

**SADDLEBACK COLLEGE**  
**Emergency Operations Plan**

Prepared by  
Saddleback College Police Department  
Reviewed for SEMS/NIMS/ICS Compliance May 2009

This document was adapted from the California State Emergency Plan

**Saddleback College**  
**Emergency Operations Plan**

# December 2009

Tod Burnett  
President  
Harry P. Parmer  
Chief of Police  
Emergency Management Coordinator

Revised December 1, 2009

# Emergency Operations Plan

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# Part One

## BASIC PLAN

### FOREWORD

This is the first revision of the Saddleback College Emergency Operations Plan which implements the mandatory provisions required by the National Incident Management System (SEMS). 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.

There are four parts to the SC Emergency Plan. Part One is the Basic Plan, describing the hazards we face in California, the emergency management organization, the Standardized Emergency Management System (SEMS), emergency declarations, roles and responsibilities, and administrative practices. The basic plan is intended to be general in its application and provide for flexibility during response and recovery. Part Two consists of an overview of the organization for response and recovery operations; including State agencies and other organizations with lead and support responsibilities. Part Three is a listing of plans and documents that are identified as references to the SC Plan. Included are laws, regulations, orders, plans, training material, resource manuals, and agreements that support this plan. They provide additional detailed information for the conduct of emergency operations and performance of emergency duties. Part Four contains a glossary of definitions used in this plan.

The SC 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 SC Plan, the State Plan will supersede supporting plans. (Many supporting plans are listed in Part Three of this plan.)



## **INTRODUCTION**

### **FUNCTION**

This Plan outlines the emergency management system used for all emergencies impacting Saddleback College. It describes the SC emergency management organization and the supporting contingency plans and operating procedures.

### **RELATIONSHIP TO SEMS AND NIMS**

The Plan 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.

## **PURPOSE, SCOPE, AND ASSUMPTIONS**

### **PURPOSE**

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 SC 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:

- Emergency management activities are accomplished using SEMS/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;
- 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.

## **SC HAZARDS**

### **HAZARD SUMMARY**

Saddleback College is vulnerable to a variety of threats. A campus Hazard Analysis and Planned Response for potential threats to the campus is included in the Supporting Documents.

## **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.

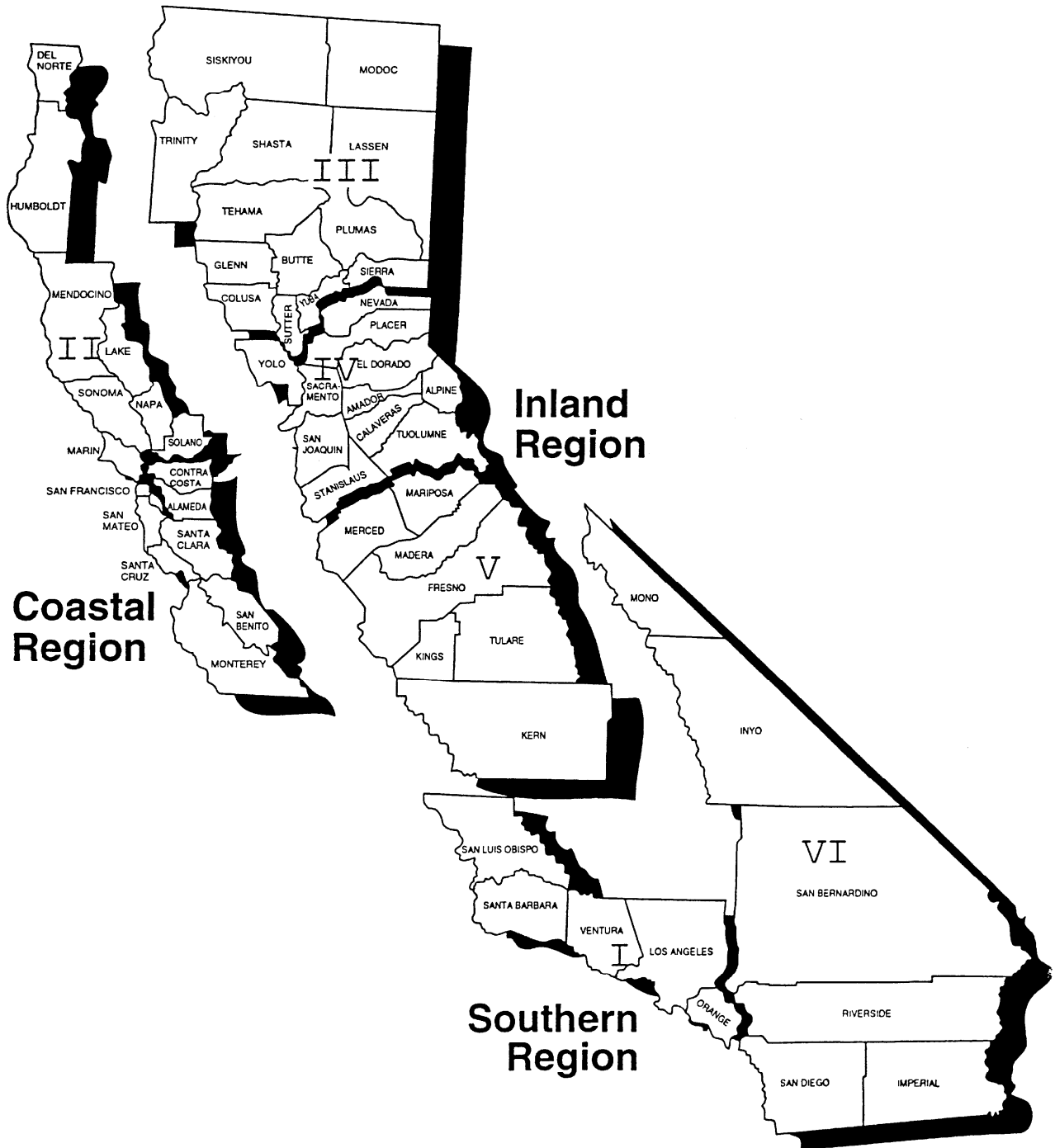
Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. For example, if an OA is unable to provide the necessary requested assistance, it may contact the California Emergency Management Agency (CALEMA) at 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 CALEMA REOC, the State Operations Center (SOC), and other State agencies to provide the information links for elements of the California Emergency Organization.

## California Office of Emergency Services Administrative and Mutual Aid Regions



## 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 SC 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.

## **MUTUAL AID**

California is divided into six Mutual Aid Regions. The California Emergency Management Agency (CALEMA) 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 CALEMA 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 CALEMA 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 Saddleback College and the South Orange County Community College District, 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 Saddleback College for emergency assistance and support;
- Request from South Orange County Community College District for emergency assistance and support;
- Request from local governments that have declared a Local Emergency;
- Direction from the California Emergency Management Agency (CALEMA) to render emergency assistance.
- Gubernatorial declaration of a state of emergency in an area including Saddleback College;
- The proclamation of a state of war emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code);

- A Federal declaration of a national emergency.

**The City of Mission Viejo will:**

- Develop and maintain Standard Operating Procedures with SC consistent with the State Emergency Plan and Master Mutual Aid Agreement.
- Maintain liaison with neighboring jurisdictions, including SC and the County Emergency Management Organization.
- Designate staging areas for incoming support and recovery operations.

**The County of Orange will:**

- Provide Coordination of intra-county mutual aid.
- Maintain liaison with CALEMA personnel.
- Request mutual aid from the CALEMA Southern Region Manager.

**CALEMA – Southern Region will:**

- Maintain liaison with State, Federal, and local authorities.
- Provide planning guidance and assistance to county and local jurisdictions.
- Respond to requests for mutual aid.
- Provide a clearinghouse for emergency operations information.

**CALEMA – Headquarters will:**

- Perform executive functions assigned by the Governor.
- Coordinate response and recovery operations of State agencies.
- Provide a clearinghouse for emergency operations information.
- Prepare and disseminate proclamations from the Governor.
- Receive and process requests for mutual aid.
- Receive and process requests for Federal disaster assistance.
- Direct the allocation of Federal and out-of-state resources.

**PHASES OF EMERGENCY MANAGEMENT**

Emergency management activities can be categorized into a series of phases. Each management phase is unique, as described below.

**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.

**Response**

**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.

**THE DISASTER CYCLE**



**Response Levels:** Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Part 2.

#### Level I Response Mode - Decentralized Coordination

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

#### Level II Response Mode- Centralized Coordination

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

- Establishing a situation assessment function.
- Establishing a public information function.
- Determining resource requirements and coordinating resource requests.
- Establishing and coordinating the logistical systems necessary to support emergency services.

#### Level III Response Mode-Highest Interagency Coordination and Discretion

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

#### Recovery

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both short-term activity intended to return vital life-support systems to operation, and long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

#### Mitigation

Mitigation planning includes a review of ways to eliminate or reduce the impact of future disasters. Specific hazard mitigation plans are prepared following a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.

#### **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:

- (1) 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:

- Vice President for Instruction
- Vice President for Student Services
- Chief of Police
- Director of Facilities Management
- Fiscal Officer

- (2) Pre-delegation of emergency authorities to key officials;

- (3) Emergency action steps provided in emergency plans and emergency action plans;

- (4) Emergency Operations Center;

- (5) 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 M-100 (Facilities Maintenance) or at the rear of the Police Station, outside of the EOC.

If A-100 (A-126) must be vacated, the President and the Executive Council will meet in the LIB 213 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.

- (6) Safeguarding vital records;

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

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

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

*Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, and the locations of emergency supplies and equipment.

*Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.

*Educational.* This includes faculty and staff research, journal articles, grant material, exams, and grades. Each department is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished.

Vital records storage methods that might be utilized include but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campus)

Detailed direction on preservation of vital records is located in Part Two.

(7) Protection of government/industrial resources, facilities, and personnel.

## **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 his/her 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 campus.
- Facilitate participation in mutual aid from State agencies, South Orange County College District, 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).

Saddleback College will proclaim a formal Campus Emergency when additional assistance is required from the South Orange County College District or if local, State, and possibly Federal assistance will be needed. Saddleback College will request a resolution from the City of Mission Viejo if conditions extend into the larger community. The campus' formal declaration will also be submitted to the South Orange County College District.

Procedures to declare a Campus Emergency are described in Attachment 2. The President may follow the procedures stated therein to allow for a campus closure and issuance of administrative leave to campus employees.

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

*Local Emergency* A local emergency may be proclaimed by the City of Mission Viejo as described in the California ESA and as provided for in its local emergency ordinance. A local emergency means the duly proclaimed existence 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, 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, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions 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. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance. When local resources are overwhelmed, the City of Mission Viejo will make an appeal to the County Operational Area. The County can proclaim a local area emergency that will include all jurisdictions. For specific actions local jurisdictions may take after a local emergency proclamation, see Attachment C, Emergency Proclamations.

*State of Emergency* A disaster may be of such magnitude that it requires extraordinary action by the State in order to protect the lives, property, and environment of its citizens. The Emergency Services Act allows the Governor to proclaim a state of emergency "...when the 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 reasons 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.” For specific actions the Governor may take after a state of emergency proclamation, see Attachment C, Emergency Proclamations.

*State of War Emergency* If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the ESA.

A state of war emergency “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 receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent.” For specific state of war emergency actions, see Attachment L, Emergency Proclamations.

### **THE GOAL, OBJECTIVES, AND RESPONSIBILITIES OF THE SADDLEBACK COLLEGE EMERGENCY ORGANIZATION**

The goal of the SC Emergency Organization is to provide effective coordination and management of emergency operations. The following objectives support this goal:

- Ensure SEMS is applied to emergency management throughout California;
- Establish and staff an augmented emergency communications system;
- Request and coordinate mutual aid according to established procedures;
- Respond to requests for resources and other support;
- Maintain liaison with local, State, and federal government agencies and the private sector, ensuring that resources are available to support mutual aid;
- Manage the movement, reception, and care of persons during an evacuation; and
- Restore essential services.

The designation of responsibilities to the Saddleback College Emergency Organization is intended to ensure coordinated emergency management. The responsibilities are assigned in accordance with the general criteria listed below. Each department is responsible for planning, organizing, training, and other preparedness activities necessary for its organization to carry out assigned tasks. The Emergency Management Coordinator may assist the various departments in preparing for their assigned responsibilities.

- All essential emergency responsibilities as assigned.

- Emergency responsibilities assigned to departments are generally compatible or related to their regular functions.
- Each primary task is assigned to one department (see Functional Matrix).
- Support tasks are assigned to as many departments as appropriate.
- Departments may be requested to provide support under specific emergency situations even if the support function is not assigned in this plan.

Summarized below are the responsibilities of the California Emergency Organization:

### **Local Jurisdictions**

Each local emergency organization fits into the California Emergency Organization in a systematic and organized manner as described in the SEMS Regulations. A prime objective in emergency operations is to provide local jurisdictions with the resources to meet their disaster needs and maintain continuity of government. All public employees are Disaster Service Workers (DSW) and may be given emergency assignments.

Government Code Section 8680.2 defines a local government agency as “any city, city and county, county, county office of education, community college district, school district, or special district.”

#### **Saddleback College**

Although Saddleback College is a state agency, pursuant to Government Code 8680.2 the campus is a local government within the SEMS organization. Accordingly, the Saddleback College President may declare a local emergency pursuant to the California Emergency Plan.

Such a declaration can be made when, in the campus President's opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this Plan necessary.

Implementation of the campus Emergency Operations Plan puts into effect the campus' role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions. This includes providing and receiving mutual aid pursuant to the California Emergency Plan.

Saddleback College operates in the Orange County Operational Area in a manner consistent with a local government agency in the areas of networking, planning, training and exercising, and reporting the operational status of the college.

### **Cities and Counties**

Cities and counties typically have ordinances that establish their emergency organization and local disaster council, provide for the development of an emergency plan, establish responsibilities for emergency management operations, and specify the officials authorized to

declare a local emergency. As part of emergency preparedness, many jurisdictions have adopted agreements to share critical skilled personnel and equipment. Local jurisdictions have conducted training for emergency response and taken advantage of training made available by a wide variety of agencies.

During the immediate threat of, or in actual disaster conditions, local authorities immediately put emergency response plans into operation and take actions required to cope with disaster situations. As conditions require, all immediately available and applicable local, State, and federal resources will, in accordance with prior arrangements and as authorized by law, be committed to protect lives, property, and the environment.

As defined by statute and provided for in local ordinances, a local emergency will be proclaimed by local officials. Local EOCs will advise the OA EOC of this proclamation. The EOC will, in turn, advise the CALEMA Regional Administrator through the CALEMA Regional Duty Officer. Situation reports, including anticipated or actual mutual aid requirements, will follow this channel. Formal mutual aid requests will follow specified procedures through identified mutual aid coordinators.

Specific tasks for implementing local jurisdiction emergency management are included in Attachment D, Summary of Local Jurisdiction Responsibilities.

#### City of Mission Viejo

The City of Mission Viejo will provide support and assistance as available to Saddleback College when requested.

### **Operational Area**

Under SEMS, the OA is an intermediate level of the State's emergency organization which encompasses the county and all political subdivisions located within the county, including special districts. The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and the regional level.

#### County of Orange

The Orange County Operational Area consists of the County, 34 cities and all special districts, including school districts. There is a formal Joint Powers relationship between the County and the 34 incorporated municipalities in the County. The Operational Area staff coordinates among all of the public agencies within the County's boundaries and the California Emergency Management Agency (CALEMA). The Operational Area is staffed by the County Office of Emergency Services (OES), which is located at the County Emergency Operations Center (EOC) on Loma Ridge. During a disaster response, OES will activate the County EOC and coordinate resources at the Operational Area level and collect status reports and other information from agencies and facilities that have sustained damage. OES staff will coordinate and forward the information to CALEMA, where it will be included in the justification for requesting federal assistance.

The County of Orange acts under emergency authority established by Orange County Emergency Services Ordinance 098-4, and under the authority provided to counties, cities, and special



districts under the State of California Emergency Services Act (California Government Code 8550 et seq.) and Petris Bill SB 1841 Chapter 1069 (SEMS) — Amendments to the Government Code, Article 7, California Emergency Services Act.

## **State Agencies**

### Emergency Responsibilities of CALEMA

The State emergency management staff, headed by the CALEMA Director, or by the CALEMA Director's designated representative (such as the SOC or REOC Director), is assisted by coordinators designated by State agencies. CALEMA is the lead State agency for all aspects of emergency management, including planning, response coordination, recovery coordination, mitigation efforts, and training. REOC/SOC staff is responsible for coordinating the State's emergency response to disasters, including provision of mutual aid and the allocation of essential supplies and resources.

CALEMA is responsible for development of the State Emergency Plan. During emergency operations, it receives and disseminates emergency alerts and warnings. It coordinates and acts on mutual aid requests. It activates and operates the SOC and REOCs, and participates in the Disaster Field Office (DFO) activities. CALEMA coordinates emergency response and recovery activities with the Federal Regional Operation Center (ROC) and the Joint Information Center (JIC). In conjunction with the federal government, it directs and coordinates recovery programs to mitigate future disasters and to recover disaster costs.

When the CALEMA State Operations Center and Regional EOC(s) are activated, the ten (10) items listed below constitute the initial response actions to be taken:

- 1) Establish formal activation time and initial staffing pattern for EOC.
- 2) Establish and maintain communications with other EOCs and Department Operations Centers (DOCs).
- 3) Deploy field representatives as needed to assess the situation.
- 4) Coordinate and deploy immediate assistance, as requested, through mutual aid.
- 5) Establish/Confirm air and ground routes into affected area.
- 6) Determine need for staging areas, mobilization centers, and disaster support areas, and coordinate their establishment.
- 7) Provide/Deploy technical assistance to supported elements as needed.
- 8) Mobilize and stage key resources required to address the potential threat.
- 9) Determine the operational periods and develop action plans for those periods, adjusting the time frame as necessary.
- 10) Monitor and prioritize scarce resources as the situation dictates.

### Other State Agency Emergency Responsibilities

The ESA requires that State agencies carry out activities assigned by the Governor. They cooperate with each other, CALEMA, and other political subdivisions to prepare for, respond to,

and mitigate the effects of an emergency. Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. These plans are reviewed and approved by CALEMA. Part Three of California plan lists planning documents such as Administrative Orders and Standby Orders.

Administrative orders, prepared under the authority of the Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of State agencies. Additional State agency assignments may be indicated within Standby Orders from the Governor. Each agency maintains its own emergency plans and procedures, in accordance with SEMS, to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency.

State agencies must ensure that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities. Agencies of State government retain operational control of their personnel and equipment when tasked to support other State agencies or local jurisdictions.

State agencies may use the CALEMA 10 initial response actions listed on page 24, the State Agency Disaster Response Planning Guidelines, and the generic State Agency Checklist (Part Two Checklist), for basic actions to consider and implement before, during, and after an emergency.

### **Federal Government**

By executive order, the President has assigned emergency preparedness and operating responsibilities to certain federal agencies. Overall responsibility is assigned to the Federal Emergency Management Agency (FEMA). Other federal agency assignments are based on their regular functions and capabilities and are detailed in the Federal Response Plan (FRP). Federal emergency management includes the administration of natural disaster relief programs, technological emergencies, and other incidents requiring federal assistance.

Initial requests for federal assistance will be made to and coordinated with the Federal Emergency Management Agency Regional Operations Center (FEMA Region IX ROC) by the CALEMA SOC, unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

Attachment O, Federal Emergency Responsibilities, lists federal agency responsibilities as presented in the Federal Response Plan.

### **Volunteer Agencies**

The American Red Cross (ARC) provides disaster relief to individuals and families, and emergency mass care in coordination with government and private agencies. It receives its authority from a congressional charter that cannot be changed by State or local emergency plans and procedures. In providing their services, the ARC will not duplicate the programs of other public or private welfare agencies, nor will it assume financial responsibility for their actions.

## 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/CALEMA” 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 CALEMA 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 cost of such urgency actions by State agencies may not exceed \$25,000 for each emergency incident directed by CALEMA. For expenditures above this 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 Emergency Management Agency (CALEMA) and the National Incident Management System (NIMS) administered by the federal Officer of Homeland Security (OHS), 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 Emergency Preparedness Coordinator. The plan will be maintained by the campus Emergency Management Coordinator, and changes or revisions will be published as warranted.

## AUTHORITIES AND REFERENCES

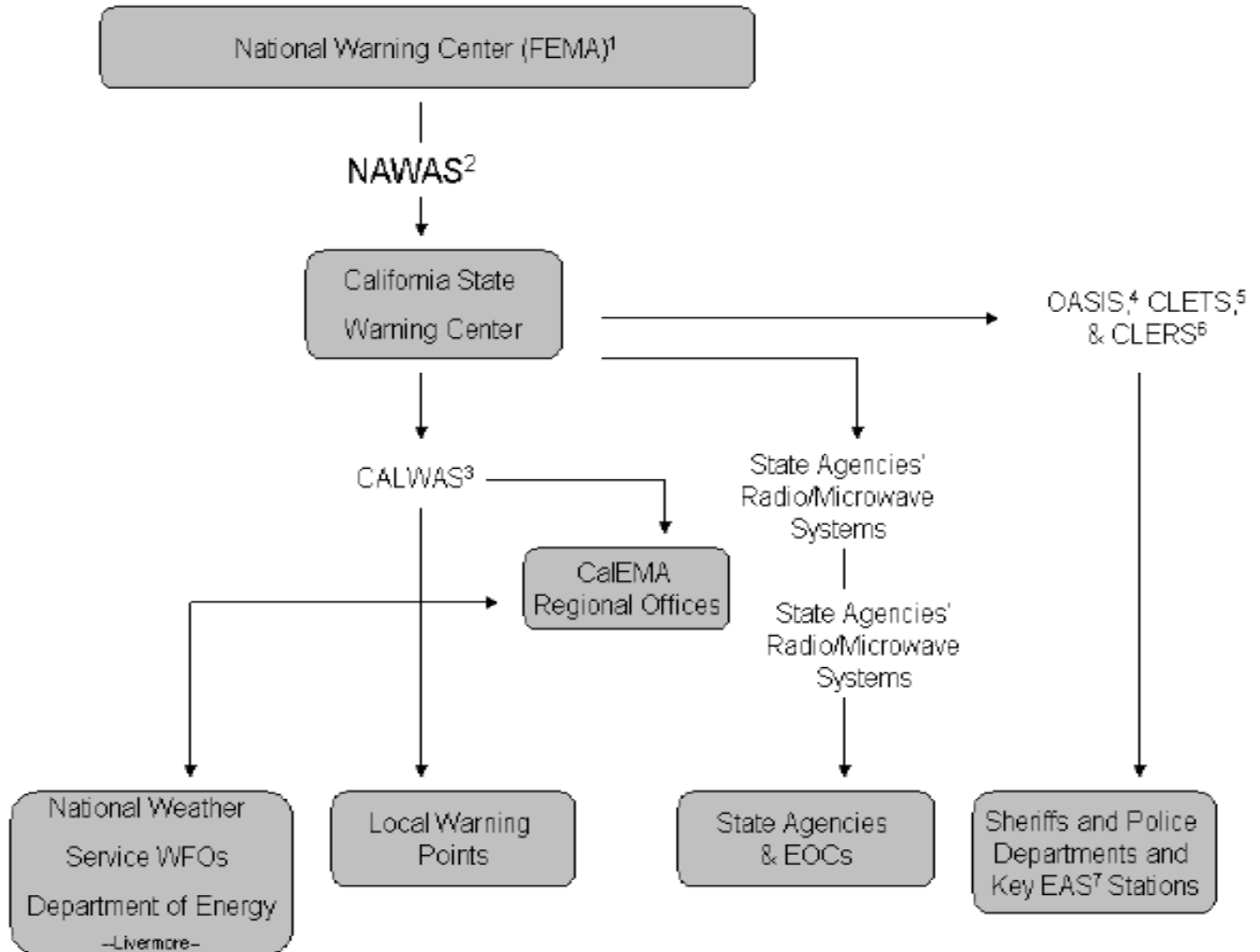
California Emergency Services Act  
Natural Disaster Assistance Act  
California Code of Regulations, Title 19  
Governor's Executive Order W-9-91\*  
California Disaster and Civil Defense Master Mutual Aid Agreement  
State of Emergency Orders and Regulations (Made in advance of a State of Emergency -- Standby Orders)  
State of War Emergency Orders and Regulations (Made in advance of a State of War Emergency-- Standby Orders)  
Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended)  
The Federal-State Agreement  
Title 44 Code of Federal Regulations  
Other related authorities are contained in Part Three of this plan.

\*The Governor's Order directs the Secretary of CALEMA to prepare the State of California's Emergency Plan and to coordinate the activities of all State agencies during the preparedness and response phases of emergencies. The Executive Order also directs State government organizations to submit agency emergency plans and procedures to the Secretary of CALEMA for review and approval prior to publication, provide personnel emergency training, define lines of succession, and ensure effective use of resources during response and recovery.

## **Part One**

### **ATTACHMENTS: ADMINISTRATIVE FUNCTIONS AND OPERATIONS**

PART ONE Attachment A  
CALIFORNIA WARNING SYSTEM (NAWAS)



<sup>1</sup>Federal Emergency Management Agency

<sup>4</sup>Operational Areas Satellite Information System

<sup>6</sup>California Law Enforcement Radio System

<sup>2</sup>National Warning System

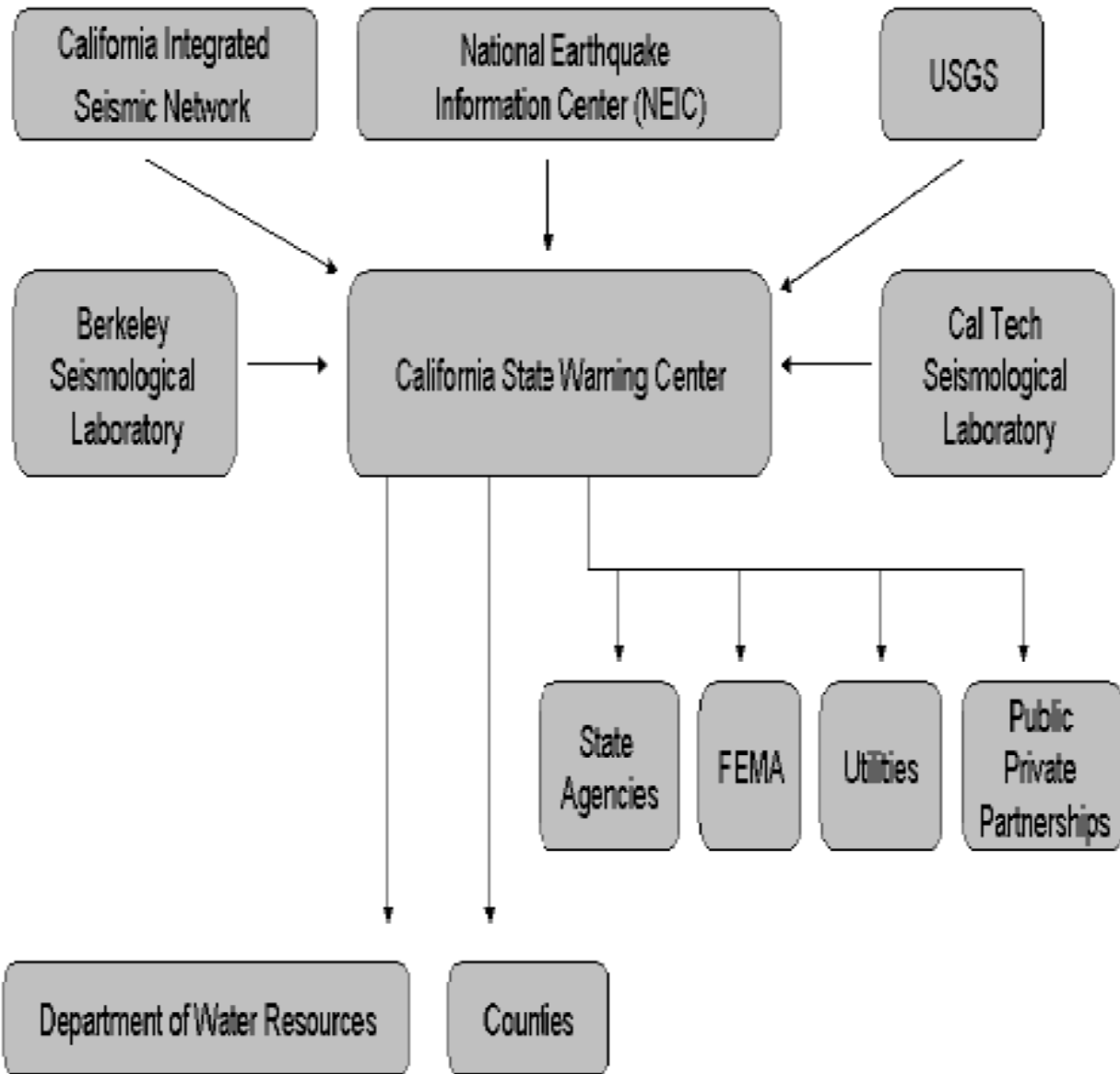
<sup>5</sup>California Law Enforcement Teletype System

<sup>7</sup>Emergency Alert System

<sup>3</sup>California Warning System



PART ONE Attachment B  
**EARTHQUAKE WARNING SYSTEM**



PART ONE Attachment C  
**EMERGENCY PROCLAMATION:  
 LOCAL EMERGENCY**

<b>WHO PROCLAIMS*</b>	<b>BASED ON WHAT CRITERIA</b>
Governing body of a county, city and county, or city or by an official so designated by ordinance adopted by the governing body	Existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a City, City and County, or County 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 labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
<b>WHO PERFORMS*</b>	<b>SOME KEY ACTIVITIES AFTER PROCLAMATION</b>
City, City and County, or County	<ul style="list-style-type: none"> <li>• Request the Governor to proclaim a state of emergency.</li> <li>• Promulgate or suspend local orders and regulations as necessary to provide for the protection of life and property including issuing orders or regulations imposing a curfew within designated boundaries.</li> <li>• Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.</li> <li>• Request State agencies to provide mutual aid.</li> <li>• Require emergency services of any local official or employee.</li> <li>• Requisition necessary personnel and materials from any local department or agency.</li> <li>• Obtain vital supplies and equipment, and if required, immediately commandeer these for public use.</li> <li>• Impose penalties for violation of lawful orders.</li> <li>• Conduct operations under emergency conditions with broadened immunities from legal liability for performance or failure of performance.</li> <li>• Review declarations of local emergency every 14 days (or every 21 days if the board/council does not meet at least weekly) in accordance with Emergency Services Act, Section 8630.</li> </ul>

\* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

PART ONE Attachment D  
**SUMMARY OF LOCAL JURISDICTION RESPONSIBILITIES**

PREPAREDNESS	RESPONSE/RECOVERY-MUTUAL AID	HAZARD MITIGATION (in coordination with the GAR*)
<ul style="list-style-type: none"> <li>• Identify all hazards that may pose a major threat to the jurisdiction.</li> <li>• Develop and maintain up-to-date emergency plans consistent with the State Emergency Plan and the California Master Mutual Aid Agreement.</li> <li>• Develop maps of jurisdiction showing areas subject to disasters.</li> <li>• Develop plans for meeting all conditions which could constitute a local emergency.</li> <li>• Develop standard forms available for use in requesting the Governor to proclaim a State of Emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide State OES with estimates of the severity and extent of damage resulting from a disaster, including dollar values of both public and private sustained as well as estimates of resource costs required to alleviate the situation.</li> <li>• Dispatch situation reports to the operational area coordinator and OES mutual aid region as the emergency situation develops and changes.</li> <li>• Identify multipurpose staging areas for support of recovery activities.</li> <li>• Maintain liaison with the OES mutual aid region and neighboring jurisdictions.</li> <li>• Request assistance from neighboring jurisdictions and the operational area</li> <li>• Respond to emergency regulations issued by the Governor.</li> <li>• Respond to mutual aid requests.</li> <li>• Use resources received from neighboring jurisdictions and from State, federal, and private agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain concurrence for the findings and recommendations of the joint survey, then follow up on those to ensure that timely and adequate local and State hazard mitigation actions are taken.</li> <li>• Provide technical assistance to eligible applicants for accomplishing State-approved hazard mitigation actions.</li> <li>• Arrange for State inspection to verify compliance with approved hazard mitigation measures.</li> <li>• Accomplish hazard mitigation planning in accordance with Federal/State agreement.</li> <li>• Submit a final report of compliance with State and local hazard mitigation requirements to the FEMA Regional Director for review and acceptance.</li> </ul>

\*Governor’s Authorized Representative

PART ONE Attachment E  
CALIFORNIA MUTUAL AID SYSTEM

**INTRODUCTION**

The foundation of California's emergency planning and response is a statewide mutual aid system which is 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(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

To facilitate the coordination and flow of mutual aid, the state has been divided into six California Emergency Management Agency (CALEMA) Mutual Aid Regions (see map, page 4.1 of Planning Basis). Through this mutual aid system, CALEMA can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire Coordinators and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (CALEMA) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., medical, care and shelter, rescue, et cetera).

**RESPONSIBILITIES AT OPERATIONAL LEVELS**

Campus

The campus is responsible for:

- Developing and maintaining current emergency Planning that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, which includes provisions for applying campus resources to meet the emergency requirements of the campus or its neighbors and coordinating such Planning with those of neighboring jurisdictions. Periodic training and testing of Planning are required.
- Identifying staging areas to provide rally points for incoming mutual aid.
- Responding to requests for mutual aid.
- Dispatching situation reports through established channels as the emergency situation develops and as changes in the emergency situation dictate.

- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

#### Local Jurisdictions

Local jurisdictions are responsible for:

- Developing and maintaining current emergency Planning that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement and are designed to apply local resources in meeting the emergency requirements of the immediate community or its neighbors and in coordinating such Planning with those of neighboring jurisdictions to ensure mutual compatibility.
- Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area Coordinator and/or CALEMA Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

#### Operational Area

Coordinators at the Operational Area level are responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate CALEMA Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate CALEMA Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate CALEMA Mutual Aid Region Coordinator as the emergency situation develops and as changes in the emergency situation dictate.
- Receiving and employing resources provided by other counties and by state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

### CALEMA Mutual Aid Region

Coordinators at the CALEMA Mutual Aid Region level are responsible for:

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

### State Office of Emergency Services

- Performs executive functions assigned by the Governor.
- Coordinates the extraordinary emergency activities of all state agencies.
- Receives, evaluates, and disseminates information on emergency operations.
- Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
- Receives, processes, evaluates, and acts on requests for mutual aid.
- Coordinates the application of state mutual aid resources and services.
- Receives, processes, and transmits requests for federal assistance.
- Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintains liaison with appropriate state, federal, and private agencies.
- Coordinates emergency operations with bordering states.

### Other State Agencies

Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
  - Subject to state or federal control.

- Subject to military control.
- Located outside the requesting jurisdiction.
- Allocated on a priority basis.
- Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.
- Requests for and coordination of mutual aid support normally will be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:
  - Number of personnel needed.
  - Type and amount of equipment.
  - Reporting time and location.
  - Authority to whom they are to report.
  - Access routes.
  - Estimated duration of operations.

#### **REFERENCES**

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

- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Local Mutual Aid Agreement.
- Federal Disaster Relief Act of 1974.

## Part Two

### DISASTER OPERATIONS: RESPONSE AND RECOVERY

#### CAMPUS RESPONSE AND RECOVERY ACTIVITIES

##### EMERGENCY MANAGEMENT ORGANIZATION

This section specifies the responsibilities and tasks assigned to the SC 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.

##### 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).

**FUNCTIONAL ANNEX: EMERGENCY RESPONSE ROLES OF CAMPUS UNITS**

RESPONSIBILITIES UNDER INCIDENT COMMAND SYSTEM																									
CAMPUS DEPARTMENTS	MANAGEMENT				PLANS				OPERATIONS								LOGISTICS				FINANCE				
	P	I	P	S	L	S	D	M	D	A	L	H	D	P	C	C	M	E	C	I	U	T	P	F	S
	OL	NC	UB	AF	IT	DO	ME	DI	AL	LA	HA	DI	PU	CO	CA	MO	EM	CO	NF	TR	AN	PE	FI	SU	TI
	IC	ID	IL	ET	U	OC	SS	SP	ERT	W	Z	S	BL	RO	RE	VE	ER	NS	OR	AN	SP	RS	AN	PL	ME
	Y	EN	IC	Y	AT	UM	S	LA	&	EN	M	A	IC	NE	&	ME	ST	FOR	MA	TI	OR	ON	NC	LY	KE
	/	ET	IN	ION	ION	AG	AG	Y	WAR	FOR	AT	ST	HE	ER	SH	NT	EN	MA	TION	TI	TA	TE	CI	KEE	PI
	EO	COM	FORM	ON	AN	ENT	ENT	OR	NIN	CE	RE	ER	AL	SH	TE	CC	TI	TI	TE	TI	TI	CH	AL	ING	NG
	OC	EX	MA	ATI	ALY	ER	ER	W	GB	SO	SC	CH	TH	EL	CH	ON	NO	NO	NO	NO	NO	NO	NO	NO	NO
	CE	EC	TI	VE	SI	SS	SS	EB	EOC	OR	UE	UE	IC	TER	NO	NG	LO	LO	LO	LO	LO	LO	LO	LO	LO
President	P																								
Public Affairs			P				S		S																
Campus Police		P			S				P	P	S		S		S	P					P				
Facilities Mgmt.										S	S				S	S	P	S	P	P			P		
Dean of Students					P						S														
Dist. Risk Mgmt.				S								S	S	S	S										S
Student Health and Wellness Ctr.												P	P	P											
Admissions and Records															S							P			
Registrar					P	S																			
Foundation						P	P	P																	
Parking Services				P						S						P									
Technology Svcs.																	S		P						
Financial Services																						P	P	P	
Disabled Stu. Svcs.									S					S	S										
Life Sciences										S		S													
Technical Faculty/Staff										S															

Keys terms are defined as follows:

**Primary (P):** Responsible for the overall management or coordination of a particular function.

**Support (S):** Responsible for providing support to a particular function.

## CAMPUS RESPONSE AND RECOVERY ACTIVITIES

### RESPONSE ACTIVITIES

Management  
Liaison  
Public Information  
Safety

#### Planning/Intelligence

Situation Status & Analysis  
Documentation  
Mobilization/Demobilization  
Advance Planning  
Technical Specialists

#### Operations

Fire and Rescue  
Law Enforcement  
Communications  
Medical and Health Services  
Care and Shelter  
Construction and Engineering  
Utilities  
Hazardous Materials

#### Logistics

Information Systems and Communication  
Transportation  
Personnel  
Procurement  
Facilities Coordination  
Resource Tracking

#### Finance/Administration

Time Reports  
Compensation and Claims  
Cost Accounting  
Damage Survey Report Record-Keeping  
Procurement

### RECOVERY ACTIVITIES

Management  
Government Liaison  
Public Information  
Safety

#### Planning/Intelligence

Situation Status & Analysis  
Documentation  
Mobilization/Demobilization  
Advance Planning  
Action Planning

#### Operations

Individual Assistance  
Law Enforcement  
Communications  
  
Long Term Shelter Options  
Damage Assessment  
Utility Restoration  
Hazardous Materials  
Hazard Mitigation

#### Logistics

Information Systems and Communications  
  
Staffing Services  
Procurement  
Facilities Coordination  
Resource Tracking

#### Finance/Administration

Time Reports  
Compensation and Claims  
Cost Accounting  
Damage Survey Report Record-Keeping  
Procurement

## CAMPUS EMERGENCY MANAGEMENT RESPONSIBILITIES

This section provides a synopsis of the emergency management responsibilities.

### 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** 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** 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* 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* 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; physical security of Executive Committee.

*Communications Center* Coordinates all aspects of radio communications.

*Disaster Medical* 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* 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* 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* Utilities coordinates shut-off or safe operation of utilities in coordination with service providers.

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

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

**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* Information Systems and Communications coordinates all aspects of telecommunications including computer systems, telephones, fax, and satellite communications.

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

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

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

**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* 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* 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 and Claims manages worker's compensation and claims actions.

*Cost Accounting* Cost Accounting maintains costs on response activities, including oversight for all State financial transactions.

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

See 'Campus Emergency Management Organization', Attachment A; and the listing of designees for the Emergency Operations Center staff.

**MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS**

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC that, in turn, triggers activation of the State level EOC.

**MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS**

Situations identified in SEMS Regulations:	SEMS LEVELS:				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests operational area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an operational area proclaim a local emergency §2409(f)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests governor’s state of emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
An operational area EOC is activated §2411(a)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency §2413(a)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the State level EOC.

\* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

\*\* Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

## **Part Two**

### **ATTACHMENTS: ADMINISTRATIVE ROLES**



PART TWO Attachment A  
**CAMPUS EMERGENCY MANAGEMENT ORGANIZATION**

<u>ASSIGNMENT</u>	<u>DESIGNEE</u>
Management	
Policy Executive	President
Emergency Operations Executive	President
Incident Commander	Chief of Police
Public Information Officer	Director, Public Affairs
Safety Officer	Designee, Campus Police
Liaison Officer	Campus Designee
Operations Section Chief	Director, Facilities Maintenance
Law	Designee, Campus Police
HazMat/Search & Rescue*	Fire Authority
Disaster Medical & Health Services	Director, Student Health Service
Care & Shelter	Director, Financial Aid
Communications Center	Dispatcher, Campus Police
Logistics Section Chief	Asst. Director, Facilities Maintenance
Construction/Engineering	Asst. Director, Facility Services
Supply	Designee, Facility Maintenance
Transportation	Designee, Facilities Maintenance
Damage Assessment	Designee, Facilities Maintenance
Telecommunications	Director, Information Technology Services
Human Resources	Director, Human Resources
Planning Section Chief	Campus Designee
Situation Analysis	Campus Designee
Documentation	Campus Designee
Message Center/Display Processor	Designee, Campus Police
Finance Section Chief	Director, Fiscal Services
Accounting and Compensation	Designee, Fiscal Services
Procurement	Designee, Fiscal Services

\* The Fire element has been incorporated into the HAZMAT/Search & Rescue element.

These staff members will normally operate from the campus EOC, which is located in Campus Police Station, CP-100. The alternate EOC is located in Library-213 or M-100. The alternate location would be used when the primary EOC damaged, uninhabitable or better suited as a locations from which to management an emergency

## **Part Two**

### **CHECKLISTS: EOC MANAGEMENT**

## 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 CALEMA, develop and maintain plans and procedures to carry out emergency responsibilities. Submit State and regional emergency response plans to CALEMA 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 CALEMA.
- 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 CALEMA regional offices (Regional Emergency Operations Centers) and, as needed, to the CALEMA 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 CALEMA 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 CALEMA as soon as possible.
- Record and report to CALEMA any costs incurred in carrying out emergency operations.

### RECOVERY:

- Upon request, provide personnel and equipment to CALEMA 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.

## 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, Instruction

### 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 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:
  - Vice President Instruction
  - Vice President Student Services
  - Chairperson Academic Senate
  - Director of Public Affairs
  - Chief of Police
  - Director of Facilities Maintenance
  - Director of Information Technology
  - Director of Fiscal Services
  - Director of Admissions and Records
  - S&B Food Services
- Obtain periodic situation updates from Chief of Police.

## EMERGENCY OPERATIONS EXECUTIVES' 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, Instruction

### 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 campus President 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.

## EOC DIRECTOR/INCIDENT COMMANDER'S CHECKLIST

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

Primary: Chief of Police

### 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, OCSD, County EOC/Sheriff's Department, 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 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.

### **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 to Action Plan and directs its execution. Makes expedient changes to the Action Plan as necessary; and reports such to the Incident Commander.

Primary: Campus Designee

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.

**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: Campus Designee

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.

## 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: Facility Management Designee

### 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 probably resource shortfalls and advise other sections as appropriate.
- Supervise Logistics Section Coordinators.

## 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 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 CALEMA and FEMA guidelines for reimbursement.
- Provide periodic updates to President.
- Brief EOC Executive on all incident-related financial issues needing attention or follow-up.

## Part Two

### **ENCLOSURES: EMERGENCY MANAGEMENT OPERATIONS**

PART TWO Enclosure 1  
**CAMPUS EMERGENCY OPERATIONS CENTER**

The SC 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 emergency operations from there.

If there is a possibility that all (or a related part) of the Statewide Emergency Management System will be activated, the SC campus EOC will be activated and staffed by all or part of the designated Emergency Management Staff.

PART TWO Enclosure 2  
**CAMPUS EMERGENCY COMMUNICATIONS SYSTEM**

The SC communications system consists of both telephone and radio systems. The primary location for communicating with the SC 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. Communications capabilities are described below.

**EMERGENCY OPERATIONS CENTER**

The primary EOC, located in the Campus Police Station, will have the following communications systems:

- Seven (7) dedicated telephone lines (incoming/outgoing).
- OC 800 MHz Countywide Coordinated Communications System (transceiver radios).
- OA-1 Radio (Operational Area EOC interface).
- UHF frequency radio system.
- Berbee IP telephony audio/text messaging system
- Campus wide public address loudspeaker system

**CAMPUS POLICE COMMUNICATIONS CENTER**

The Campus Police Communications Center, located in the Campus Police Station, has the following communication capabilities:

- Five (5) telephone lines (incoming/outgoing).
- One incoming emergency telephone lines (blue lights, elevators and silver boxes).
- 800 MHz and UHF Radio systems access providing communications with the Campus EOC, campus field units, OCSD, OC Fire Authority, and the Operational Area EOC (Orange County Sheriff's Department).

**CAMPUS FIELD UNITS**

Campus Police has four (4) 800 MHZ and eleven (11) UHF portable radios that can provide communications with the Campus Police Communications Center, the campus EOC, campus support field units, and other local first responder units.

- Facilities Maintenance has thirty-three (33) portable radios.
- Student Health Services has one (1) portable radio.
- Evening Dean has (1) portable radio.

- Information Technology Service has three (3) portable radios.
- SOCCCD SC Warehouse Operations has one (1) portable radio.
- Child Development Center has one (1) portable radio.
- ATEP campus operations have six (6) portable radios.

PART TWO Enclosure 3  
**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 CALEMA 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 Voicemail System

In the event of an emergency or imminent threat, public information regarding the emergency will be disseminated through the campus IP based voicemail telephone system which includes a visual display feature. The Chief Police or Public Information Officer will be responsible for preparing the appropriate warning or notice.

- Loud Speakers 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.



PART TWO Enclosure 4  
**CAMPUS CLOSURE PROCEDURES**

PURPOSE

To assist Emergency Operations Center (EOC) personnel and emergency field personnel when closing the campus due to an emergency or potential safety problem.

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 his 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 his acting designee.

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

1. SOCCCD Chancellor
2. The Chief of Police
3. Vice President for Instruction
4. Vice President for Student Services
5. Director of Public Affairs
6. Director of Facilities Maintenance
7. Director of Fiscal Services
8. Director of Information Technology
9. Chair, Academic Senate
10. SOCCCD Human Resources

11. Director of Foundation
12. ASSC

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

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

PART TWO Attachment 1 to Enclosure 4  
**CAMPUS CLOSURE IMPLEMENTATION PROCEDURES**

Implemented by: EOC Director/Incident Commander (Chief of Police)

1. Request Public Information Officer to prepare media/press release advising campus closure; including when and why. The release, once authorized, is to be given to the City of Mission Viejo and the County EOC for release. Message should include phone number for on-campus disabled persons to call for assistance.
2. Request Public Information Officer to prepare release to be read over the campus public address system.
3. Request Director of Facility Management to assist Campus Police with personnel to send to classrooms (if during class hours) to announce closure of school. Once buildings are empty, request field teams to secure and report each secured buildings to Campus Police or EOC, if activated.

PART TWO Attachment 2 to Enclosure 4  
**CAMPUS CLOSURE IMPLEMENTATION PROCEDURES**

Implemented by: Chief of Police

1. If closure of campus is recommended as protective action, notify Emergency Operations Executive and make recommendations.
2. Coordinate with Local and County EOC (if activated) on implementation of closure procedures.
3. Assign field teams for classroom notifications and building closures.
4. Assign personnel to post barricades/signs at incoming points to campus:
  - a. Marguerite Parkway entrance.
  - b. Medical Center Drive entrance.
  - c. Avery Parkway entrance.
5. Coordinate with OCSD (and Local/County EOC if activated) regarding progress of closure.

## CAMPUS CLOSURE IMPLEMENTATION PROCEDURES

Implemented by: Director of Facility Management

1. Assign personnel for building closure.
2. Assign personnel for closing down power plants and other appropriate facilities.
3. Maintain list of buildings closed.
4. Assign personnel to deliver barricades to entry points on campus:
  - a. Marguerite Parkway entrance.
  - b. Medical Center Drive entrance.
  - c. Avery Parkway entrance.
5. If needed, assign field teams to assist Campus Police staff in announcing campus closure to classrooms.

## Part Three

**LEGAL REFERENCES, FUNCTIONAL ANNEXES, SUPPORTING  
DOCUMENTS AND EMERGENCY PLANS**

## LEGAL REFERENCES

<i>Constitution</i>	Constitution of the State of California
<i>Executive Orders</i>	Executive Order D-63-87 Executive Order W-9-91 Executive Order W-40-93 Standby Orders Administrative Orders
<i>State Law</i>	Disaster Project Law, Health and Safety Code §34000 Earthquake Education Act, Public Resources Code §2805 Earthquake Hazards Reduction Act, Government Code §8871 Employees Safety Act, Labor Code §2801 Emergency Services Act, Government Code §8550 Essential Services Buildings Field Act, Education Code §17281 FIREScope Act, Health and Safety §13070 Katz Act, Education Code §§35295 - 35297 (Requires that schools plan for earthquakes and other emergencies) Seismic Safety Commission Act, Business and Professions Code, §1014
<i>California Code of Regulations</i>	Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System, §2400 Title 19, Public Safety, Division 2, Chapter 2, Emergencies and Major Disasters, §2501 Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510
<i>California Code of Regulations (continued)</i>	Title 19, Public Safety, Division 2, Chapter 3, Conflict of Interest Code, §2600 Title 19, Public Safety, Division 2, Chapter 4, Hazardous Material Release Reporting, Inventory, and Response Plans, §2620 Title 19, Public Safety, Division 2, Chapter 6, Natural Disaster Assistance Act, §2900

Disaster Service Worker Regulations, Adopted by the California Emergency Council on March 30, 1971 and further amended May 13, 1977 and January 9, 1979.

*Federal Laws*

Emergency Planning and Community Right-to-Know Act, 1986 (also known as SARA Title III, as amended in CERCLA, Title 42 USC, §11001)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

*Code of Federal Regulations (CFR)*

32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities

44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers



**FUNCTIONAL ANNEX B**  
**LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS**

1. Organization and Responsibilities

1.1 Campus

The Law Enforcement Coordinator, who is a member of the Campus Emergency Management Staff, will be responsible for:

- Coordinating campus law enforcement and traffic control operations.
- Maintaining communications with field commands.
- Evaluating status reports and determining priorities for commitment of law enforcement resources.
- Determining the need for additional assistance and submitting request for mutual aid through established channels.

Organizations locally available to support law enforcement and traffic control operations are denoted in Enclosure 1, "Supporting Organizations and Responsibilities."

1.2 County and City

County and City Law Enforcement Coordinators have responsibility for coordinating law enforcement and traffic control operations within their respective jurisdictions. They will coordinate the provision of available resources from their jurisdiction to support this campus in response to requests through established mutual aid procedures.

1.3 Operational Area

In each county there is an Operational Area Law Enforcement Coordinator who is the County Sheriff (with one exception--the City and County of San Francisco, where the Police Chief will be the Coordinator). When an emergency cannot be handled by a law enforcement agency within an Operational Area, the Area Coordinator is responsible for providing assistance and coordination to control the problem.

1.4 Mutual Aid Region

Each California Emergency Management Agency (CALEMA) Mutual Aid Region has a Regional Law Enforcement Coordinator who is elected by the Operational Area Coordinators (Police Chiefs and Sheriff) within the region. Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Law Enforcement Coordinator is responsible for organizing and coordinating the dispatch of resources from within the Region to affected areas.

## 1.5 State

The California Emergency Management Agency coordinates the procurement of state resources required to support local jurisdictions during an emergency. The Secretary of CALEMA, through the State Law Enforcement Coordinator (a member of the CALEMA Staff), has the responsibility for law enforcement mutual aid coordination at the state level.

State agencies having resources to support local law enforcement and traffic control operations include the California Highway Patrol (CHP), Military Department, Department of Justice, Department of Alcoholic Beverage Control, Department of Corrections, Department of Forestry, Department of Fish and Game, and Department of Transportation.

## 2. Policies and Procedures

- 2.1 Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.
- 2.2 Priority for movement in impacted areas will be given to essential activities such as public safety, medical and health services, and the delivery of essential provisions and other resources.
- 2.3 If an emergency situation dictates the movement of persons from hazardous areas, movement operations will be conducted in accordance with the Movement Operations Annex (H).
- 2.4 If an area is evacuated, or is considered unsafe, access controls will be established. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
  - a. Criteria for allowing entry into closed campus areas will be established for each incident. Two basic options are available:
    - (1) No Access: Prohibits public from entering the closed area. Authorized personnel, i.e., local, state, and federal emergency personnel, will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.
    - (2) Limited Access: Allows persons into closed area according to criteria established by the Incident Manager. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification and owners, managers, and employees of businesses located in closed areas. All persons allowed access will be required to sign a waiver of liability and to complete an entry permit.

- b. Penal Code, Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies), indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

Nothing in Penal Code, Section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.

- c. A pass system will be established for entry and exit of secured areas. (See Enclosure 2, "Permit to Enter Restricted Areas.") A record will be maintained of all vehicles and personnel who enter a closed area.
- d. If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and of appropriate precautions.
- e. Various personnel and devices will be required to control access, such as the following:
- Personnel to direct traffic and staff control points.
  - Two-way radios to communicate to personnel within and outside the secured area.
  - Signs to control or restrict traffic.
  - Control point(s).
  - Adjacent highway markers indicating closure of area.
  - Markers on surface roads leading into the secured area.
  - Patrols within and outside the secured areas.
- 2.5 Auxiliary and reserve personnel will be utilized for low-risk duties such as security and traffic control.
- 2.6 Shifts and patrol areas will be reconfigured, as necessary, to meet the demands of the situation.
- 2.7 Because some law enforcement mutual aid responders may have incompatible radio communications equipment, portable radios with local frequencies may have to be provided.
- 2.8 Coordination of mutual aid support will be accomplished through established channels. Requests should include, as applicable:
- Number of personnel needed.
  - Type and quantity of equipment.

- Reporting time and location.
- Authority to which personnel are to report.
- Access routes.
- Estimated duration of operations.

All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

2.9 Whenever a State of Emergency exists within a region or area, the following personnel who are within the region or area, or who may be assigned to duty therein, have full peace officer powers and duties as provided by Section 830.1 of the Penal Code:

- All members of the California Highway Patrol.
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.
- The State Forester and the classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
- Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

2.10 California Highway Patrol (CHP) support of mutual-aid operations is normally provided after local and adjacent governmental resources within a given Operational Area have been reasonably committed. Such support also may be provided earlier if the Governor determines it to be in the best interest of the public. CHP personnel committed to the support of local authorities shall remain under the command and control of their department. Commanders and designated supervisors may accept missions from the responsible local authorities. Requests for support by the CHP will be submitted to the appropriate Area Commander who may commit half of the Area's on-duty forces. (Note: All local law enforcement resources do not necessarily have to be committed prior to requesting such support.)

2.11 State Military Forces (National Guard) in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veterans Code place solely on the military commander all decisions as to tactical direction and troops, kind and extent of force to be used, and particular means to be employed to accomplish the objective specified by the civil officer in charge. (Note: The Department of the Army has issued certain regulations regarding temporary loan of federal military resources to National Guard units and local civil authorities.)

2.12 When the State has committed all of its available forces, including State Military Forces, and when such forces are unable to control the emergency, only the Governor

may request that the President assign federal troops to assist in restoring or maintaining law and order.

Enclosure 1 to Law Enforcement and Traffic Control  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

The Campus Police Department has primary responsibility for law enforcement and traffic control operations on campus.

Parking Services will assist in traffic control operations.

Mutual aid resources will be requested through the OCSD. The nearest mutual aid resources is the OCSD.

Facilities Management will provide barricades for crowd and access control.

Campus Community Services Officers (CSOs) will assist in access control and manning barricades.

Enclosure 2 to Law Enforcement and Traffic Control  
PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry.

\_\_\_\_\_

\_\_\_\_\_

2. Name, address, and telephone of applicant, organization, college, sponsor, or media group; and contact person if questions should arise.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Travel (fill out applicable sections; if variable, call information to dispatcher for each entry).

Method of travel (i.e. foot or vehicle) \_\_\_\_\_

Description if vehicle \_\_\_\_\_

Route of travel if by vehicle \_\_\_\_\_

Destination by legal location or landmark \_\_\_\_\_

Alternate escape route if different from above \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Type of two-way communication method for contact in emergency (portable radio or cell phone).

\_\_\_\_\_

\_\_\_\_\_

Entry granted into hazard area.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of, and is attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

Enclosure 2 to Law Enforcement and Traffic Control  
WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH PERMIT TO ENTER RESTRICTED AREAS)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a high-hazard area with full knowledge that I do so at my own risk; and I do hereby release and discharge the Federal Government, the State of California, and all its political subdivisions, their officers, agents, and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditional upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed Area.

Signatures of applicant and members of field party  
(Print full name first, then sign)

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Enclosure 3 to Law Enforcement and Traffic Control  
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: Watch Commander, Campus Police

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 and 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 pre designated 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.

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

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- 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.

#### Flooding

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

#### ACTION

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- 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

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- 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.

## FUNCTIONAL ANNEX C FIRE OPERATIONS

### 1. Organization and Responsibilities

#### 1.1 Campus

The Orange County Fire Authority is responsible for all fire fighting operations on campus.

Campus and local organizations available to support fire operations are denoted in Enclosure 1, "Supporting Organizations and Responsibilities."

#### 1.2 County and City

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.

#### 1.3 Operational Area

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.

#### 1.4 Mutual Aid Region

Each California Emergency Management Agency (CALEMA) 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 CALEMA 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, CALEMA Fire and Rescue Division, of the resources committed.

## 1.5 State

The California Emergency Management Agency (CALEMA) 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 CALEMA and is a staff member of the Secretary of CALEMA. 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 CALEMA 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.

## 2. Policies and Procedures

2.1 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.

2.2 Responding Fire personnel will coordinate their operations with the SC HAZMAT Search & Rescue Coordinator to assist in any search and rescue functions (see HAZMAT/Search & Rescue Annex).

2.3 Campus Police will assist in any evacuation and/or warning procedures per request or as needed.

2.4 Direct radio communication with Orange County Fire Authority is available during EOC activation.

Enclosure 1 to Fire Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

The Orange County Fire Authority is the primary responder.

The SC Hazardous Material and Search & Rescue teams will assist in search operations.

Campus Police will support OCFA operations by providing traffic and access control.

Logistics will support fire operations with heavy equipment, barricades for crowd control, sandbags for floods, damage assessments, turning off utilities, and ventilation.

Fire resources will be obtained through the Orange County Fire Authority.

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**FUNCTIONAL ANNEX D**

## MEDICAL OPERATIONS

### 1. Organization and Responsibilities

#### 1.1 Campus

The Campus Disaster Medical Coordinator will be responsible for:

- Assessing the extent of casualties on campus and reporting the situation to local medical authorities through established channels.
- Requesting disaster medical assistance as needed through established channels.
- Directing the activities of campus medical and health personnel to assist local responders on campus.
- Coordinating with OCHCA Emergency Medical Services (EMS) concerning disaster medical operations on campus and the transportation of casualties to medical facilities.

If available resources are not sufficient to respond to campus needs because of the severity of the disaster situation, the campus Disaster Medical Coordinator, in coordination with the OCHCA EMS Coordinator, will be responsible for:

- Directing campus personnel and volunteers to provide casualty care as feasible.
- Establishing temporary casualty care facilities.
- Arranging for transportation of casualties to medical facilities and casualty collection points by expedient means.

A listing of organizations locally available to support disaster medical care operations is provided in Enclosure 1, "Supporting Organizations and Responsibilities."

#### 1.2 County and City Disaster Medical Coordinators

The County Disaster Medical Coordinator (County Public Health Officer or designee) is responsible for the coordination of disaster medical operations throughout the county. City Disaster Medical Coordinators, where designated, will coordinate operations within their jurisdictions in support of the County Disaster Medical Coordinator.

#### 1.3 Operational Area

The Operational Area Disaster Medical Coordinator (County Public Health Officer or designee) may direct the countywide disaster medical care program or, by prior agreement, support a multi-county emergency medical services program adapted for

disaster purposes. Responsibilities at the Operational Area level include, but are not limited to:

- Coordinating disaster medical care operations within the county or multi-county area.
- Coordinating the procurement and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.
- Coordinating means of transporting casualties and medical resources to health care facilities, including Casualty Collection Points (CCPS) within the area and to, or from, other areas as requested.
- Responding to requests from the Regional Disaster Medical/Health Coordinator (RDMHC) to provide disaster medical care assistance, as conditions permit.
- Maintaining liaison with the appropriate American Red Cross Chapter, volunteer service agencies, and such sub-area representatives within the county as may be designated.
- Ensuring that the existing county or multi-county medical care system for day-today emergencies is augmented in the event of a disaster requiring utilization of medical mutual aid resources.
- Communicating with the RDMHC on matters requiring assistance from other counties and state or federal governments.
- Coordinating the activities of his/her staff or agents who perform these duties on a sub-area/district/municipal basis.

#### 1.4 Mutual Aid Region

The Regional Disaster Medical/Health Coordinator (RDMHC) will:

- Coordinate the acquisition and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.
- Coordinate medical resources in unaffected counties in the Region for acceptance of casualties.
- Request assistance from the Emergency Medical Services Authority (EMSA) and/or California Department of Public Health (CDPH) as needed.

#### 1.5 State

The Emergency Medical Services Authority (EMSA) is the lead agency for statewide disaster medical response in coordination with the CDPH and CALEMA.

The following state departments and agencies will be responsible for supporting



disaster medical care services: CDPH, Military, Finance, Forestry, General Services, Youth Authority, California Conservation Corps, and Social Services.

## 2. Policies and Procedures

### 2.1 Managing Disaster Medical Care Operations

Overall management of local disaster medical care operations will be the responsibility of the County Public Health Officer, who will be supported by campus and city Disaster Medical Coordinators; local rescue teams; field rescue and transport services provided by local fire forces and local paramedics; and emergency medical services personnel. Expedient medical care and first-aid services for injured persons will be provided through a network of CCPs and first-aid stations operated by County Public Health and supported by local medical personnel. Intra-county hospital services will be coordinated by the County Public Health Officer, with inter-county hospital services being coordinated by the duly appointed RDMHC.

In the event local medical resources are unable to meet the medical needs of disaster victims, the County Public Health Officer may request assistance from neighboring jurisdictions through the RDMHC or CALEMA Regional Office. The RDMHC will coordinate the provision of medical resources to the affected county and the distribution of casualties to unaffected areas as conditions permit. If a state response is indicated, the functions of the affected Region's RDMHC will be subsumed under the overall state medical response.

### 2.2 Reconnaissance and Information

The following information will be required for managing campus disaster medical operations:

- The number, by triage category, and location of casualties.
- The location and helicopter accessibility of CCPs on or near campus.
- Route information to determine accessibility to campus and from campus to medical facilities and CCPS.
- The resource needs of the campus.
- Location and capabilities of operational medical facilities in and around the campus.

Information will be exchanged with the county (Operational Area) level.

### 2.3 Transportation of Casualties

Transportation of the injured to local medical facilities, CCPS, and from damaged to operational medical facilities will primarily be the responsibility of local government.

In the event that available ambulances are not sufficient, expedient means of transporting minimally injured casualties may be required, including the use of buses, trucks, and automobiles. To the extent feasible and consistent with triage priorities, patients requiring immediate transportation will have priority for ambulance transportation, with other transportation used for less seriously injured.

Mutual aid channels will be used for requesting additional medical transportation resources if local and campus resources are insufficient.

Casualty transportation resources will be in great demand; therefore, it is vital that casualties be transported on the basis of medical triage priorities.

#### 2.4 Disaster Triage Procedures

In situations involving numerous casualties, available personnel and resources may not be sufficient to treat or transport all casualties immediately. In such situations, it will be necessary to triage (or prioritize) casualties. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle. Triage procedures used on campus will be in accordance with procedures adopted by neighboring jurisdictions.

#### 2.5 Special Disaster Medical Operations and Procedures

A major area-wide disaster creating mass casualties that overwhelm local capabilities (Level III disaster) will require activation of disaster medical operations not normally used in emergency medical care. These special operations include Casualty Collection Points, activated by the county, and Disaster Support Areas, activated by the state. Pre-designated sites for these operations are provided in Part Three, "Operational Data." Policies and procedures are provided in the following enclosures:

- a. Enclosure 3, "Casualty Collection Point Operations.
- b. Enclosure 4, "Disaster Support Area (DSA) Medical Operations."

#### 2.6 Multi-Casualty Incident Plan

Incidents such as fires, explosions, and transportation accidents may cause multiple casualties but, depending on their magnitude, may not require activation of the full SC emergency management system. Medical management of such incidents will be in accordance with the locally adopted Multi-Casualty Incident Plan. (See Enclosure 5, "Multi-Casualty Incident Plan.)

## SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

Student Health and Wellness Center is the primary campus unit for medical operations. In the event that disaster medical needs exceed the immediate response capabilities of Student Health and Wellness Center, assistance will be obtained by requesting mutual aid from the City of Mission Viejo.

Kaiser Permanente Medical Center and Hoag Memorial Hospital are the closest hospitals to the campus.

Enclosure 2 to Medical Operations

## DISASTER TRIAGE PROCEDURES

1. Priority I (Immediate transport): First-priority casualties are those who have life-threatening injuries that are readily correctable. For purposes of priority for dispatch to hospital, however, a second sorting or review may be necessary so that only "transportable" cases are taken early. Some will require extensive stabilization at the scene before transport may be undertaken safely.
2. Priority II: Delayed transport casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life (this latter group is likely to have a poor chance for survival even with the best of care). (Note: The delayed category now includes those classified delayed and those classified expectant or pending in the army triage system and on the OCHCA Triage Card.)
3. Casualties requiring minimal care will not be tagged or registered. They will not be given professional-level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first-aiders.
4. The dead will be Identified by an "X" on their forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket, or other available opaque material. They should be moved out of the immediate casualty sorting area to a temporary morgue designated by the Medical Coordinator; where they will remain until the County Coroner is able to pick them up.
5. Panic-stricken persons, or those psychologically disturbed, who might interfere with casualty handling should be isolated from the incident scene as soon as possible. Sedation and/or restraints may be used as indicated.

## CASUALTY COLLECTION POINT OPERATIONS

### 1. Purpose

The purpose of this section is to provide guidance to local authorities for the designation, activation, and operation of Casualty Collection Points (CCPs). Since CCPs will be the principal state/local operational response to a catastrophe, inter jurisdictional consistency in CCP operations is important.

### 2. General

CCPs are sites pre-designated by county officials for the congregation, triage, austere medical treatment, and stabilization for evacuation of casualties during a major disaster. They will be utilized to provide only the most austere medical treatment directed primarily to the moderately/severely injured or ill who will require later definitive care and who have a substantial probability of surviving until they are evacuated to other medical facilities. CCPs should not be viewed as first-aid stations for the minimally injured, although provisions may be made to refer them to a nearby site for first-aid. Nor should CCPs be viewed as only short-term staging areas, because evacuation of casualties from the CCP may be delayed due to limited availability of transportation. Given the uncertainty of the flow of casualties, the availability of supplies and personnel, and the timeliness and rate of casualty evacuation, managers of CCPs must be cautious in the allocation of resources (especially during the first twenty-four hours of operation).

### 3. Designation of CCPs

The designation, establishment, organization, and operation of CCPs are the responsibilities of county government. Regional and state resources will be available to re supply and augment CCP operations but are generally unavailable to activate a CCP during the initial response phase. Counties should designate two categories of CCPs:

- Category A CCPs are those the county is reasonably sure it will activate in case of a major disaster involving mass casualties. The locations of Category A CCPs should be publicized before a disaster occurs.
- Category B CCPs are those that may be activated depending on the number and location of casualties, the resources available, and their accessibility. The location of Category B CCPs should be publicized only after they have been activated.

If a large number of casualties occurs in an area distant from any CCP, local officials should set up a new CCP near the pocket of casualties and notify the local and state responders and the public of its location.

In selecting CCP locations, consideration should be given to proximity to areas most likely to have large numbers of casualties; distribution of locations in potential high-risk areas

throughout the affected area; ease of access for staff, supplies, and casualties; ease of evacuation by air or land; and the ability to secure the area.

#### 4. Medical Care

Medical resources at CCPs should be oriented toward stabilizing for transport and relieving suffering. Supplies, personnel, and conditions usually will not allow definitive care of even minor or moderate injuries. Care ordinarily should be limited to:

- Arrest of significant bleeding.
- Splinting of fractures.
- Maintenance or improvement of hemodynamic conditions by intravenous solution.
- Treatment of severe respiratory conditions.
- Relief of pain.

#### 5. CCP Operations

The flow of casualties into a CCP is unpredictable, depending on its distance from casualties, the success of public information efforts, its accessibility, and the pace of search and rescue operations.

- If delay is lengthy, reconsideration of triage of the seriously injured and a higher level of pre hospital care at CCPs may be needed.
- Supplies from outside the disaster area to the CCPs may be delayed.
- Water, power, and other resources may be scarce, limiting the type of medical treatment feasible at a CCP.
- Inclement weather and other atmospheric conditions may hinder helicopter delivery of personnel and supplies and evacuation of casualties.

The public, fire, and police agencies will be notified by county officials of the location of functioning CCPs.

Status reports will be made by each CCP to the County Public Health Officer or Operational Area Disaster Medical Coordinator, describing numbers and triage category of casualties, medical supply needs, personnel status and needs, and accessibility by helicopter and ground transportation.

Patient tracking will begin at CCPs, using a Patient Tracking Tag that will be attached to the patient during triage operations. This tag will remain with the patient until the final medical treatment facility has been reached.

In the event that SC is selected as a CCP, whether Category A or B, County officials will be assisted by EOC personnel in determining an appropriate CCP site.

Enclosure 4 to Medical Operations  
DISASTER SUPPORT AREA (DSA) MEDICAL OPERATIONS

1. The DSA will serve as a medical staging area through which casualties requiring hospitalization for substantial care are transported for dispersal to medical facilities in uninvolved areas. A "leapfrog" concept will be used in evacuating casualties and providing mutual aid resources. Under this concept, casualties will be evacuated from Casualty Collection Points (CCPS) in the affected area to the DSA, then to a more distant medical facility for definitive care. Human and material resources will then be transported from the DSA to the affected area on the return trip. The movement of casualties and resources will be coordinated with all appropriate levels of government and medical response and emergency medical agencies in the affected area by the State Disaster Medical Coordinator (Director, EMSA). In general, only minimal medical stabilization services aimed at preserving life will be performed at the DSA.
2. Medical function responsibilities at the DSA include:
  - Planning the organization and layout of the medical section of the DSA.
  - Establishing procedures for patient flow.
  - Directing the establishment of the medical site and implementation of patient care procedures.
  - Providing orientation for personnel staffing the DSA medical function.
3. The DSA will also serve as the site for the receipt, storage, and disbursement of medical resources into unaffected areas.
4. Satellite medical operations (medical DSAS) may be created by the Emergency Medical Services Authority (EMSA) at other locations, depending on the location of large pockets of casualties and the amount of responding resources available.
5. Organization and Support of Personnel

Physicians and other licensed medical personnel arriving at the DSA shall sign a log sheet listing their name, specialty, and license number. Medical personnel shall carry some proof of licensure with them. This information will be used by the Disaster Medical Coordinator to organize medical assistance teams with appropriate skills. Each team will triage and provide austere treatment to an average of 200 casualties per eight-hour shift at CCPs (if needed) or at the DSA. Each team shall consist of:

- Two physicians with specialties in emergency medicine, surgery, orthopedics, family practice, internal medicine, or gynecology.
- Four registered nurses.
- Two physician's assistants or nurse practitioners. (May substitute RNs or

paramedical personnel, if necessary.)

- One medical assistance personnel (dentist, veterinarian, etcetera).
- Four LVNs or aides.
- Two clerks.

As soon as medical personnel arrive at the DSA, they will be provided with orientation material, e.g., disaster tags, triage and austere medical care guidelines, ESA and CCP organization, and operations material (currently under development).

Private-sector medical personnel will be integrated with CNG Medical Brigade operations at the DSA.

## 6. Movement of Resources

Written agreements should be established with commercial airlines to provide transportation of medical personnel from throughout the state to the DSA. Other transportation for personnel and equipment from other areas of the state to the DSA will be requested of private air and surface carriers, the military, and state and federal agencies through the California Emergency Management Agency.

Probably, most medical supplies and support equipment supplied by the federal government will originate from the Department of Defense Logistic Supply Depots and the Veterans Administration. Initial transport of supplies will be accomplished by the military; later transport may be supplemented by the private sector.

Open-market purchased resources will be delivered by the supplier. If the supplier is unable to transport, transportation will be requested through the DSA.

If land routes are open between CCPs and the DSA (or other sites of definitive or intermediate care), trucks and buses will be used to transport large numbers of casualties requiring evacuation. However, ambulances from unaffected areas will be needed primarily for the transport of casualties from the receiving sites in reception areas to definitive care facilities. Regional Disaster Medical Coordinators (RDMCs) will request assistance through County Public Health Officers (Operational Area Disaster Medical Coordinators) and will coordinate ambulance activity.

Transportation resources options include:

- Commercial fixed-wing aircraft, trucks, and buses.
- CNG and U.S. Armed Forces fixed-wing aircraft, helicopters, and trucks.
- Private and public ambulance companies.
- Water transport.



Enclosure 5 to Medical Operations  
MULTI-CASUALTY INCIDENT PLAN

Emergency medical services beyond the capabilities of Student Health and Wellness Center are normally provided to the campus through the Orange County Fire Authority. If a multi-casualty incident occurs on campus, OCFA Paramedics will be summoned by Campus Police. Once on scene, OCFA will establish Operational Procedures based upon an on-site assessment by the OCFA Incident Commander.

An evaluation of the incident by the OCFA Incident Commander will dictate the logistical and personnel needs to handle the incident. If the Incident commander's evaluation of the disaster requires resources beyond the capability of the OCFA, appropriate requests for mutual aid will be made to other jurisdictions by or at the request of the OCFA Incident Commander.

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

1. Student Health and Wellness Center will be notified and shall respond if available.
2. The Campus Police Communications Center will request OCFA Paramedic response through the Communications Center. Information will be provided on the number of casualties, conditions, and any special hazards.
3. Campus Police units will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
4. Campus Police personnel and Student Health and Wellness Center personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first-aid to the victims.

Enclosure 6 to Medical Operations  
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

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- 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.

**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.

- 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.

**FUNCTIONAL ANNEX E**  
**PUBLIC HEALTH OPERATIONS**

1. Organization and Responsibilities

1.1 Campus

Campus Public Health Coordinator

The Campus Public Health Coordinator, who is a member of the Emergency Management Staff, will be responsible for:

- Coordinating with the County Public Health Officer concerning preventative health services on campus; including the control of communicable diseases.
- Coordinating the inspection of damaged buildings for health hazards.
- Identifying public health and sanitation problems on campus and taking remedial actions as feasible.
- Requesting assistance from the County Public Health Officer.
- Coordinating with the Campus Public Information Officer and County Public Health Officer concerning provision of information on public health matters to the campus community.

Local government and private organizations locally available to support Public Health operations are listed in Enclosure 1, "Supporting Organizations and Responsibilities."

1.2 County and City Public Health Coordinators

The County Public Health Officer or designee is responsible for public health operations throughout the county. City Public Health Coordinators, where designated, support the County Public Health Officer by coordinating operations within their jurisdiction.

1.3 Operational Area

The County Public Health Officer, or designee, will serve as the Operational Area Public Health Coordinator and will have countywide responsibility for providing, or coordinating the provision of, public health and sanitation services. The Operational Area Coordinator will submit requests for support and other relevant information to the Mutual Aid Region Disaster Medical/Health Coordinator.

1.4 Mutual Aid Region

The California Emergency Management Agency (CALEMA) Mutual Aid Regional Disaster Medical/Health Coordinator will be responsible for coordinating disaster

public health operations and support requirements within the Region and will submit requests for support and other relevant information to the Director of CDPH.

#### 1.5 State

The Director, California Department of Public Health, serves as State Public Health Officer and will have the overall responsibility of coordinating statewide disaster public health operations and support requirements.

The following state agencies have varied capabilities and responsibilities for providing support to disaster public health operations: Department of Public Health, Department of Food and Agriculture, Air Resources Board, State Water Resources Control Board, and Solid Waste Management Board.

Enclosure 1 to Public Health Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

The County Public Health Officer has the primary responsibility for public health operations countywide, including the campus.

Student Health and Wellness Center is the primary campus unit for supporting public health operations on campus.

A Risk Management Officer will assist by identifying health hazards and coordinating Public Health action items. The Safety Coordinator, Biological Sciences, will also assist in identifying health hazards.

Enclosure 2 to Public Health Operations  
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: Medical Doctor or Nurse, Student Health and Wellness Center  
Director, 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

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- 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.
- 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.

## FUNCTIONAL ANNEX F CORONER OPERATIONS

### 1. Organization and Responsibilities

#### 1.1 Campus

The Campus Coroner Operations Coordinator will coordinate with the OCHCA Medical Examiner concerning operations on campus. The campus coordinator will be responsible for:

- Assessing the number of fatalities and reporting the situation to the County Coroner/Medical Examiner.
- Directing campus personnel to assist the Coroner and Deputy Coroners.
- Coordinate assistance to the Coroner for identifying the deceased.
- Ensure that fatalities on campus are properly handled until arrival of the Coroner or Deputy Coroner.

Local government and private organizations locally available to support coroner operations are listed in Enclosure 1, "Supporting Organizations and Responsibilities."

#### 1.2 County Coroners/Medical Examiners

County Coroners/Medical Examiners have statutory responsibility and authority, under the State Health and Safety Code, for identifying dead persons and human tissue; determining and recording the cause, circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons. When disasters result in large numbers of deceased persons, Coroners normally will be responsible for:

- Coordinating local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- Selecting an adequate number of qualified personnel to staff temporary morgue sites.
- Establishing collection points to facilitate recovery operations.
- Coordinating with search and rescue teams.
- Designating an adequate number of persons to perform the duties of Deputy Coroners.
- Identifying mass burial sites.
- Protecting the property and personal effects of the deceased.
- Notifying relatives.
- Establishing and maintaining a comprehensive record-keeping system for continuous updating and recording of fatality numbers.

- Submitting requests for mutual aid assistance, if required, in accordance with the Coroners Mutual Aid System.
- Coordinating services of: funeral directors, ambulances, and morticians; the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; law enforcement agencies for security, property protection, and evidence collection; and mutual aid provision to other counties upon request.

### 1.3 Mutual Aid Region

The California Emergency Management Agency (CALEMA) Regional Coroners Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests from County Coroners/Medical Examiners for mutual aid assistance from other jurisdictions and/or private sources. Should a present or anticipated emergency be of such a magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at CALEMA of the situation. If the Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the state level.

### 1.4 State

#### A. California Emergency Management Agency (CALEMA)

Receives and responds to requests by Regional Coroners Mutual Aid Coordinators for assistance from other government or private sources.

#### B. California Department of Public Health

Under authority of the State Health and Safety Code, may assist in notification of relatives or, when large numbers of dead persons constitute a public hazard, direct mass burial.

C. Additional support may be provided by the Military Department and the Department of Justice.

## 2. Policies and Procedures

### 2.1 Emergency Responses

#### Level I

If the Coroner's Office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies, fingerprinting,

identifying, photographing, and recording personal property of the deceased may be undertaken. If the number of fatalities overtaxes the Coroner's Office, then a temporary staging or collection area can be staffed by funeral directors in the area.

### Level II

The normal functioning of the Coroner's Central Morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. Collection areas in districts may be manned by the Coroner's staff, funeral directors, and volunteers. These personnel may handle the operational details of the Coroner's facility for their district. It also will be necessary to establish fatality collection areas for persons who die while in the hospital or enroute to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment facilities.

### Level III

Due to the anticipated number of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be resolved immediately; therefore, storage facilities for an extended period or mass burial may be necessary.

It will be imperative to have the bodies and possessions tagged and labeled as to the location found, as well as recording any other vital information that may lead to a future identification. Embalming of the bodies may be necessary for preservation as well as disease prevention. X-rays and dental charts may be used for identification purposes.

It is conceivable that some bodies will not be identifiable before burial. Therefore, it is imperative that records be kept of graze sites (unidentified person) numbers, case numbers, and burial orders. Each body should have attached to it a tag, preferably metal or plastic, which contains the identification information.

## 2.2 Fatality Collection Areas (FCAS)

Should the number of dead exceed the resources of the Coroner's Office, the Coroner will organize and operate an FCA at the disaster site. The facilities, located as near as possible to areas with heavy death toll, should have, if feasible, showers, hot and cold water, electricity, parking areas, and communications. They should be fenced or locked for the security of bodies and personal property, be removed from public view, and have sufficient space. Facilities of potential use are existing mortuaries, cemeteries, National Guard Armories, et cetera. Once FCAs are established, the Coroners Organization should obtain refrigerated trailers as deemed necessary. The trailers can be moved to whatever location designated by the Coroner. If refrigerated trailers are not available, the Coroner's Office can arrange for railroad refrigeration cars or ocean container vans to aid in the preservation of bodies.

The functions to be performed at the FCAs are:

- Receive the dead brought in from the disaster area.
- Identify the dead and record the identification, or collect and record evidence that may lead to later identification of the bodies that may have to be buried in an unidentified state.
- Receive, label, and impound property of the dead. Use the property as necessary in identification of the dead, and hold the property for the next of kin or the County Public Administrator.
- Keep records of names and numbers of dead. It is essential to maintain a postmortem board containing all known information regarding all remains or parts of remains which may be identifiable.
- Receive telephone inquiries from or solicit relatives and friends of the dead or missing persons to assist in the identification. This function may be handled by American Red Cross personnel or volunteers who have been trained to provide relief for survivors in times of disaster. Members of the clergy within an area may provide assistance in dealing with relatives and friends as well as assisting in notification of death.
- File and record emergency death certificates.
- Photograph, x-ray, and chart teeth; determine the cause of death.
- Embalm bodies for preservation and disease prevention.
- Release bodies to mortuaries or to a transportation service for transport to burial sites.
- Obtain all the necessary equipment, supplies, and personnel to accomplish these tasks.

### 2.3 Locating, Retrieving, and Tagging of Bodies at the Disaster Site

Personnel from the Coroner's Office, with the aid of other disaster team members, will aid in the recovery and identification process as follows:

- Security arrangements at the disaster site must be made. Admission to the disaster area should be restricted to only authorized personnel, equipment, and supplies.
- A method of indicating the location of bodies at the disaster site may be needed. A format whereby the disaster site is marked off in grids which are designated in alphabetical sequence has been found to be effective. Bodies within each grid are designated in sequence and prefixed with prearranged letters and numbers. Locations within the grid are fixed by street numbers, streets, intersections, etcetera.

- Parts of bodies are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- If time, security, and safety allow, photographs of bodies, body parts, and property will be taken at the scene.
- Bodies should not be searched or identified at the scene.
- Bodies will be removed from debris, tagged, put into body bags or wrapped in plastic sheeting, and readied for transport to the FCA.
- Personal property will be tagged and sent with the body.
- Property and clothing not actually on a body will not be assigned to a body.

#### 2.4 Transport of Bodies to Fatality Collection Areas

Transportation of bodies from disaster sites to FCAs will be coordinated by the local Coroner/Medical Examiners in conjunction with Transportation Coordinators (when required). Transportation sources could include Coroner's vehicles, vehicles supplied from local mortuaries, or other sources.

#### 2.5 Mass Burial

Mass burial may become necessary when the number of victims becomes a public health hazard and the dead cannot be:

- Adequately refrigerated or embalmed to prevent decomposition.
- Processed and identified.
- Released to the next of kin.
- Transported to and/or cared for by cemeteries, mausoleums, crematoriums, etcetera.

The decision to begin mass burial must be made by the Coroner and County Public Health Officer in conjunction with the CDPH. Coordination also should be achieved with CALEMA, the County Emergency Services Office, and the various city officials and religious leaders within the community.

The site of mass burial also must be agreed upon by the above agencies, taking into consideration the number and location of dead to be buried. Ideally, an existing cemetery could be the most logical location of mass burial. However, that may not be possible because of the numbers to be buried and the area available, its proximity to the disaster site, and the damage the cemetery received during the disaster.

The next consideration should be given to federal, state, county, or city-owned property or rights-of-way, such as:

- Parks and recreational areas.
- Flood control basins (weather permitting).
- Sides of freeways and river beds.
- Areas beneath high power lines.
- Rail yards and areas along rail lines.

The final consideration should be given to privately owned property (except cemeteries), preferably large open fields such as are found in industrial or agricultural areas, et cetera. Access and egress also are important factors, along with the type of terrain and the need to facilitate later exhumations. These exhumations will be ordered to attempt to identify unknown bodies and for the re-interment of those identified by the next of kin in the cemetery of their choice. Bodies remaining unidentified must still be re-interred in a designated cemetery.

Those bodies designated for mass burial should be processed to ensure that:

- Body has been rechecked for any type of jewelry or other item that may assist in identification.
- Postmortem information has been properly documented, especially scars, tattoos, deformities, and other physical descriptions.
- Fingerprints have been taken; if not, fingers should be rechecked and prints taken if possible.
- Mandible and maxillary have been removed and placed into a properly marked container.
- An additional body tag has been attached, properly filled out and placed into a small, sealed plastic bag.
- If remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.
- Embalming fluid (two to three gallons cavity fluid or 10 percent formalin) has been poured over remains.
- Body has been wrapped in plastic sheeting or disaster pouch and tied/zipped to prevent leakage.
- A tag has been attached to the pouch containing the body.
- If possible, body has been placed in a wooden or metal container for burial; that container has been marked (spray painted) with corresponding identification numbers.

Exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for exhumations at a later time. Each burial site also must be marked (staked) with the correct corresponding identification numbers.

## 2.6 Counseling Service

An information and/or counseling service staffed by American Red Cross workers, mental health workers, clergy, and others experienced in Coroner activities should be established for relatives and friends of missing or deceased persons.



Enclosure 1 to Coroner Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

Student Health and Wellness Services is the primary campus unit for coroner operations on the SC campus in major disasters as directed by the county coroner.

The Orange County Sheriff-Coroner has the primary responsibility for coroner operations countywide, including the SC campus.

Local mortuaries and morticians will provide personnel and facilities for handling fatalities.

Enclosure 2 to Coroner Operations  
CORONER OPERATIONS COORDINATOR'S CHECKLIST

Activity: Assist County Medical Examiner with on-campus operations including identification of human remains, recording pertinent information, overseeing the removal of the dead to temporary morgues, processing personal effects, and providing appropriate storage for human remains. This function will be handled by the County Medical Examiner in all but the most extreme emergencies.

Primary: Medical Doctor or Nurse, Student Health and Wellness Center  
County Coroner/Medical Examiner

Secondary: Designee, Campus Police

General Response--All Hazards

Consider the following actions during any major emergency affecting the campus. Also consider actions listed under specific hazards on the following pages.

ACTION

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- Request that all reports of dead persons be forwarded to Campus Police.
- Determine number of fatalities.
- Contact County Coroner/Medical Examiner.
- Direct Campus Police to assist Coroner's personnel upon arrival.
- Provide assistance in identifying the dead.
- Ensure that fatalities are properly covered and handled until arrival of Coroner personnel.

**IF COUNTY CORONER/MEDICAL EXAMINER CANNOT BE CONTACTED UNDER EXTREME EMERGENCIES, CONSIDER THE FOLLOWING ACTIONS AS APPROPRIATE TO THE SITUATION:**

- Refer to "Coroner Operations Annex" for detailed procedures.
- Size up problem and determine support staff requirements.
- Attempt to contact local mortician.
- Alert staff to report to pre designated locations.
- Obtain body bags, tags, gloves, masks, and other support Items as needed.
- Arrange for body cold storage locations.
- Make arrangements for removal of dead person from structures and public view.
- Coordinate with Law Enforcement and Construction/Engineering Coordinators on fatality removal procedures from hazardous buildings.

- Ensure that proper procedures are followed for noting location of body and, probably, cause of death.
- Identify remains; collect, bag, and tag personal effects in accordance with County Coroner/Medical Examiner policy.
- Transport fatalities to pre designated central cold storage location(s) as soon as possible.
- Consider temporary interment only as last resort to preserve health.
- Maintain and preserve all records and personal effects to secure location.
- Observe assigned staff carefully for indications of stress.
- Provide list of fatalities to campus EOC upon request or at pre designated intervals.
- Ensure that there is no public release of names of the dead.
- Keep Incident Commander informed of the fatalities situation at all times.

#### Hazardous Materials Incident

- Determine if special handling procedures will be required to avoid contamination.

#### Flooding

- Plan to relocate temporary morgue facilities if they are currently in inundation of flood-prone areas.
- Coordinate with Rescue for the recovery of bodies.

## FUNCTIONAL ANNEX G CARE AND SHELTER OPERATIONS

### 1. Organization and Responsibilities

#### 1.1 American Red Cross

The American Red Cross, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime. Such relief is provided on a cooperative basis with state and local governments and other private relief organizations to provide emergency mass care to persons.

At the state level, the Statement of Operational Relationships between the American Red Cross and the California Emergency Management Agency (CALEMA) and the Memorandum of Understanding between the American Red Cross and the California Department of Social Services establish the operating relationships between these agencies. The major responsibilities of the Red Cross, included in the "Statement of Operational Relationships," for emergency mass care are:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

#### 1.2 Campus

The Campus Care and Shelter Coordinator is responsible for coordinating with the Red Cross and local government officials. Responsibilities include:

- Determining on-campus requirements for care and shelter and reporting through established channels.
- Requesting assistance from the Red Cross and local government through established channels.
- Designating campus facilities for use in mass care operations for members of the community, or for others, if requested, through the mutual aid system.
- Coordinating with neighboring jurisdictions for mass care of the campus community if evacuation of the campus is required or if damage to campus facilities precludes mass care on campus.
- Coordinating with the Red Cross on Registration and Inquiry activities.

Local government and private organizations locally available to support care and shelter operations are listed in Enclosure 1, "Supporting Organizations and Responsibilities."

### 1.3 County and City

The County and City Care and Shelter Coordinators have the responsibility for coordinating local government resources, requesting and responding to mutual aid forces, and providing support to the Red Cross.

### 1.4 Operational Area

The County Director of Social Services (or similar agency) is the Operational Area Care and Shelter Coordinator and will have the overall responsibility for coordinating care and shelter operations within the county. The Coordinator will submit requests for support to the Mutual Aid Region Care and Shelter Coordinator.

### 1.5 Mutual Aid Region

The CALEMA Mutual Aid Region Care and Shelter Coordinator (representative of the State Department of Social Services) will coordinate care and shelter operations within the Region and will submit requests for support to the State Director of Care and Shelter.

### 1.6 State

The Director of the State Department of Social Services will serve as the State Director of Care and Shelter and will have the overall responsibility for coordinating statewide care and shelter operations and support requirements.

Other State agencies have varied capabilities and responsibilities for providing support to such operations. All support will be dependent upon availability and, in some instances, the proximity of the supporting agency's facilities to a given jurisdiction or jurisdictions.

- California Maritime Academy (Vallejo).
- Department of Corrections.
- Department of Parks and Recreation.
- Department of Rehabilitation.
- Department of Youth Authority.
- Department of Forestry.
- Military Department (California National Guard).
- Department of Motor Vehicles.
- Department of Aging

## 2. Policies and Procedures

### 2.1 Registration and Inquiry Operations

In peacetime, the Red Cross has responsibility for Registration and Inquiry (Disaster Welfare Inquiry) operations. The Red Cross has trained Disaster Welfare Inquiry Cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the Red Cross Chapter office located near the disaster or in an office nearby. However, in large-scale disasters where the Red Cross has established a Headquarters for Disaster Operations, the Center will be located there or nearby.

Often there is a delay between the onset of a disaster, the time that a Registration and Inquiry Center can be set up and staffed, and the time that it takes to identify residences that may have been damaged or destroyed. A temporary moratorium on inquiries may be declared until the system becomes operational.

Communications are established between the Center and shelters, hospitals, and coroners' offices or morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by teletypewriter exchange (TVI) in order to provide a written record of the communications. Although every effort is made to locate all victims, some persons whose homes may have been damaged will relocate but not register. For this reason, records will seldom, if ever, be complete. Public information broadcasts advising people to register and to notify relatives of their location, however, will assist inquiry operations.

### 2.2 Lodging Operations

- In large disasters, any suitable building, other than those being used for other emergency functions, may be used for lodging.
- Schools are the facilities most preferred by the Red Cross for lodging, as they are public facilities and can accommodate a large number of persons. Churches also are appropriate, as they usually are large and often have feeding facilities on the premises.
- Arrangements should be made in advance for use of campus facilities and with owners or managers of other facilities for use in disasters. Arrangements also should be made during a disaster, if possible, for backup shelter should the threat change location (for example, a wind shift after a hazardous material spill).
- When possible, most of the lodging operations will be performed by personnel normally associated with the facility. In large disasters, those relocated themselves, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- Pets will not be allowed in lodging facilities, but will be cared for in animal

shelters or veterinarians' facilities.

- Only minimal health needs will be attended to in lodging facilities. If possible, sick persons will be transferred to medical facilities.

### 2.3 Feeding Operations

- Planning will be made for mobile feeding, including feeding at the scene of the disaster; providing refreshment services at hospital waiting rooms, morgues, and places where disaster victims and emergency workers congregate; and delivering food to persons in isolated areas.
- In most disasters, it is expected that a central facility will be set up for mass feeding and that most of the feeding operations will be performed by personnel associated with that facility. Where possible, personnel of feeding establishments will manage the mass feeding operations.
- Planning should be made for possible use of campus facilities for mass feeding for the campus and others.

Enclosure 1 to Care and Shelter  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

SC Emergency Management Care and Sheltering has primary responsibility for providing and managing facilities for the temporary lodging and sheltering of individuals during an emergency. Care and Sheltering will coordinate the use of campus facilities for care and shelter operations.

S&B Foods has primary responsibility for on-campus feeding operations during a disaster.

The local Chapter of the American Red Cross will support campus Care and Shelter operations. We are a priority location by virtue of a services agreement. They will be able to provide personnel, food, and other resources.

The Finance Section will arrange financing for any additional supplies needed.



Enclosure 2 to Care and Shelter  
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: Director, Financial

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 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).
  
- 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.

## **FUNCTIONAL ANNEX H MOVEMENT OPERATIONS**

### 1. Organization and Responsibilities

#### 1.1 Campus

The Campus Movement Coordinator, who is a member of the Emergency Management Staff, will be responsible for coordinating the movement of persons from hazardous or threatened areas to lower-risk reception areas. The Movement Coordinator will be assisted by the Law Enforcement Coordinator and the Transportation Officer.

Organizations locally available to support movement operations are denoted in Enclosure 1, "Supporting Organizations and Responsibilities."

#### 1.2 County and City

County and City Movement Coordinators are responsible for coordination of movement operations within their jurisdiction. Since campus evacuations are likely to involve movement into or through neighboring jurisdictions, it is essential that coordination be established with these jurisdictions.

Localized evacuations may be conducted as a part of established Incident Command Systems. Larger, area-wide evacuations would be directed from the Jurisdiction's EOC or from a 24-hour dispatch facility.

#### 1.3 Operational Area

The County Sheriff, or a designee, will function as the Operational Area Movement Coordinator. In large-scale evacuation operations, the Operational Area Law Enforcement Coordinator is responsible for countywide traffic control operations and will be assisted by the California Highway Patrol (CHP). The Operational Area Transportation coordinator will be responsible for coordinating transportation resources and operations on a countywide basis. These Coordinators will function as the Operational Area Movement Operations Group. Requests for support and other relevant information will be submitted to the Mutual Aid Region Movement Operations Group.

#### 1.4 Mutual Aid Region

A designated member of the CHP will function as the California Emergency Management Agency (CALEMA) Mutual Aid Region Movement Coordinator and will coordinate traffic control operations on a region wide basis. The Movement Coordinator will be assisted by a representative of the State Department of Transportation (Caltrans), who will function as the Mutual Aid Region Transportation Coordinator. These Coordinators will constitute the Mutual Aid Region Movement

Operations Group. They will refer requests for assistance from other regions and other relevant information to the State Movement Operations Group.

## 1.5 State

The coordination and support of movement operations on a statewide basis will be accomplished by the State Movement Operations Group. This Group will be chaired by the Director (or a designated representative) of CALEMA and will include a Traffic Control Coordinator (CHP representative) and Transportation Coordinator (Caltrans representative). State agencies which may be involved in a major evacuation effort include: California Highway Patrol (CHP), Military Department, Department of Transportation (Caltrans), Department of General Services, and Public Utilities Commission.

## 2. Policies and Procedures

### 2.1 Evacuation Planning

#### A. Site-Specific Planning

If the potential impact area for known hazards can be identified, site-specific evacuation Planning will be prepared. The plan may cover all or a portion of the campus. If the hazard area includes a neighboring jurisdiction(s), the jurisdiction should have prepared a site-specific evacuation plan. The campus and jurisdiction Planning must be coordinated for the evacuation to be effective.

Site-specific Planning include designated traffic and access control points, evacuation routes, warning assignments, transportation requirements, evacuation assembly points, and pre-designated mass-care facility locations. These Planning will be used as guides for evacuating the affected population.

#### B. General Evacuation Procedures

An event may occur that requires an evacuation not covered by a site-specific evacuation plan. For such an event, it will be necessary to determine the area to be evacuated and the number of persons involved, based on information obtained at the time of the incident. Evacuations involving only a small number of people generally can be handled without elaborate measures by on-scene public safety personnel. Evacuations involving a larger number of people will require the determination and establishment of traffic and access control points, evacuation routes, evacuation assembly points, and mass-care facilities.

If the entire campus is to be evacuated, it may be necessary to divide it into sub-areas in order to expedite and prioritize movement. Persons closest to the hazard generally would be warned and evacuated first. The evacuation area would be expanded until all of the threatened population is evacuated.

## 2.2 Warning the Community and Providing Movement Instructions

Once the decision to evacuate has been made, the campus community will be alerted and given evacuation instructions by various means, including radio announcements, TV announcements, sirens, mobile loud speakers, hailers, and personal contact. Whenever feasible, mobile units will be dispatched to the areas to be evacuated.

If an event has not occurred but is imminent, warning and public information operations will take place under extreme time pressure. General and site-specific warning messages and EPI material prepared during the Pre-Emergency Period will be used to the extent possible to accelerate these operations. Movement information provided to the public will include the following:

- Why they must evacuate.
- Routes to take, including conditions of roads, bridges, and freeway overpasses.
- What to do if vehicle breaks down.
- The locations of assembly points for those without access to automobiles.
- Where to go for mass care until the emergency situation has passed.

Close coordination must be established with the news media and neighboring jurisdictions to assist in providing timely evacuation announcements.

## 2.3 Identifying Evacuation Routes

The Movement Coordinator, in coordination with neighboring jurisdictions, will select the best routes from the endangered area to mass-care facilities, considering the size of the population to be moved, road capacity, and the roads which could become impassable if the hazard event occurred. Evacuation routes relating to site-specific Planning should be pre-identified. For areas not covered by site-specific Planning, the best evacuation routes will have to be selected at the time of the hazard event. As the emergency situation progresses, the Movement Coordinator will request regular updates from law enforcement and other field personnel on the condition of the road network and will adjust the selection of evacuation routes accordingly. Changes in evacuation routes will be communicated to traffic-control personnel, transportation resource coordinators, access-control personnel, and Public Information Officers.

## 2.4 Providing Transportation Assistance

Some members of the campus community will not have access to a motor vehicle. Some people with disabilities, infirmities, or illnesses may require special transportation assistance. The number of persons requiring transportation assistance may vary substantially by time of day and day of week. Buses, vans, ambulances, and other transport vehicles will be requested from transportation providers through established channels. Initial requests will be based on estimates of the number of

persons requiring assistance. Units will be dispatched to assembly points, campus facilities, or to designated pickup routes. The community will be told where to go to obtain transportation. A telephone number should be provided for persons who require special assistance.

Evacuation assembly points, where persons requiring transportation will go to be picked up, will be selected with consideration given to walking distance, accessibility for buses, and safety of evacuees. The assembly points generally will be buildings or other readily identifiable points.

## 2.5 Controlling Traffic

Traffic controls will be established at key intersections and at access points to evacuation routes as needed to expedite the flow of traffic. In some cases it may be necessary to control traffic on routes outside the hazard area to minimize conflicts with evacuation traffic. Traffic controls should be established in coordination with neighboring jurisdictions.

For areas covered by site-specific Planning, pre-designated Traffic Control Points (TCPS) will be used, with adjustments being made during the emergency, as necessary. For other areas, TCPs will be selected at the time of the emergency, considering the amount of evacuation traffic expected and the configuration of the road network. Communications will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls, and to implement any changes in evacuation strategy that may be required.

## 2.6 Controlling Access to Hazard Area

As an area is being evacuated, access controls must be established. Controlling reentry protects the public from exposure and injuries and protects unattended property within the vacated area. Security of the vacated area will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically. Special entry passes will be issued at the manned control posts in accordance with established policies. Policies and procedures for access control are provided in the "Law Enforcement and Traffic Control Operations Annex."

Enclosure 1 to Movement Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

A Lead Building Marshal has primary responsibility for movement operations on campus.

Building Marshals will evacuate the disabled from campus buildings.

Disabled Students Programs and Services will assist in evacuating the disabled.

Facilities Management will provide evacuation and staging route signs, and vehicles for transportation.

Parking Services will post signage and assist in directing evacuees to staging areas.

Enclosure 2 to Movement Operations  
MOVEMENT COORDINATOR'S 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: Lead, Building Marshal

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.

ACTION

---

- 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.

## FUNCTIONAL ANNEX I RESCUE OPERATIONS

### 1. Organization and Responsibilities

#### 1.1 Campus

The Campus Rescue Coordinator is responsible for:

- Coordinating rescue operations on campus.
- Identifying rescue requirements and requesting assistance through the mutual aid system.
- Designating a staging area for rescue teams provided through the mutual aid system.
- Organizing campus rescue teams, designating team leaders, and assigning teams to sites.
- Determining priorities for rescue operations in conjunction with the EOC Director.
- Coordinating with other functional coordinators on support for rescue personnel and for handling of casualties and fatalities at rescue sites.

Campus units and local organizations available to support rescue operations are denoted in Enclosure 1, "Supporting Organizations and Responsibilities."

#### 1.2 County and City

County and City Rescue Coordinators are responsible for rescue operations within their jurisdiction. They will provide available resources to support campus operations in response to requests through the mutual aid system.

#### 1.3 Operational Area

Operational Area Fire and Rescue and Law Enforcement Coordinators are responsible for coordinating countywide rescue operations:

- Activating Operational Area or countywide fire and rescue and search and rescue mutual aid Planning.
- Staffing the rescue function at the County Emergency Operating Center.

#### 1.4 Mutual Aid Region

Mutual Aid Region Fire and Rescue and Law Enforcement Coordinators are responsible for mobilizing and allocating mutual aid resources for rescue operations.

1.5 State

State Fire and Rescue and Law Enforcement Coordinators (members of California Emergency Management Agency Staff) are responsible for mobilizing needed resources from available statewide mutual aid system and State agency inventories.

2. Policies and Procedures

- 2.1 The Campus Coordinator for rescue operations will determine the boundaries of each separate incident, i.e., building, complex, or campus as a whole. An on-site Incident Commander will be designated for each incident. Direct supervision of rescue team members will be the responsibility of the team leader designated by the providing organization. Coordination with coroner and emergency medical operations will be required at each level of operation.
- 2.2 Mutual aid resources will be mobilized through established mutual aid channels. Resources mobilized through mutual aid channels will be returned to Operational Area or Regional Mobilization Centers when no longer needed by the utilizing agency, incident, or area.

Enclosure 1 to Rescue Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

The Orange County Fire Authority has primary responsibility for light and heavy rescue operations.

Facilities Management will assist with heavy equipment, trucks, forklifts, and personnel, if available.

Technical staff will provide expert advice on buildings and structures.

Enclosure 2 to Rescue Operations  
RESCUE COORDINATOR'S CHECKLIST

Activity: Find and remove persons trapped in damaged or collapsed structured or other locations. Search and Rescue operations are coordinated by the 'HAZMAT/Search & Rescue' Coordinator.

Primary: Designee, Facilities Management

General Response

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

ACTION

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- Identify rescue requirements.
- Request assistance through county mutual aid procedures.
- Designate a staging area(s) for incoming rescue teams.
- Organize campus rescue teams--designate team leaders.
- Establish priorities for rescue operations with EOC Director.
- Assign rescue teams to specific sites.
- Coordinate with other functional coordinators for support to rescue activity.

## **FUNCTIONAL ANNEX J**

### **CONSTRUCTION AND ENGINEERING OPERATIONS**

#### 1. Organization and Responsibilities

##### 1.1 Campus

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.

Campus units and local organizations available to provide construction and engineering support are denoted in Enclosure 1, "Supporting Organizations and Responsibilities.

##### 1.2 County and City

County and City Construction and Engineering Coordinators are responsible for coordinating operations, including debris clearance and route recovery, within their jurisdiction. They will provide available resources to support the campus in response to requests through the mutual aid system.

##### 1.3 Operational Area

The Operational Area Construction and Engineering Coordinator will have the overall responsibility for coordinating countywide construction and engineering operations, provide relevant information, and submit all requests for support to the Mutual Aid Region Construction and Engineering Coordinator.

##### 1.4 Mutual Aid Region

The Mutual Aid Region Construction and Engineering Coordinator will have the overall responsibility for coordinating construction and engineering operations within the region, provide relevant information, and submit all requests for support to the State Construction and Engineering Coordinator.

##### 1.5 State

The State Construction and Engineering Coordinator will have overall responsibility for coordinating statewide construction and engineering operations and requirements.

##### 1.6 Private Sector

The Associated General Contractors (AGC) of America and the Engineering and Grading Constructors Association (EGCA) are directly available to any legally constituted authority, or authorities, undertaking emergency operations.

The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support governmental efforts directed towards damage assessment and determination of the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety, et cetera) may be obtained.

The Concrete Sawing and Drilling Association of California may provide assistance in heavy-duty rescue operations.

## 2. Policies and Procedures

### 2.1 Post-Event Inspection of Facilities and Structures

The post-event inspection of facilities and structures to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials (published and issued separately by the California Emergency Management Agency).

### 2.2 Route Recovery

- Field employees of governmental agencies will survey damage to freeways, roads, and streets in their vicinity and report information to their appropriate headquarters.
- Priorities will be given to:
  - A quick assessment of damage to highways, roads, and streets and immediate access/egress needs.
  - The identification, establishment, and operation of alternate routes.
  - The reestablishment of service on essential highways, roads, and streets.
  - Facilitating the earliest possible recovery.

Enclosure 1 to Construction and Engineering Operations  
SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

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

Fiscal Services arranges financing and maintains financial records.

Technical staff will provide expert advice on structural problems.

Facilities Management will assist in turning off utilities, checking for hazard, repairs, and debris clearance.

Campus Police will provide facility security.



Enclosure 2 to Construction and Engineering Operations  
CONSTRUCTION/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: Director, Facilities Management

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 SC 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.

#### ACTION

---

- 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.

### Flood

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

#### ACTION

---

- 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.

#### Fire and Hazardous Materials Incident

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.

**FUNCTIONAL ANNEX K**  
**RESOURCES AND SUPPORT OPERATIONS**

1. Organization and Responsibilities

1.1 Campus

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:

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

Campus units and local organizations available to provide resources and other support are denoted in Enclosure 1, "Supporting Organizations and Responsibilities."

1.2 County and City

County and City resources and support coordinators, assigned to the Logistics and Finance Sections, are responsible for coordinating resources and support operations within their jurisdictions. They will provide available resources from their jurisdictions to support campus operations in response to requests through mutual aid channels.

### 1.3 Operational Area

The Operational Area resources and support coordinators will have the overall responsibility for coordinating countywide resources and support operations, providing relevant information, and submitting all requests for support to the Mutual Aid Region Resource Coordinator. (Individuals at the Mutual Aid Region and State levels are referred to as Resource Coordinators.)

### 1.4 Mutual Aid Region

The Mutual Aid Region Resource Coordinators, who will function under the direction of the California Emergency Management Agency (CALEMA) Regional Manager, will be selected by representatives of the designated State agencies and will be responsible for coordinating appropriate resources and/or support activities. (Assignments will depend on regional availability of State agency representatives.) The Coordinators will have the overall responsibility for coordinating operations within their respective areas of interest. All relevant information and requests for support will be submitted to the appropriate State Resource Coordinators.

### 1.5 State

The Secretary of the California Emergency Management Agency, or a designated representative, will have overall responsibility for coordinating statewide resources and support operations and requirements.

## 2. Policies and Procedures

### 2.1 Supply

The campus will be responsible for the receipt and distribution of vital resources and the implementation of control procedures to ensure that basic human needs are met on campus. Prescribed procurement, contracting, and claim procedures will be used in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be equitably reimbursed.

### 2.2 Personnel

- Campus personnel agencies should, to the maximum extent practicable:
  - Register, classify, and assign all available personnel and volunteers.
  - Consult with management and labor to establish personnel priorities.
  - Estimate personnel requirements of campus units to support emergency operations and advise the appropriate Personnel Coordinator of anticipated deficiencies.

- The provision of nonprofessional and unskilled temporary help will be coordinated with the appropriate Personnel Officer.
- Existing or emergency job clearance practices will be utilized for matching workers to jobs both within and outside hazard areas.
- All agencies assigned emergency responsibilities should pre identify sources of supplemental personnel.
- Campus Units requiring supplemental professional or other highly skilled personnel (e.g., medical, health, engineering) will identify and register such personnel prior to the onset of emergencies. To meet additional requirements, such units will appraise appropriate personnel authorities of specific personnel qualifications and job requirements in order to screen and refer personnel effectively.

### 2.3 Transportation

Transportation resources normally will be provided for:

- Transporting persons from threatened, impacted, or untenable areas.
- Transporting essential equipment, supplies, and other resources.
- Transporting emergency workers from reception to hazard areas.
- Transporting potable water to points of consumption.
- Serving as auxiliary ambulances.

### 2.4 Utilities

- All personnel, equipment, supplies, and transportation facilities of specific utilities will be reserved primarily for individual utility operations and restoration.
- Information regarding demand, availability, et cetera, of utilities will be furnished to governmental officials for use in informing the public regarding the conservation of the services.
- When required, personnel assistance and supplemental equipment and supplies will be requested by the Utilities Officer.

Enclosure 1 to Resources and Support Operations  
SUPPORTING UNITS AND RESPONSIBILITIES

The Logistics and Finance Sections have the primary responsibility for procuring and supplying resources for campus emergency operations. Several units in the Operations and Planning Sections provide support functions for emergency operations.

Facilities Management has primary responsibility for obtaining transportation resources and vehicles to support emergency operations.

Personnel/Volunteer Coordinator is responsible for obtaining personnel from campus units to support emergency operations.

Facilities Management has the primary responsibility for on-campus utilities and for working with the private utility companies.

Fiscal Services is responsible for accounting and financial record keeping.

Purchasing will assist with the procurement of emergency supplies, material and equipment as needed.

Technology Services has primary responsibility for telecommunications and computer network service.

Enclosure 2 to Resources and Support Operations  
SUPPLY COORDINATOR'S CHECKLIST

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

Primary: Designee, Facilities Management

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.



Enclosure 3 to Resources and Support Operations  
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: Campus Designee

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.

PERSONNEL/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.
- 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.

## TRANSPORTATION COORDINATORS'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: Designee, Facilities Management

### General Response--All Hazards

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

#### ACTION

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- 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 8A.
- 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.

## TELECOMMUNICATIONS COORDINATOR'S CHECKLIST

Activity: Ensure that telecommunications and computer network systems, including hardware, are operational. Responsible for IT Disaster Recovery Plan.

Primary: Director, Technology Services

### General Response--All Hazards

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

#### ACTION

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- Obtain initial reports on hardware problems and estimates to restore services.
- Notify Telecommunications Disaster Survey Team.
- Initiate IT Disaster Recovery Plan, if necessary.
- Provide technical support for sending emergency messages to campus community via Berbee, voice mail and e-mail. Obtain message content from Public Information Officer
- Determine status of telecommunications system and contact telephone/internet service provider(s) to report problems. Obtain estimates for service restoration by location and time.
- Check condition of telecommunications equipment rooms, equipment and peripherals, backup battery and generator systems, gas and water leaks, etc.
- Establish priorities for repair of data/communications systems.
- Keep Logistics and Operations Section Chief advised of status and estimates for service status.

## 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

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- 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.

## MESSAGE CENTER OPERATOR'S CHECKLIST

Activity: Responsible for maintenance and implementation of the processes associated with formatting, collection, and compiling of all written Message Center forms.

Primary: Director, Foundation

### General Response--All Hazards

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

#### ACTION

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- Obtain briefing from Planning Section Chief.
- Obtain necessary equipment and supplies, including message forms.
- Ensure distribution and use of message forms.
- Ensure the development of a filing system to collect, log and compile copies of Message Center forms.
- Coordinate 'runner' support system for collecting and disseminating message forms.
- Initiate procedures for displaying, identifying and noting significant information on the 'status boards'.
- Develop process for authenticating conflicting event information.

## DISPLAY PROCESSOR'S CHECKLIST

Activity: Responsible for display of incident information obtained from field units and resource status reports, including complete narrative display of significant disaster events.

Primary: Director, Foundation

### General Response--All Hazards

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

#### ACTION

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- Obtain briefing from Planning Section Chief.
- Obtain necessary equipment and supplies.
- Develop required displays in accordance with time limits for completion.



## UTILITIES COORDINATOR'S CHECKLIST

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

Primary: Designee, Facilities Management

### General Response--All Hazards

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

#### ACTION

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- 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.

## **SUPPORTING DOCUMENTS**

SITUATION ANALYSIS AND DAMAGE ASSESSMENT

ENVIRONMENTAL HEALTH AND SAFETY/RISK MANAGEMENT

EMERGENCY PUBLIC INFORMATION (EPI)

HAZARD MITIGATION

HAZARD ANALYSIS AND PLANNED RESPONSE

VITAL RECORDS PROTECTION

BASIC CAMPUS EQUIPMENT LIST

\*Copies of these documents are maintained in the Campus EOC

EMERGENCY PLANS INDEX

POINT OF DISPENSING (POD)

PANDEMIC BUSINESS CONTINUITY

## Part Four

### 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 Emergency Management Agency (Cal EMA)*

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 use 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 insuring 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.

*Decontamination/Decontamination Control*

Radioactive Materials:

The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand.

Other Hazardous Materials:

Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances.

Contamination control is facilitated by containment methods such as diking.

*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 CALEMA 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 CALEMA, 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).

*ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, P.L. 93-288*

As amended gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies and major disasters.

*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 CALEMA 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.