Center.

DSPS – Disabled Students Programs and Services – a Saddleback College Student Services department providing services to students with disabilities.

EAP – Emergency Action Plan – plan that contains Emergency Response procedures, evacuation process, and Building Marshals program.

EMO – Emergency Management Organization – the Saddleback College emergency management structure including Emergency Response Teams, Crisis Management Team, and Business Recovery Teams.

EOC – Emergency Operations Center – the physical location for the CMT to manage the crisis or disaster, located in the Campus Police building.

EOP - Emergency Operations Plan – this Plan that guides the CMT in the operations of the EOC.

EOPS – Extended Opportunity Programs and Services – a Saddleback College Student Services department providing supplemental support services designed to assist qualified low-income and educationally disadvantaged students in completing their educational goals.

ERT – Emergency Response Team – self-activating Building Marshals and Captains that respond immediately to emergency situations, as necessary.

HWC – Health and Wellness Center – student health center at Saddleback College, a department in Student Services.

IAP – Incident Action Plan – a plan of prioritized actions for the CMT for a specific time period.

IC – Incident Commander – leader of the CMT and director of the EOC.

ICS – Incident Command System – an emergency management structure developed by Emergency Responders in the 1980s that involves specific Sections with a manageable span of control.

NIMS – National Incident Management System – federally mandated Emergency Management Organization structure.

PIO – Public Information Officer – position within the Command Staff of the CMT in charge of internal and external communications.

PPE – Personal Protective Equipment.

RTOs & RPOs – Recovery Time Objectives & Recovery Point Objectives - RPO and RTO are two of the most important parameters of a disaster recovery or data protection plan. The RPO/RTO, along with a business impact analysis, provides the basis for identifying and analyzing viable strategies for inclusion in the business continuity plan.

SEMS – Standardized Emergency Management System – State of California-mandated Emergency Management Organization.

SOCCCD – South Orange County Community College District – Irvine Valley College, ATEP, and Saddleback College, including District Services.

GLOSSARY

Definitions

Action Plan
A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

American Red Cross
A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

California Emergency Council
The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

California Office of Emergency Services (Cal OES)
Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

California Emergency Organization
Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

Care and Shelter
A function that provides food, clothing, and housing needs for people on a mass care basis.

Checklist
A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Concept of Operations
A general notion of the methods agencies uses to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

Contamination
Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

Contingency Plan
A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Damage Survey Report
Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and ensuring that all eligible work and costs are identified. A Damage Survey Report Data Sheet (FEMA Form 90-91) is prepared for each site with damage over a specified amount established by regulation.

Disaster Field Office (DFO)
A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts which support disaster relief and recovery operations.

Disaster Service Worker
Any persons registered with a disaster council or Cal OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

Disaster Support Area
A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

Emergency (Federal definition--see also Local Emergency and State of Emergency)
Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

Emergency Management
The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

Emergency Manager
An individual duly appointed by State agencies, counties, cities and counties, and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code, who is responsible for administering State law and local ordinances relating to emergency management.

Emergency Operations

Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center
A centralized location from which emergency operations can be directed and coordinated.

Emergency Plans
Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

Federal Agency (Federal definition)
Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

Federal Assistance (Federal definition)
Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

Federal-State Agreement
A legal document entered into between the State and the federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

Field Treatment Site
Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

Hazard
Any source of danger or element of risk to people or property.

Hazardous Material
A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident
Any release of a material (during its manufacture, use, storage, or transportation) which is capable of

posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

Incident Command System (ICS)
The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Local Emergency (State definition)
The duly proclaimed 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 city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

Local Government (Federal definition)
Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

Major Disaster (Federal)--see also Emergency
Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

Master Mutual Aid Agreement
The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

Media
All means of providing information and instructions to the public, including radio, television, and newspapers.

Mitigation
Pre-event planning and other actions which lessen the effects of potential disasters. (See also

Comprehensive Emergency Management.)

Local Government Emergency Planning Guidance
A document which lays a foundation for emergency response planning for counties, cities, as well as other political subdivisions.

Mutual Aid
A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Agreement
An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

Mutual Aid Region
A subdivision of the State emergency services organization established to coordinate mutual aid and other emergency operations.

National Warning System
The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Office of Emergency Services
Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

Operational Area
An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

Plan
As used by Cal OES, an emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Political Subdivision (California Emergency Services Act definition)
Any city, city and county, county, district, or other local government agency or public agency authorized by law.

Public Information Officer
An official responsible for releasing information to the public through the news media.

Regional Emergency Operations Center
The Regional Emergency Operations Center is the first level facility of the Office of Emergency Services to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, whose staff are responsive to the needs of the operational areas and coordinates with the State Operations Center.

Regional Director (Federal definition)
A director of a regional office of the Federal Emergency Management Agency (FEMA).

Search
Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

Special District
A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

Standardized Operating Procedures
A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency System (SEMS)
The group of principles for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

State Agency (State definition)
Any department, division, independent establishment, or agency of the executive branch of the State government.

State Coordinating Officer
The person appointed by the Governor to coordinate and work with the federal coordinating officer.

State Emergency Plan
The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

State of Emergency (State definition)
According to §8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and

property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a `state of war emergency,' which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

State of War (State definition)
According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

State Operations Center
A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate State operations and the coordination of federal resources in support of Cal OES Regional Emergency Operations Centers (REOC) during emergencies. The response efforts of State and federal agencies in support of local government operations will be coordinated as much as possible at the REOC level.

Volunteers
Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.